

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

AQAR for the year (for example 2013-14)

2016-2017

### I. Details of the Institution

1.1 Name of the Institution

Sri Guru Nanak Dev Khalsa College

1.2 Address Line 1

Dev Nagar

Address Line 2

Karol Bagh

City/Town

New Delhi

State

Delhi

Pin Code

110005

Institution e-mail address

principal@sgndkc.du.ac.in

Contact Nos.

011-28729399

Name of the Head of the Institution:

Dr. Man Mohan Kaur

Tel. No. with STD Code:

011-45584077

Mobile:

**9810167366**

Name of the IQAC Co-ordinator:

**Dr. Gita Lakhanpal**

Mobile:

**9891239070**

IQAC e-mail address:

**feedback.suggestions@sgndkc.du.ac.in**

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**DLCOGN 21625**

**OR**

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

**EC(SC)/18/A&A/115.1 Dated: 05-11-2016**

1.5 Website address:

**www.sgndkc.org**

Web-link of the AQAR:

**<http://www.sgndkc.org/sk/documents/uploadedfiles/file15052017110706.pdf>**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>B++</b>	<b>2.76</b>	<b>2016</b>	<b>5</b>
2	2 <sup>nd</sup> Cycle	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

**10/12/2014**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ **N.A.** \_\_\_\_\_ (DD/MM/YYYY)  
ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private   
Affiliated College Yes  No   
Constituent College Yes  No   
Autonomous college of UGC Yes  No   
Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women   
Urban  Rural  Tribal   
Financial Status Grant-in-aid  UGC 2(f)  UGC 12B   
Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)   
TEI (Edu)  Engineering  Health Science  Management   
Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

**University of Delhi**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="NA"/>		
University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	<input type="text" value="NA"/>
DST Star Scheme	<input type="text" value="NA"/>	UGC-CE	<input type="text" value="NA"/>
UGC-Special Assistance Programme	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>
UGC-Innovative PG programmes	<input type="text" value="NA"/>	Any other ( <i>Specify</i> )	<input type="text" value="NA"/>
UGC-COP Programmes	<input type="text" value="NA"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="5"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

**1. Mentoring roles were defined.**  
**2. Streamlined submission of question banks, lesson plans and academic calendar by Departments.**  
**3. Digitisation of documents.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<b>1. Start Research Journal</b>	<b>1. RNI No: DELENG/2016/68833</b>
<b>2. Feedback from staff</b>	<b>2. Analysis attached</b>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	<b>2</b>	-	-	-
UG	<b>8</b>	-	<b>2</b>	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	<b>10</b>	-	<b>2</b>	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: **CBCS/Core/Elective option** / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
<b>Semester</b>	<b>12</b>
Trimester	-
Annual	-

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- **Syllabus of History pertaining to B.A. History (Hons) was revised during 2016. In the revised course, book reading has been updated and there is emphasis on need for hands on experience by DU.**
- **Introduction of CBCS in Undergraduate courses has brought in new syllabi in all courses by Delhi University. It emphasises skill development, communication and interdisciplinary study.**

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

**NIL**

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>54</b>	<b>12</b>	<b>42</b>	<b>0</b>	<b>0</b>

2.2 No. of permanent faculty with Ph.D.

**42**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
<b>0</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty

**2**

**0**

**32**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>0</b>	<b>6</b>	-
Presented papers	<b>19</b>	<b>20</b>	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- **Provided hand-outs to students.**
- **Encouraged use of Computer and Language Lab.**
- **Conducted Remedial classes, Brainstorming sessions, Group Discussions, Critical thinking, Interviews.**

2.7 Total No. of actual teaching days during this academic year

**185**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

**Examination and Evaluation comes under the preview of DU and it has centralised checking.**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member Development workshop

-

-

**2**

2.10 Average percentage of attendance of students

**60 %**

2.11 Course/Programme wise distribution of pass percentage : **Session 2015-2016 (FYUP)**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com honours	153		79.6%	15.0	4.4%	100%
English honours	28		46.4%	42.8%	10.7%	100%
Hindi honours	69		43.4%	50.7%	2.8%	100%
Punjabi honours	21		57.1%	38.0%	0%	100%
History honours	21		19.0%	80.9%	33.3%	94%
Pol.Sc. honours	48		47.9%	43.7%	4.1%	96%
Dc1 Maths	30		73.3%	20.0%	0%	94%
BBE 2 <sup>nd</sup> yr	22		36.3%	22.7%	27.2%	86%
Hindi Jr, honours	23		69.5%	26.0%	0%	96%
Economics honours	57		61.4%	33.3%	0%	100%
M.A Punjabi	2		100%	0%	0%	100%
M.Com	8		100%	0%	0%	100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

<ol style="list-style-type: none"> <li>1. HOD's ensure sharing of Question Banks and Lesson plan</li> <li>2. Feed back from students and Faculty are solicited at regular intervals</li> <li>3. Encourage Faculty to adopt new teaching techniques and information through FDPs</li> </ol>
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2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	8
Others	0



#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>17</b>	<b>27</b>	<b>0</b>	<b>23</b>
Technical Staff	<b>5</b>	<b>4</b>	<b>0</b>	<b>4</b>

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- **Research committee has been set up. Under its aegis opportunity is given to Faculty members to share their research work with colleagues.**
- **A research journal *Journal of research and Innovation* is registered under RNA No: DELENG/2016/68833**

#### 3.2 Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>7</b>	<b>13</b>	-
Non-Peer Review Journals	<b>2</b>	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	<b>2016-2017</b>	<b>DU</b>	<b>7.50</b>	<b>7.50</b>
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : **NA**

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges  
 Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	-	International	National	State	University	College
	Number	-	<b>5</b>	-	-	<b>1</b>
	Sponsoring agencies	-	<b>UGC</b>	-	-	<b>College</b>

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	
International	Applied	-
	Granted	
Commercialised	Applied	-
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
<b>NIL</b>						

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): **NIL**  
 JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:  
 University level  State level   
 National level  International level

3.22 No. of students participated in NCC events: **148**  
 University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:  
 University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:  
 University level  State level   
 National level  International level

3.25 No. of Extension activities organized  
 University forum  College forum   
 NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

**Following are some of the extension activities organized by various college and departmental societies:**

- **Nepathya, the dramatics society, produced and performed a stage play titled '*Rai ka Pahaad*', which won a number of nominations and awards.**
- **Nepathya also produced another street play titled '*Chalo chaand pe chalte hai*', which won a number of awards.**
- **Vedang, the dramatics society, organised the first parliamentary debate event Prakhar, and an intercollege debate competition on the topic, 'The Nature of Indian Economy us Employment Conducive'.**
- **The National Service Scheme (NSS) organized free medical health camp, Swachhata Pakhwara, Anti drug awareness program, collection drive for collecting old materials for donation.**
- **Ceratus, the Model United Nations (MUN) society, conducted intra MUN event for deliberating on the agenda, 'Consumer Protection and increase in WTO Transperancy'.**
- **Department of Commerce organized a talk on Cyber crime and cyber laws delivered by Mr Rakhsit Tandon. The department also conducted a number of seminars on various topics including 'Building Future leaders' and Bombay Stock Exchange, as well as conducted a entrepreneur speaker series aimed at providing information on various successful start up ventures.**
- **Department of English organised a two day UGC sponsored seminar on the topic of *Trans (gendered) Lives: Praxis of Silence and Exclusion* to create awareness and sensitise students regarding their special needs. This was followed by a special interactive session with Ms. Amrita from SATHI.**
- **Department of Punjabi organized National Kavi Darbar in the college which was attended by a number of well known poets in Hindi.**

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	<b>1 acre</b>	-	-	-
Class rooms	<b>50</b>	-	-	-
Laboratories	<b>7</b>	-	-	-
Seminar Halls	<b>1</b>	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	<b>265</b>	<b>Student fund</b>	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	<b>22.39 lakhs</b>	<b>Student fund</b>	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

##### Library

- **LSE asc Software Web Centric (Latest Version)**
- **On line web site**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	<b>58811</b>	-	<b>1529</b>	<b>Rs. 4,79,460</b>	<b>60340</b>	
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	<b>19</b>	<b>Rs. 44,491</b>	<b>19 cont.</b>	<b>Rs. 42,551</b>	-	-
e-Journals	-	-	-	-	-	-
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	<b>160</b>	<b>6</b>	<b>Yes</b>	-	-	-	-	-
Added	<b>30</b>	<b>1</b>	<b>Yes</b>	-	-	-	-	-
Total	<b>190</b>	<b>7</b>	-	-	-	-	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

**NIL**

4.6 Amount spent on maintenance in lakhs :

i) ICT

**1.95 lakhs**

ii) Campus Infrastructure and facilities

**13.25 lakhs**

iii) Equipments

**0.83 lakhs**

iv) Others

**1.62 lakhs**

**Total :**

**17.65 lakhs**

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- **Through Notice Boards**
- **Mentors discuss and facilitate student support services.**

#### 5.2 Efforts made by the institution for tracking the progression

**Result analysis by respective departments.**

#### 5.3 (a) Total Number of students (Session 2016-2017)

UG	PG	Ph. D.	Others
<b>2245</b>	<b>41</b>	-	-

#### (b) No. of students outside the state

**236**

#### (c) No. of international students

**NIL**

Men	No	%	Women	No	%
	<b>1576</b>	<b>69</b>		<b>710</b>	<b>31</b>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>1736</b>	<b>253</b>	<b>22</b>	-	<b>16</b>	<b>2027</b>	<b>2090</b>	<b>164</b>	<b>16</b>	-	<b>16</b>	<b>2286</b>

Demand ratio - Dropout % **15 %**

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

**NIL**

#### No. of students beneficiaries

**NIL**

#### 5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

#### 5.6 Details of student counselling and career guidance

- **College has appointed a counsellor for student counselling.**
- **Placement cell organises talks from time to time related to career opportunities and soft skills development.**



No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
<b>40</b>	<b>813</b>	<b>120</b>	

### 5.8 Details of gender sensitization programmes

- **Talk on Gender Parity and Women's safety was organised on International Women's Day. Prof Deo Shankar Navin and Dr Prem Kumari addressed the students.**
- **In mentor group meeting and through class room assignments, gender sensitization is deliberated.**

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

**17**

National level

**06**

International level

**01**

No. of students participated in cultural events

State/ University level

**150**

National level

-

International level

-

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

-

National level

-

International level

-

Cultural: State/ University level

**80**

National level

-

International level

-

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	<b>98</b>	<b>4,63,000/-</b>
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- **In canteen, seating arrangement was enhanced.**
- **Students concern regarding drinking water was addressed by repairing/cleaning the water coolers and RO systems.**

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:** Towards academic excellence with Humane face  
**Mission:** Developing skills with scientific Temper and Leadership Qualities.

6.2 Does the Institution has a management Information System

**College is in the process of introducing one**

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

**Faculty members are encouraged to engage with University Departments for Curriculum development.**

6.3.2 Teaching and Learning

- **Interactive sessions in class are encouraged through debate, discussions, role plays etc.**
- **IT tools are extensively used by students and teachers.**
- **Remedial classes are arranged for weak students.**
- **Teachers provide guidance to students for enhancing presentation skills for expression of the content.**

6.3.3 Examination and Evaluation

**Examination and evaluation is undertaken as per University rules and regulation.**

6.3.4 Research and Development

- **College brings out an Annual Academic Journal titled Journal For Research and Innovation**
- **Research Committee monitors research activities and provides platform for sharing the research work.**
- **Two Innovation Projects were completed and submitted to university.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Extensive renovation of the building was undertaken.**
- **New books as per the requirement of syllabai and general books and journals of interest to students were added to the library repository.**
- **Public address system is in place.**
- **Language lab was established.**
- **A new computer lab with 30 new computers was set up.**

6.3.6 Human Resource Management

- Human resource planning is done on the basis of workload as per university norms and wherever required ad-hoc teachers are appointed as per university guidelines.
- Faculty members are encouraged for higher studies.
- Along with routine classroom teaching, the faculty of the college is also engaged in extra-curricular activities.
- Emphasis on team building.

6.3.7 Faculty and Staff recruitment

In this academic session no permanent appointments have been made. However, Faculty / staff have been appointed on ad-hoc basis as per rule.

6.3.8 Industry Interaction / Collaboration

- From time to time college through the Placement Cell reaches out to Industry for placement related activities and for guidance and training activities.
- Trips to various industries /Parliament/Stock Exchange were organised.

6.3.9 Admission of Students

As per Delhi University schedule and norms

6.4 Welfare schemes for

Teaching	<b>DU Teacher Welfare Scheme</b>
Non teaching	<b>Thrift Society</b>
Students	<b>Fee exemption and scholarships.</b>

6.5 Total corpus fund generated

**NA**

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	<b>NO</b>		<b>Yes</b>	<b>IQAC</b>
Administrative	<b>NO</b>		<b>YES</b>	<b>IQAC</b>

6.8 Does the University/ Autonomous College declares results within 30 days? **NA**

For UG Programmes      Yes       No

For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

**NA**

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

**NA**

6.11 Activities and support from the Alumni Association

**Alumni are encouraged to provide (formal & informal):**

- **Feedback on their experiences in college**
- **Suggestions for new initiatives**
- **Mentor students involved in Society activities**
- **Help in placements.**

6.12 Activities and support from the Parent – Teacher Association

**There is no provision for a formal PTA but parents are regularly informed about the attendance of the students by uploading it monthly on the college website.**

6.13 Development programmes for support staff

- **Staff go to attend Staff Development programmes.**
- **Support staff is provided financial assistance in case of any emergency through Thrift Society**

6.14 Initiatives taken by the institution to make the campus eco-friendly

- **Steps have been taken towards generating Solar electricity and rain water harvesting.**
- **Paper waste is segregated and sent for recycling.**
- **Old bulbs have been replaced with LED lights in order to save electricity.**
- **E-waste disposed of for dismantling and recycling as per e-waste rules laid down by the government**

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- **In-house internship to students. Student internships serves the purpose of acquainting the students with the operational and procedural aspects of professional institutions, thus enhancing their chances of employability in the practical work scenarios. Students also get paid a nominal stipend.**
- **Finance Committee has been set up to ensure optimal use of funds and streamline the process of expenditure.**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action (2016-2017)	Action Taken
<b>Research</b>	
<ul style="list-style-type: none"><li>• Start a Research journal</li></ul>	Journal officially launched and also obtained RNA Number for the same.
<b>Processes to be set in place</b>	
<ul style="list-style-type: none"><li>• Roles and responsibilities for administrative staff</li></ul>	Roles and responsibilities identified and communicated to the administrative staff.
<ul style="list-style-type: none"><li>• Digitization of documents</li></ul>	Finished digitization of office records and documents
<ul style="list-style-type: none"><li>• Conduct survey/ feedback</li></ul>	Alumni and Faculty Feedback conducted
<b>Academic</b>	
<ul style="list-style-type: none"><li>• Preparation of Departmental PPTs</li></ul>	Departments prepared PPTs for assessment during NAAC peer team visit
<ul style="list-style-type: none"><li>• Organize Faculty Development programme (FDP)</li></ul>	Department of Commerce conducted one FDP

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- **College Community Collaboration (C<sup>3</sup>)**
- **Planning & Implementation of Collaborative Projects (PIC)**

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Energy Conservation
- E-waste management
- Paper waste management
- Use of Renewable Energy
- Water harvesting

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

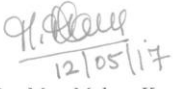
- The strength of the institution lies in the student and staff's willingness to work together.
- At times, time crunch is faced to implement the ideas that emerge from the synergies between student and faculty.
- Procedural delays beyond the control of the institution weaken new initiatives.

#### 8. Plans of institution for next year

- Introduce career oriented add on courses.
- Improve student support system.

  
Name Dr. Gita Lakhanpal

Signature of the Coordinator, IQAC

  
Name Dr. Man Mohan Kaur

Signature of the Chairperson, IQAC

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