



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

DAV Centenary College, Faridabad

- Name of the Head of the institution **Dr. Savita Bhagat**
- Designation **Officiating Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01292415044**
- Mobile No: **9873400012**
- Registered e-mail **info@davccfbd.com**
- Alternate e-mail **naacdavccfbd@gmail.com**
- Address **NH-3, NIT**
- City/Town **FARIDABAD**
- State/UT **HARYANA**
- Pin Code **121001**

2. Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **MAHARISHI DAYANAND UNIVERSITY,
ROHTAK**
- Name of the IQAC Coordinator **MR. MUKESH BANSAL**
- Phone No. **01292415044**
- Alternate phone No. **9818454909**
- Mobile **9818454909**
- IQAC e-mail address **naacdavccfbd@gmail.com**
- Alternate e-mail address **mkbansal198@gmail.com**

**3. Website address (Web link of the AQAR
(Previous Academic Year)**

<http://davccfbd.ac.in/wp-content/uploads/2022/05/AQAR-2019-20-online.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://davccfbd.ac.in/wp-content/uploads/2022/08/Academic-Calendar-2020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.75	2003	21/03/2003	20/03/2008
Cycle 2	A	3.11	2015	15/11/2015	14/11/2020

6. Date of Establishment of IQAC

16/02/2005

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
na	na	na	na	na

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

This session was affected adversely due to the Covid Pandemic. However, the college continued the teaching process through online as well as offline mode, as and when found appropriate. The students were provided with PPTs, You Tube video lectures, written notes, e-Library facility. Facilities like Zoom, Google Meet etc. were extensively used. As a result the faculty and students have become quite e- friendly users.

Innovation Incubation Centre (IIC) was established in the college as per the Govt. guidelines.

A Two Day International Conference "Shifting Paradigms in teaching-learning Scenario post Covid19" was organised on (8-9 July 2021).

With the encouragement by the college IQAC, 09 teachers of our college took the the SWAYAM/NPTEL refresher course.

Important Days, including World Environment day, Earth Day, Yoga Day etc. have been celebrated and another water harvesting point has been commissioned as the fourth in the college.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Academic Webinars should be organised at National and International Level	14 number of National Webinars and 1 Number of International Conference
Keeping the Covid pandemic conditions in view, online FDP should be organized	3 number of Online FDPs were organized
Due to restrictions caused by pandemic, classes should continue through online mode, in addition to the offline mode as required by the government and guidelines should be followed and publicised.	Complied
Full attempt should be made by the admission committee to fill all seats during the admission process	Committees for various tasks related to admission process were formed and deputed. Almost all seats were filled in UG programs (except a few reserved seats for SC candidates in a few programs).
Teachers should write and publish more and more research papers/ books/ chapters etc.	14 number of research papers /books/chapters/conference proceedings have been published. A few books are there in the process of writing.
Non Ph.D. faculty should pursue Ph.D. Programs	Number of teachers as per the following: the teachers have taken up further study to Ph.D course: Viva completed by Ms. Rashmi Ratturi and Ms. Nisha Singh from the dept. of BBA, Ms. Sarika, Ms. Minakshi Hooda, Ms. Rakhi Wadhawan and Ms. Ritu Sachdeva from the dept. of computer. Ph.D. thesis submitted by Ms. Lalita Dhingra and Ms. Bindu Roy from the dept. of commerce. Ph.D. course registered by Ms. Arti Kumari, Ms. Rekha Sharma from the dept of Commerce, Ms. Pooja Sharma

	from the dept. of Science and Ms. Kiran Kalia from the dept. of Maths continued their Ph.D. Studies
Water Harvesting should be augmented	one more water harvesting point (4th in the college) has been commissioned in the college.
Students should be exposed to a few Life skills Development Programs	Four such life skills programs were organised for students in the college.
College should keep up celebrating important commemorative days	A number of important National and International Commemorative Days and festivals were celebrated.
Alumni Meet to be organised	Alumni meet was conducted on 13.03.2021 and total 80 members were present in the program..
Teachers should reap the benefits of refresher courses offered online by SWAYAM/ NPTEL	After the encouragement by the college, 09 teachers completed their refresher courses in SWAYAM/NPTEL
As a gesture towards community service, Blood Donation and Vaccination Camps should be organised by the college	Two Vaccination Camps were conducted on 13th April 2021 and 19/08/2021 for staff (Teaching & Non-Teaching), students and the neighbourhood citizens in collaboration with Govt. BK Hospital (Govt.). Blood Donation Camp was conducted on 13/02/2021 where 110 units were collected. The college is committed to provide such community service in future also.
Due attention should be paid to gender equality and grievance redressal	The college has worked on issues, related to women development and hygiene of girl students. A workshop on Gender Equality "ANUPAMAKIRTI" etc. organized. The Grievance Redressal Cell has been made active for taking care of the

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Program for encouraging students towards entrepreneurship, to be organised	Innovation Incubation Centre (IIC) was established in the college as per the Govt. guidelines.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
DAVCMC, NEW DELHI	25/08/2022

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	19/02/2022

15. Multidisciplinary / interdisciplinary

Our college runs 3 PG and 12 UG Courses. In various discipline courses cater to a number of different disciplines, including Arts, Commerce, Science, Management and Computers, resulting in a multidisciplinary institution. The details of these courses are as follows:

Discipline	Course Name
Computers	BCA
	MSC CS
	BSC CS
Commerce	B.Com (Pass)

	B.Com (Hons)
	B.Com (TPP)
	B.Com(CA)
	M.Com
Management	BBA (Gen)
	BBA (CAM)
	BTTM
Arts	BA
	BAJMC
	MA English
Science	B.Sc Non Medical

The college tries to integrate the efforts towards having an interdisciplinary approach while designing and planning co curricular and extra curricular activities

16.Academic bank of credits (ABC):

our college runs 3 PG and 12 UG Courses. Credit Based system has been started by the affiliating University only a few years back. storing of the credits in the Academic bank of credit (ABC) form in PG Courses has not been statred yet. In UG courses the university does not offer any credit system of award.

17.Skill development:

The college has an eye on the end results of the programs run. Most of the courses aim at producing skilled and employment ready professionals. The Curriculum of most of the courses includes courses and subjects which have been designed by the affiliating university to include knowledge and practice for skill development of the students. They have practical, Laboratory part in their curriculum. They also undergo internships for a certain number of weeks as prescribed by the university. In addition to that the college on its own has developed curriculum of a few add on and valued added courses such as:

1. Computer Graphics, Animation, Multimedia & Web Designing
2. Hardware Networking & Ethical Hacking
3. Oracle DBA

The College also keeps on following the schemes run by State/ Central Government towards skill development. The college also

plans small period workshops, Training and special lectures for students to imbibe professional as well as life skill programs.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college uses the language of teaching as is prescribed by our affiliating university english and hindi as applicable. Most of the professional courses are taught in english medium and rest in hindi or both as opted by students. Though we do not have any online courses but we do use, as modern and efficient practice, teaching and helping students through online media such as Zoom/ Google Meet/ You Tube, Whats app groups, E mail etc. The college also is very adept in organizing cultural programmes and exposing the students to the social and cultural heritage through inviting experts and knowledgeable personnel as resource person. Our college has been participating and winning cultural and sports competition trophies at zonal, Inter Zonal, University, National and International Level.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The College is committed to provide able and skilled manpower to the society and industry. all courses run by the college aim at fulfilling the vision and mission of our college. The programmes and courses at PG and UG Level support the results and achievements desired at the end. below are given the program objectives at UG and PG Level respectively. The university results and record of placements indicates the same. However a detailed document of the program objectives(POs), Program Specific Objectives(PSOs) and Course objective for each program are available at the institution website

LINK: <http://davccfbd.ac.in/wp-content/uploads/2022/08/POs-PSOs-and-COs-of-UG-1-1.pdf>

Programme Outcomes (POs) - General Higher Education Under Graduate Programs

PO1: Rational Thinking:Scan, Receive, Filter and apply such information in understanding thinking rationally and reach logically solutions to the impending problems.

PO2: Effective Communication: Proficiency in English and Hindi language in order to read, write and speak while developing communication skills to comprehend and present the ideas. Also learning use of ICT in communication.

PO3: Transaction Skills: Effectively dealing with people at individual or group/team level with appropriate stance.

PO4: Contributing towards Society and Nation: To develop ability to serve and contribute towards the society and nation through understanding of issues, developing opinions and constructive work with equal awareness of rights and duties and a strong civic sense.

PO5: Values and Ethics: To develop and empathic attitude towards all beings as well as nature and also inculcating the values like honesty, integrity, commitment, trust and a strong sense of fair play.

PO6: Concern for Environment and Sustainable Development: Creating awareness about sacredness of environment and imperative need for sustainable development.

PO7: Inculcating Self Learning Ability: To be able to grasp and adopt new knowledge and skills on the strength of their own understanding.

Program Outcomes (POs) of General Higher Education Programs

(POST GRADUATE)

PO1. Greater understanding of the subject: Deeper understanding of the subject/field as compared to under graduates.

PO2. Inculcation of greater self-learning ability: Greater ability to understand concepts and imbibe skills on the strength of their mature understanding and stronger knowledge base, as compared to undergraduate students.

PO3. Contribution to Society: Ability to apply their greater knowledge and understanding of the subject for their own career making as well as for the benefit of the society at large.

PO4. Values and Ethics: To further strengthen and hone the values acquired so far so that they can become enlightened and responsible global citizens.

PO5. Communication and Transactional Skills: To enable them to further strengthen their communication and transactional skills

to make them more productive and aggregative and sound members of society.

20.Distance education/online education:

The college is affilated to Maharishi Dayanand University, Rohtak. The University does not offer distance education courses in the programs run by our college.

Extended Profile

1.Programme

1.1	15
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	4318
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	751
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1289
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	102
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	14
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	66
Total number of Classrooms and Seminar halls	
4.2	79.23
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	410
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Our college is affiliated to Maharishi Dayanand University, Rohtak. So, we need to strictly follow syllabus regime and guidelines prescribed by Maharishi Dayanand University. The college departments also keep an eye on the needed changes in the syllabus and keep requesting the university departments to take a closer look and modify the curriculum if they find it appropriate. Within each faculty department the workload is decided according to the university norms and right number of teachers is provided for the department; shortfall if any is fulfilled. The teachers are invited to take up the subjects of their specialization on

self-declaration basis as far as possible with the critical approval of their Heads of Departments. In this way the whole syllabus and all subjects including project work is divided and allocated to respective teachers. Then the time table is worked out for the theory classes, practical lab classes and project work etc. as the need arises. Teachers make lesson plans and adhere to it properly. Lesson plans are submitted to the Principal through HODs of Department This process is followed by all departments of college for all the courses. Lesson plans are also displayed on notice boards and college website for students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://davccfbd.ac.in/lesson-plan/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our college is affiliated to Maharishi Dayanand University, Rohtak. Academic calendar is provided by the University and the college is bound to follow the same. Classes are scheduled Monday through Saturday between the hours of 9:00 am and 2:30 pm. Some extra classes and other programs may also be scheduled beyond this time. The academic calendar contains important dates that keep students, faculty and other staff members of the college informed in advance and aligned to the calendar. Internal Evaluation in our college is based on the criteria of Attendance, Assignments & Class Performance and Internal/class test as recommended by the University. Internal marks are given by the college for every subject as per the weightages prescribed by the University. 20 % weightage marks are awarded internally for every subject as prescribed. If any student is absent on the day of the test, and then there is a provision for retest. The Internal Evaluation process is done very carefully by the teachers and they are also (the Internal Marks) checked by Head of the Department. At last, the Internal Evaluation, which is prepared by every department, is sent to the Maharishi Dayanand University, Rohtak for compilation of final results.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://drive.google.com/file/d/1UOSVwMbAUcmX0qhR0ulnifvIPp5kOra7/view?usp=sharing

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

Nil

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college follows the curriculum specified and prescribed by the affiliating university. Full subject of Environmental Studies is taught to students of all streams. Also the students of BBA and BBA (CAM) courses are taught the full subject on Human Rights and Values. There are a number of activities undertaken and organized at college level to strengthen these desirable attributes. The students are encouraged to, and they learn practically by practicing tree plantation in and around the college; green practices; shunning the use of plastic; Observing 'No Vehicle Day' etc. The college premises is full of green trees and plants (more than 19000), grass, medicinal herbs, water fountains, Rain Water Harvesting etc. The college also organizes a number of special

lectures by learned personalities regarding inculcation of values and ethics among the students. The college has joined hands with ISKCON to impart values to the students. This practice has been going on for a number of years. Being a coeducational institution, a large number of activities are organized on educating Gender Sensitivity, Equity, women empowerment etc. through women cell. A number Lectures and workshops are also held in the college for spiritual activities, Havan Yajnas, periodic courses on the Art of Living.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

179

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://davccfbd.ac.in/wp-content/uploads/2022/08/STUDENTS-FEEDBACK-FORM-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1880

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

534

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college gives special attention to the needs of slow learners as well as advanced learners. At the outset of each session, after admissions, the students with a possibly weak stand on the subjects which they have not studied at school level are identifies, such subjects being Maths and Economics mostly. These students are given special classes right from the beginning so as to bring them up to par with their fellows. At a later stage, advanced learners are picked up from the class depending upon their performance. Special classes are planned beyond college studies for these advanced learners in various subjects decided by each department separately at their own level. All of them are also exposed to classes like Vedic Math, English speaking etc.

File Description	Documents
Link for additional Information	http://davccfbd.ac.in/academic_toppers/
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4318	102

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college emphasizes all-round exposure of the students. Along with traditional book education, we use practical methodology too to strengthen the experience of learning. The students of BBA specifically obtain 8 weeks of training on summer internship and prepare a summer training report and a project report for the same in the 5th and 6th semester respectively. Students in Commerce stream also prepare such reports as a part of the curriculum. The college organises various dynamic learning experiences for the students. They undergo practical exercises in the calculative subjects. College organises programs for them such as:

- Cinema Week
- Exercises on Vedic Math and Abacus
- Interview Skills
- PPT Competitions
- Poster-Making Competitions
- Stock Market Hands-on Training
- Online Training Classes
- Workshops and Group Discussions
- Webinars
- Quiz Competitions

And much more on a repetitive basis.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1NisIFkDpWZk-ax4IkyJ2cvpzHkZwoqeA/view?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has been proactive in adapting to the newer technologies in the ICT arena. We have been using these ICT tools for the teaching and learning process since as and when they become available in the market. We have made extensive use of online systems for taking classes during COVID times. We used platforms like Zoom and Google Meet for the purpose. Teachers prepared a number of lectures for their students to watch on YouTube on a variety of subjects. They used PPT and smart boards in the class rooms. Software like Tally and Oracle were used to train the students. Extensive use of the internet with a BW of 50 MBPS, Wi-Fi technology, LCD projectors and LMS tools were used for teaching and learning.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://davccfbd.ac.in/wp-content/uploads/2022/08/2.3.2-ICT-ENABLED-ROOM-WITH-TIME_TABLE_COMPRESSED.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

102

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

31

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

963

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college attaches significant importance to the internal evaluation system. It is used in the total evaluation of the performance and progress of the students. Internal Evaluation is based on the following: attendance, assignments, class performance and class tests. The university prescribes the criteria and weightages for each criterion. Internal marks are given by the college for every subject as prescribed by the university. Internal marks have 20% weightage in each subject and 80 marks are based on external evaluation. Internal evaluation is usually 10 marks for the Internal Test, 5 marks for Assignments & Class Performance and 5 marks for Attendance. If any student is absent on the day of the test, then there is a provision for a retest. This is further submitted to the Head of Department. The internal evaluation process is done very carefully by the teachers and the marks awarded are also (Internal Marks) checked by the Head of the Department for adherence. Finally, the internal evaluation, which is prepared by every department, is sent to the Maharishi Dayanand University, Rohtak for compilation of final results. Normally, it is sent through the university portal provided by the university for this purpose.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1UOSVwMbAUCmX0qhr0ulnifvIPp5kOra7/view?usp=sharing

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Internal evaluation is carried out using the process of internal test twice in a semester as well as in the form of assignments for every subject by every teacher. There is no intervention from the university except to distribute the 20 marks for each subject to be awarded through internal assessment. Student sometimes have minor grievances or rather problems during this process regarding their inability to attend the internal test due to any other commitment on the test date, be it sickness of themselves or family members. Problems reported by them are submitted to their respective HOD, who takes care of and addresses any such problem faced by any student. The HOD and respective subject teachers may allow retest or improvement test depending on the merit of the case.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://drive.google.com/file/d/115vgA1E7EgDZuiBCSOfo_jI1QmZxwFjI/view?usp=sharing

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college runs mainly Under Graduate programs (12 under graduate programs) and three Post Graduate programs.

Program Name

BBA

BBA (CAM)

B.COM (PASS)

B.COM (Comp. Application)

B.COM (TPP- Tax Procedures and Practices)

B.COM (HONS)

B.SC (Comp. Science)

B.SC (Non-Medical)

BA (Bachelor of Arts -various subject options)

BTTM (Bachelor of Tourism and Travel Management)

BA-JMC (Bachelor of Arts-Journalism and Mass Communication)

BCA (Bachelor of Comp. Science)

M.COM

MA (English)

M.SC (Comp. Science)

- The Program Outcomes (POs) have been prepared and uploaded on the college website separately for UG and PG programs as:
- Common POs for all Under Graduate Programs
- Common POs for all Post Graduate Programs
- The Program Specific Outcomes (PSOs) have been prepared separately for each program and uploaded on the college website.
- The Course Outcomes (COs) for each course within each program have been prepared and uploaded on the college website.

These are communicated to the teachers as well as students through the college website, syllabus prospectus, through the induction programs and continuously by the mentors and class teachers from time to time.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://davccfbd.ac.in/wp-content/uploads/2022/08/POs-PSOs-and-COs-of-UG-1-1.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college works according to the affiliating university's specified internal assessment scheme and adheres to their norms, carries out the internal assessment exercise(s), prepares the evaluation and provides the awards. However, generally, the internal 20 marks are further distributed into three parts: 5 marks for proportionate attendance in the class, 5 marks for participation in activities and assignments in the class and the rest 10 marks are awarded based on the performance of the students in class tests. At the time of semester end, all the teachers work on the details and the final sum of the awarded internal marks are then uploaded on to the university portal for inclusion in the result of the students. The Program Outcomes and Course Outcomes are finally measured through various indicators like overall

university results of the students, the internal awards received by the students, awards received by them in practical exams, their performance in the placement campaigns of the college, the number of students progressing to further higher education, the number of students clearing competitive exams for Govt. placements etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://davccfbd.ac.in/cam_placement/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

976

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://davccfbd.ac.in/wp-content/uploads/2022/08/STUDENTS-FEEDBACK-FORM-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

35

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college has been very active in delivering its duties towards society in the neighborhood community. The students are encouraged to very frequently participate in such activities as a drive to sensitize them towards social needs and how to help the community through their various efforts. Our students participate in rallies towards the curbing of social evils like banning the use of plastic, tobacco, drug, domestic violence etc. They are also encouraged to serve the society through NSS and NCC. They have been donating blood in blood donation camps, conducting Pulse Polio Programmes, creating voter awareness etc. The NSS students in NSS camps extend their services to cleaning slum colonies. They have been engaged in planting trees in and around the college

campus, observing no motor vehicle day, assisting the local administration in managing traffic and door-to-door service during COVID lockdown. The college also hosted a vaccination camp during COVID times. They also distributed masks and sanitizers.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/16mi_2gShRvrKh5BxfA70o_ivljWtSrjQ/view?usp=sharing
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

32

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

34

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

18

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Teaching-Learning facilities of high quality and in adequate quantity are created, upgraded and augmented from time to time.

There are 66 quality class rooms and seminar halls in the college, provided with all the basic facilities like fans, lighting, exhaust fans, white boards, smart boards and LCDs, wi-fi where applicable, providing enough space for each student. They are provided with good-condition furniture. The corridor and staircase walls are mostly tiled and provide a clean and pleasant ambience. The college has an auditorium with a capacity of 2000, all the modern gadgets for conferences and seminars and a stage for cultural activities with a theatre-like ambience.

Computer laboratories are provided with 410 computers with internet facility. These computers, which are sufficiently equipped with the most recent software packages, are linked via LAN, the Internet and wi-fi. There is an On-Line Un-interrupted Power Supply (UPS). Every Lab has a dedicated Lab Instructor. We also have a separate dedicated language lab in the college with computers with special applications.

The College has a spacious library having a large collection of text books, reference books, journals, magazines, college-owned software, an OPAC facility, an INFLIBNET facility and many journals and e-books.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1JQhX3_p00Fu9GYy5KY2aE0kZhpFW0mZZ/view

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

1. SPORTS FACILITIES

FACILITIES FOR CULTURAL ACTIVITIES

The college participates in most cultural events at the university and in Govt. and non-Govt. hosted competitions. For this purpose, it provides competitive platforms at various levels at the zonal, inter-zonal, university, state, national as well as international level.

There are separate rooms with musical instruments and costumes for various types of cultural activities in the college for music, theatre, dance, skits, literary events and fine arts.

Indoor Games Facilities

Shooting Range: Pistol and Rifle 10 Meter Range with 04 manual trolleys and 02 electronic imported units; Carrom, Chess and Table Tennis facilities; Yoga and Meditation Center, established in 2017-18; Sports Office; Pistols 02, Rifle 01, Archery Bow 02, Poles, Nets, Balls, Rackets, Shuttles, Yoga Mats etc.

The Sports Facilities are adequate for sports like Archery, Volley Ball, Badminton, Tae-Kwondo, Chess, Kho-Kho, Table Tennis, a most modern Shooting Range, gymnasium facility, equipment for Yoga and Meditation, and a Meditation cum Healing Center for alternative healing practices. College has its sports in-charge and a yoga teacher.

Outdoor Games Facilities

The college has a large ground, 265 feet * 159 feet, with two

courts for Volleyball, one court for Hand Ball, one court for Kho-Kho, one court for Archery and one court for Badminton.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://davccfbd.ac.in/sportsground/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

19

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://davccfbd.ac.in/wp-content/uploads/2022/08/2.3.2-ICT-ENABLED-ROOM-WITH-TIME TABLE COMPRESSED.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

378861

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College has a spacious library having a very large collection of text books, reference books, journals, magazines, etc. under various classifications. The library systems have college-owned software on which the library operates. The library is also provided with a LAN facility for the computers and they are loaded with the library software having OPAC facility. The college also has facilities like INFLIBNET. The library aims to provide access to its printed resources, such as books and journals, for the use of faculty and students. The library's stock is increasing every year. In addition, there are mini libraries maintained at departmental level.

The college spends on books, journals, subscriptions, inflibnet, OPAC, ILMS software, Automation etc. The college writes off the worn-out books on a regular basis, and new books and titles are added.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/1Ez7cuxEsO2kIlj-ot2JfFvWyidV6y0Ow/view?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.4131

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1200

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college IT cell launched a website in 2006 and has been continuously upgraded in functionality. Three server computers are operational.

The college has two leased lines aggregating 50 MBPS. The systems

of IT facility have a firewall and wi-fi. Smart class rooms with smart boards internet loaded computer labs with 410 computers in labs with on-line UPS back up, including a large number of computers for the faculty and various offices.

The college has added facility for online fee payment, e-prospectus, CCTV system with around 70 cameras in place with online monitoring and recording, language lab with special software and hardware.

The college runs its own YouTube channel and Facebook account.

The college runs most functions like Administration, Finance and Accounts, Student Admission and Support through software with student portal, Mobile App., Biometric Attendance, SMS, Recruitment, Notices and communication etc.

College keeps on buying new licensed software as and when required and keeps renewing the ones that need renewal of subscriptions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.youtube.com/c/DAVCENTENARYCOLLEGEFARIDABAD

4.3.2 - Number of Computers

410

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

79.23

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

We have a separate maintenance cell for repair and maintenance.

LABORATORIES: The material, equipment and consumables are replaced /replenished according to the recommendations of the Department Head.

We have a separate maintenance cell for repair and maintenance.

LABORATORIES: The material, equipment and consumables are replaced or replenished according to the recommendations of the Department Head.

COMPUTER LABS: Old computers getting out of date are replaced by new ones. The computer hardware on the whole is under maintenance

by our own staff as well as external parties on need basis and software is all licensed and renewed regularly.

LIBRARY: The Faculty recommends new purchases of books within the budget. The college writes off the worn-out books on regular basis and new books and titles are added.

SPORTS COMPLEX: A provision in the budget for sports equipment and maintenance is made by the college management.

GARDEN OR HORTICULTURE: The college gardens, having general trees, plants, flowers, and herbal plants are well maintained by the gardeners appointed by the college.

CLASS ROOMS AND PREMISES: The whole premises, including class rooms and all the washrooms are cleaned and swept regularly. The maintenance of these facilities and the building is carried out by maintenance experts. We have hired carpenters, electricians, plumbers, aluminum structure craftsmen etc. for such maintenance needs. Also, for civil structures, we work through hired contractors.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1NjiH7PdZeTTb3JLLUrJ-kzX-K2UemBwO/view?usp=sharing

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

228

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

131

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://drive.google.com/file/d/15DvHUdpLxEgFQx22Lk_h0lMBLmL47ay/view
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1440

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

72

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

22

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

45

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college provides ample opportunities for its students to get exposure to the various administrative, curricular, co-curricular and extracurricular activities by involving them in the organizing teams. Initially, there was a student council in which students were elected as per government guidelines and procedures. At present, there is no such official requirement. But to keep up the tradition of the college on its own, it selects good and active students from each class and involves them in all such activities. At administrative level, they participate in the process of admission, orientation, discipline etc. Every class selects mentors who look after the wellbeing of the class attached to their teacher. They are members of the committees that plan all of the college's activities and programs. They have also volunteered to assist their teachers during the times of blood donation, covid vaccination, welcoming important guests, extending hospitality to important visitors. They are also officially made an essential part of the college IQAC team. They are encouraged to organize some of the activities on their own under the supervision of staff.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1K4ih8wPqb-HxjyL91Nb-vpT7QDTyNGzt/view?usp=sharing
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1059

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has got its alumni association registered in the session 2018-19 with the registration number being 03081, dated 25.12.2018. However, the activities under the umbrella of the alumni association have been going on all along during many preceding years. The college has prepared a list of active alumni and encouraged them to register with the association. So far, 559 alumni have registered themselves. Regular alumni meetings are conducted and various issues towards the development of the college are discussed. This session, also known as a meet in online mode was conducted due to COVID restrictions. The alumni support the college through donations of gadgets, books, taking classes, conducting seminars, extension lectures, participating in important events and also through cash donations through registrations.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ZMrmN4_ZHdYd3SAFDiNv0mNdgAafxSvp/view?usp=sharing
Upload any additional information	View File

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision, priority and thrust; all have been aligned and focused on the academic area. All other activities are centered around the academics to complement this area. Every teacher participates in the activities in some capacity.

The principal has the same focus on the holistic development of the students. We impart academics to the best of our abilities and produce commendable results. Such results have been brought out in detail in our best practices.

- A large number of students in merit list.
- The college has produced university overall toppers at times.
- College is a favorite with placing companies and place many students every year.
- Better infrastructure, including computers and ICT facilities, has been provided.
- New courses have been added from time to time.
- The number of seats in the courses has been increased as needed.
- Extra classes have been arranged for the slow learners as well as the meritorious students

We impart life skills through various activities like Extra Mural

Activities (EMA), Sports, NSS, NCC, Youth Red Cross, Women Cell and various other clubs and groups in the college.

The Practical skills to complement the theory part are imparted through a number of add-on courses designed by the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/10P7Ob4BYlKSTR1GGPUIxubf7Imw9UK0j/view?usp=sharing
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Teaching is the main area where decentralization has been observed. Each department has a designated HOD. Each department holds its own meetings to discuss its needs, plans and required resources, such as staff, infrastructure and funds. There are separate committees that take care of the respective functions. The lesson plans, time table timings, allotment of teachers with different subjects and classes, lab periods, the class tests, parent-teacher meetings, communication and organizing extra classes are all decentralized.

There are a number of committees at college level to look after various activities like Women Cell, Anti Ragging, Discipline, Transport, Cultural, Admission, Grievance Redressal, committees to name a few. Many decisions related to these activities are taken by such committees.

One such example is the composition of the admission committee. This committee is formed by the principal. All departments are given free hand to complete the admission process for their own departments as per the govt. guidelines. The departments further assign individual teachers to carry out the required procedure.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1E7uZHwbmaK2xPAF4ptnDysTUK-zUZhfc/view?usp=sharing
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan is created to make the students more employable with their holistic development. This remains the major objective as per the vision and mission of the college. To achieve this objective, the college has been running a number of Add-on Diploma, Certificate and Bridge Courses in previous years to provide students with relevant knowledge and the required skills. This year was affected by the COVID Pandemic. More stress is laid on their skill development so as to make them more employable in the future. Apart from such courses, they are exposed to other life skills through various activities like EMA, Sports, NCC, NSS, YRC, Personality Development, Yoga, Spiritual and Ethical Development etc. A Placement Cell has been formed in the college which lists the eligible students, prepares their database of personal data, trains them for placement, invites companies, arranges the interviews and provides Pre-Placement Offers to the successful students. As a result, we draw the desired outcome that the number of students getting placed increases year after year.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://docs.google.com/document/d/1eHWj2cbcwZK_uGw65isGTiSFJ3JVkLv/edit?usp=sharing&oid=104313291502286347023&rtpof=true&sd=true
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College has a well-developed internal organizational structure in place, with effective coordinating and monitoring mechanisms. It starts with the DAV College Managing Committee at the helm. The principal of the college manages the efficient running of the college in line with the approval of the college governing body, which is constituted according to prescribed rules.

The College IQAC is composed as per NAAC guidelines and includes senior members of the faculty as well as students, alumni,

management representatives, community leaders, employers etc. The Cell holds regular meetings and recommends strategies for quality enhancement and quality sustenance of the college programs.

The principal is assisted for efficient administration with offices of the registrar, separate accounts offices for the self-finance section and grant-in-aid section. An examination cell has been created to handle all external as well as internal examination affairs.

A number of units, departments, committees etc., have been created to handle various focused functions like Campus Maintenance Officer, Dean Transport, Dean EMA, Dean Sports, Dean Student welfare, Dean Discipline, Dean Campus placement. A number of Deans/ Heads/ Coordinators of departments handle various teaching departments catering to different programs.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1vFp0hQSvZzxQYJWbzsBeDvzOWdsgIcV/view?usp=sharing
Link to Organogram of the Institution webpage	http://davccfbd.ac.in/agar2021/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college takes due care of its staff welfare.

- Staff members are recognized and rewarded for their outstanding achievements and contributions.
- Provision for drawing advance against salary as well as loan facility.
- The college has a medical Centre with a doctor and paramedic staff, a bed and physio machines.
- Sabbaticals for research work like Ph.D. and for attending conferences and seminars.
- Employee Welfare Trips are arranged from time to time.
- Seminars on health and hygiene are held by experts. Medical checkup camps are organized. In the college yoga camps, alternative healing, immunization programs have been organized.
- Sports and cultural programmes are also organised for the staff. These include sports functions, music and dance competitions, celebrations of festivals etc.
- Special greetings and individualized messages are given personally by the principal on birthdays and marriage anniversaries of the staff. Every month, a special Hawan Yajya is performed for such staff members.
- Reimbursement of participation fee and conveyance allowance for conferences/seminars etc.
- Distribution of T-shirts and caps during sports functions etc.
- A well-organized send off for the retiring staff.
- Free uniforms are provided to the Class IV Staff.
- Gifts to the teaching and non-teaching staff on important festivals.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1R18bNJf3ahEr-J08cFWxzE55sK5vBf1E/view?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops

and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

02

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

05

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has the following types of staff, whether teaching or non-teaching. These are:

1. Teaching and non-teaching staff under the covered scheme from DHE. The Performance appraisal system for all these is followed as provided and governed by the government. They are issued their ACRs and the process and procedures are as specified by the government.
2. Teaching and non-teaching staff employed by the parent organization, DAV College Managing Committee, New Delhi. The DAVCMC also uses the same criteria for the performance appraisal of the staff employed by them.
3. The teaching and non-teaching staff on a contract basis. The respective HODs of the departments take the PA forms of all the staff under them and then add their own comments over and above the details filled in by the employee according to the reports about their results of the subjects as well as feedback from the students and contributions of the staff members towards the college activities, etc. This forms the basis of the annual performance system.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ELoZr6jbx4nSVi7qDNVyyUNNq1FYrplH/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial accounts of the college are maintained at two places. One, where the govt. grants are received regarding salaries and scholarships, RUSA grants etc. for the aided staff, called Grants-in-Aid (G I A). The other as Self-Financing Scheme called SFS. Both are duly subjected to external audits. The GIA and the SFS accounts are audited regularly by the auditors appointed by our management, i.e., the DAV College Managing Committee, New Delhi. The GIA accounts are audited by the auditors from the Govt. The auditors provide their report under section 10 (23C) of the Income Tax Act 1961. It covers and examines all expenditure heads as well as all income heads. They certify that proper books have been maintained and the balance sheets and income and expenditure accounts are in agreement with the books of accounts maintained and satisfy by explanations regarding the purpose. Any procedural objections found by the auditors are discussed and rectified as well as adopted for the future. Such audit reports for the last five years are available at the college and can be uploaded along with this report.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1h4RF4vul82qTTzjwmRpDhVOE3ijxf4yM/view?usp=sharing
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.50

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The main source of funds in the college remains the general fee collection from the students. The college, as of date, does not have a GST number. We are expecting to have our own GST number. However, various activities of the college have occasionally been supported by grants received from various government and non-government bodies such as UGC, DGHE, NAAC and so on; we can then begin funds mobilization from other source as well. The college also raises some funds from philanthropic sources. The expenses to be paid from the funds thus received are well budgeted and spent with the due care and approval of the respective committee and the principal. The detailed expense utilization report is submitted to the funding agency after completion of the activity, if required.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1h4RF4vul82qTTzjwmRpDhVOE3ijxf4yM/view?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The two practices recommended and institutionalized due to IQAC efforts are:

1. Extra Mural Activities (EMA) and Sports

Though the college has previously participated in EMA and sports activities at various levels, on the behest of IQAC, the practice

has gained more attention and it has become a regular occurrence to search for, select and train the talent and then provide platforms for them to demonstrate their mettle in various events, whether at the district, zonal, inter zonal, university, national or international levels. The college has set up its own well-equipped theatre, dance, music, literary sections etc. The college has also set up a separate equipped Shooting Range, Yoga Centre, Gymnasium etc. for this purpose.

1. Social Outreach

The college has always endeavored to identify an area in society and support the various stakeholders in the area for their betterment and make their efforts easier in achieving their own goals.

- Create Awareness of Self-Worth.
- Provide facilities for improving the conditions of life.
- Stimulate self-reliance and self-development.
- Encourage, train and enable local people.
- Encourage long term development.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1rXRI1TfNy8vwCdJolmLFsi66Z-enNx6U/view?usp=sharing
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution has been producing good results due to its quality initiatives. Performance is reviewed at various levels in the college by the concerned conveners or heads of the departments periodically. It is also reviewed and discussed at the IQAC forum at every quarterly meeting. Areas falling short are taken up for action of improvement. This year major impact was observed due to the COVID Pandemic. However, the college continued its teaching, preparation, examination etc. in all academic areas by adapting online medium in addition to offline as and when required. As a result, the process of teaching and learning is strengthened by

extra lectures; extension lectures and lectures for slow as well as for meritorious students; Group discussions; PPT competitions etc. The college also took up the much needed social service through assisting the local administration with its surveys, vaccinations, distribution of masks, sanitizers etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1O6p9WXfd0ToRExidt2ufNNx5ej5Hge6D/view?usp=sharing
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://davccfbd.ac.in/wp-content/uploads/2022/10/New-ANNUAL-REPORT-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Being a co-educational institution, we have a large proportion of female students in all courses. We encourage the participation of girl students on an equitable basis, on par with the male

students, without discrimination. This is done right from the time of admission in the college. A large number of activities are organized on educating about gender sensitivity, equity, women empowerment etc. through Women Cell and various departments. A number of lectures and workshops for spiritual activities, Havan Yajnas and periodic courses on the Art of Living are also held at the college. The college has a dedicated Anti-Sexual Harassment Cell in addition to a Grievance Cell and a Student Welfare Committee where issues and grievances of students are addressed without discrimination. Special arrangements are made for washrooms, sanitations, common rooms etc. Gender sensitization lectures are organized for all students in separate sessions for boys and girls and also some on a combined basis. We have separate units of NCC, NSS and YRC for girls. We also have specific safety and security arrangements for students in the form of CCTV cameras on the college campus.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1adEiKarr9UxuX1LPGG49ys-JseX9sgCOr/edit?usp=sharing&oid=104313291502286347023&rtpof=true&sd=true
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/presentation/d/1_FPXwGqBleLXWJZuZJUcGYiFDmhHarON/edit?usp=sharing&oid=104313291502286347023&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system

Hazardous chemicals and radioactive waste management

Solid waste mostly comprises of green tree leaves or twigs falling off from the plants and trees in the premises, Canteen wastes and other general wastes are segregated into bio and non-bio types. The bio type of waste is processed in the pits to convert it into fertilizer and the rest is handed over to the officially authorized agency deputed by the Municipal Corporation, Faridabad.

Liquid waste, mostly comprising waste water from washrooms, goes directly into well-commissioned sewers. Waste water coming out of the RO purifiers is collected and used for sweeping and mopping purposes. Waste water from chemistry labs is generated after neutralization of used salts, chemicals etc. and also drains into sewer. There are four rain water harvesting systems that conserve water as well as avoid water logging.

E Waste is disposed-off with the assistance of an external party, doing electronic maintenance to handle such waste.

Waste recycling is achieved through the pits which convert the waste bio mass into manure as well as by planning the electric machine to do the same. The college curriculum and operations do not generate any biomedical or hazardous chemicals or radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://docs.google.com/document/d/169FevfODZWysYoplup6YpeMklSvT5rcd/edit?usp=sharing&oid=104313291502286347023&rtpof=true&sd=trueMklSvT5rcd/edit?usp=sharing&oid=104313291502286347023&rtpof=true&sd=true
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting
Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly,

A. Any 4 or all of the above

barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college provides an inclusive environment on an equitable basis, following the guidelines from the government and other governing agencies. We have teachers as well as students belonging to different religions, states, social levels (SC, ST, OBC, Diviyang, displaced Kashmiri), speaking different languages etc. Reservation of seats is done according to government policies. Festivals are celebrated to ensure that all religions are represented. Programs are organized in terms of poetry, one-act plays, shloka uccharan etc. Teaching is carried out in English and Hindi as applicable. Everybody is treated with respect and dignity in all interactions and opportunities, irrespective of their belonging to any section of our diverse society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college is quite aware of delivering its responsibility towards sensitization of students and employees to their constitutional obligation as good citizens. For this, the college keeps organizing various programs and activities through its various departments, committees, clubs, NCC, NSS, Youth Red Cross, Red Ribbon Club, etc., from time to time. In some of the professional programs prescribed by the university, subjects and chapters on human rights and constitutional rights are taught as part of the curriculum. The NCC and NSS units keep serving the neighborhood community as part of their sensitization exercise and community service. Webinars, lectures, skits, debates and symposia are organized to raise awareness on various issues of values among the students. Regular hawan yajya are performed in the dedicated yagayshala by staff and students. The college keeps celebrating national and international commemorative days in the form of webinars, lectures and cultural activities. The college endeavors to make use of our instances and stories of our national legacy for this purpose. To fulfill their social duty, blood donation camps and vaccination camps are organised. The staff and students have aided the local administration in campaigns against pulse polio and COVID.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website **A. All of the above**

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

In order to inculcate a feeling and commitment towards patriotism and cultural heritage among the youth, the college endeavors to make use of our instances and stories of our national legacy. The college keeps celebrating national and international commemorative days in the form of webinars, lectures and cultural activities. Some of these are:

- Republic Day
- Independence Day
- Swami Vivekanand Jayanti
- Sir Chotu Ram Jayanti
- Gandhi Jayanti
- International Women's Day
- International Yoga Day
- World Environment Day

Also, various festivals like Deepawali, Holi, Lohri, Teej, Baisakhi, etc. are also celebrated to give a boost to the cultural life among the staff and students. Important and eminent people of honour are invited during the celebrations. NCC, NSS and various units, clubs and committees of the college organize and participate in these activities.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the

institution as per NAAC format in your institution website, provide the link

*we have a number of best practices being pursued in our College. However, five of them are being elaborated below. The link at College website is also provided

1. Introduction of need based courses at UG and PG levels
2. All out efforts for the holistic development of our students.
3. Social Outreach
4. Tree Plantation
5. Propagating Spiritual and Ethical Values

Details of the above Best Practices is mentioned in the link given below.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Being an educational institution the vision, priority and thrust; all have been aligned and focused on the academic area. All other activities remain in the surrounding to complement this area to create a holistic impact on the development of the students.

The college takes good care of student's right from the time of admissions. Appropriate counseling and help desk are deployed department wise for guiding the students for choosing right streams. Induction programs are organized where new students are provided with complete information, time tables, Lesson Plans etc. Along with specific government statutory guidelines regarding ragging, vaccination, sanitization etc. Slow learners are given special attention. Also meritorious students are treated on a different pace to achieve meritorious results. All classes are provided with mentors. A large number of co-curricular and extra-curricular activities through Cultural, Sports, NCC, NSS, YRC, Legal Literacy Cell and many more clubs and committees are organized and students are encouraged to participate in large numbers. We invite eminent speakers and experts on different important aspects like Syllabus Subjects, practice sessions, workshops, webinars, spiritual activities etc. to provide complimenting thrust to the academic performance and development of students who attained successful positions and serve the society in future.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Our college is affiliated to Maharishi Dayanand University, Rohtak. So, we need to strictly follow syllabus regime and guidelines prescribed by Maharishi Dayanand University. The college departments also keep an eye on the needed changes in the syllabus and keep requesting the university departments to take a closer look and modify the curriculum if they find it appropriate. Within each faculty department the workload is decided according to the university norms and right number of teachers is provided for the department; shortfall if any is fulfilled. The teachers are invited to take up the subjects of their specialization on self-declaration basis as far as possible with the critical approval of their Heads of Departments. In this way the whole syllabus and all subjects including project work is divided and allocated to respective teachers. Then the time table is worked out for the theory classes, practical lab classes and project work etc. as the need arises. Teachers make lesson plans and adhere to it properly. Lesson plans are submitted to the Principal through HODs of Department This process is followed by all departments of college for all the courses. Lesson plans are also displayed on notice boards and college website for students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://davccfbd.ac.in/lesson-plan/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our college is affiliated to Maharishi Dayanand University, Rohtak. Academic calendar is provided by the University and the college is bound to follow the same. Classes are scheduled Monday through Saturday between the hours of 9:00 am and 2:30 pm. Some extra classes and other programs may also be scheduled beyond this time. The academic calendar contains important

dates that keep students, faculty and other staff members of the college informed in advance and aligned to the calendar. Internal Evaluation in our college is based on the criteria of Attendance, Assignments & Class Performance and Internal/class test as recommended by the University. Internal marks are given by the college for every subject as per the weightages prescribed by the University. 20 % weightage marks are awarded internally for every subject as prescribed. If any student is absent on the day of the test, and then there is a provision for retest. The Internal Evaluation process is done very carefully by the teachers and they are also (the Internal Marks) checked by Head of the Department. At last, the Internal Evaluation, which is prepared by every department, is sent to the Maharishi Dayanand University, Rohtak for compilation of final results.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://drive.google.com/file/d/1UOSVwMbAUcmX0qhR0ulnifvIPp5kOra7/view?usp=sharing

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

3

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

Nil

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college follows the curriculum specified and prescribed by the affiliating university. Full subject of Environmental Studies is taught to students of all streams. Also the students of BBA and BBA (CAM) courses are taught the full subject on Human Rights and Values. There are a number of activities undertaken and organized at college level to strengthen these desirable attributes. The students are encouraged to, and they learn practically by practicing tree plantation in and around the college; green practices; shunning the use of plastic; Observing 'No Vehicle Day' etc. The college premises is full of green trees and plants (more than 19000), grass, medicinal herbs, water fountains, Rain Water Harvesting etc. The college also organizes a number of special lectures by learned personalities regarding inculcation of values and ethics among the students. The college has joined hands with ISKCON to impart values to the students. This practice has been going on for a number of years. Being a coeducational institution, a large number of activities are organized on educating Gender Sensitivity, Equity, women empowerment etc. through women cell. A number Lectures and workshops are also held in the college for spiritual activities, Havan Yajnas, periodic courses on the Art of Living.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

179

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
---	----------------------------

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://davccfbd.ac.in/wp-content/uploads/2022/08/STUDENTS-FEEDBACK-FORM-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1880

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

534

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college gives special attention to the needs of slow learners as well as advanced learners. At the outset of each session, after admissions, the students with a possibly weak stand on the subjects which they have not studied at school level are identifies, such subjects being Maths and Economics mostly. These students are given special classes right from the beginning so as to bring them up to par with their fellows. At a later stage, advanced learners are picked up from the class depending upon their performance. Special classes are planned beyond college studies for these advanced learners in various subjects decided by each department separately at their own level. All of them are also exposed to classes like Vedic Math, English speaking etc.

File Description	Documents
Link for additional Information	http://davccfbd.ac.in/academic_toppers/
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4318	102

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college emphasizes all-round exposure of the students. Along with traditional book education, we use practical methodology too to strengthen the experience of learning. The students of BBA specifically obtain 8 weeks of training on summer internship and prepare a summer training report and a project report for the same in the 5th and 6th semester respectively. Students in Commerce stream also prepare such reports as a part of the curriculum. The college organises various dynamic learning experiences for the students. They undergo practical exercises in the calculative subjects. College organises programs for them such as:

- Cinema Week
- Exercises on Vedic Math and Abacus
- Interview Skills
- PPT Competitions
- Poster-Making Competitions
- Stock Market Hands-on Training
- Online Training Classes
- Workshops and Group Discussions
- Webinars
- Quiz Competitions

And much more on a repetitive basis.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1NisIFkDpWZk-ax4IkyJ2cvpzHkZwoqeA/view?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has been proactive in adapting to the newer technologies in the ICT arena. We have been using these ICT tools for the teaching and learning process since as and when they become available in the market. We have made extensive use of online systems for taking classes during COVID times. We used platforms like Zoom and Google Meet for the purpose. Teachers prepared a number of lectures for their students to watch on You Tube on a variety of subjects. They used PPT and smart boards in the class rooms. Software like Tally and Oracle were used to train the students. Extensive use of the internet

with a BW of 50 MBPS, Wi-Fi technology, LCD projectors and LMS tools were used for teaching and learning.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://davccfbd.ac.in/wp-content/uploads/2022/08/2.3.2-ICT-ENABLED-ROOM-WITH-TIME TABLE COMPRESSED.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

102

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

31

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

963

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college attaches significant importance to the internal evaluation system. It is used in the total evaluation of the performance and progress of the students. Internal Evaluation is based on the following: attendance, assignments, class performance and class tests. The university prescribes the criteria and weightages for each criterion. Internal marks are given by the college for every subject as prescribed by the university. Internal marks have 20% weightage in each subject and 80 marks are based on external evaluation. Internal evaluation is usually 10 marks for the Internal Test, 5 marks for Assignments & Class Performance and 5 marks for Attendance. If any student is absent on the day of the test, then there is a provision for a retest. This is further submitted to the Head

of Department. The internal evaluation process is done very carefully by the teachers and the marks awarded are also (Internal Marks) checked by the Head of the Department for adherence. Finally, the internal evaluation, which is prepared by every department, is sent to the Maharishi Dayanand University, Rohtak for compilation of final results. Normally, it is sent through the university portal provided by the university for this purpose.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1UOSVwMBAUcmX0ghR0ulnifvIPp5kOra7/view?usp=sharing

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Internal evaluation is carried out using the process of internal test twice in a semester as well as in the form of assignments for every subject by every teacher. There is no intervention from the university except to distribute the 20 marks for each subject to be awarded through internal assessment. Student sometimes have minor grievances or rather problems during this process regarding their inability to attend the internal test due to any other commitment on the test date, be it sickness of themselves or family members. Problems reported by them are submitted to their respective HOD, who takes care of and addresses any such problem faced by any student. The HOD and respective subject teachers may allow retest or improvement test depending on the merit of the case.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://drive.google.com/file/d/115vgA1E7EqDZuiBCSofQ_jI1QmZxwFjI/view?usp=sharing

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college runs mainly Under Graduate programs (12 under graduate programs) and three Post Graduate programs.

Program Name

BBA

BBA (CAM)

B.COM (PASS)

B.COM (Comp. Application)

B.COM (TPP- Tax Procedures and Practices)

B.COM (HONS)

B.SC (Comp. Science)

B.SC (Non-Medical)

BA (Bachelor of Arts -various subject options)

BTTM (Bachelor of Tourism and Travel Management)

BA-JMC (Bachelor of Arts-Journalism and Mass Communication)

BCA (Bachelor of Comp. Science)

M.COM

MA (English)

M.SC (Comp. Science)

- The Program Outcomes (POs) have been prepared and uploaded on the college website separately for UG and PG programs as:
 - Common POs for all Under Graduate Programs
 - Common POs for all Post Graduate Programs
- The Program Specific Outcomes (PSOs) have been prepared separately for each program and uploaded on the college website.
- The Course Outcomes (COs) for each course within each program have been prepared and uploaded on the college

website.

These are communicated to the teachers as well as students through the college website, syllabus prospectus, through the induction programs and continuously by the mentors and class teachers from time to time.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://davccfbd.ac.in/wp-content/uploads/2022/08/POs-PSOs-and-COs-of-UG-1-1.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college works according to the affiliating university's specified internal assessment scheme and adheres to their norms, carries out the internal assessment exercise(s), prepares the evaluation and provides the awards. However, generally, the internal 20 marks are further distributed into three parts: 5 marks for proportionate attendance in the class, 5 marks for participation in activities and assignments in the class and the rest 10 marks are awarded based on the performance of the students in class tests. At the time of semester end, all the teachers work on the details and the final sum of the awarded internal marks are then uploaded on to the university portal for inclusion in the result of the students. The Program Outcomes and Course Outcomes are finally measured through various indicators like overall university results of the students, the internal awards received by the students, awards received by them in practical exams, their performance in the placement campaigns of the college, the number of students progressing to further higher education, the number of students clearing competitive exams for Govt. placements etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://davccfbd.ac.in/cam_placement/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

976

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://davccfbd.ac.in/wp-content/uploads/2022/08/STUDENTS-FEEDBACK-FORM-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

35

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college has been very active in delivering its duties towards society in the neighborhood community. The students are encouraged to very frequently participate in such activities as a drive to sensitize them towards social needs and how to help the community through their various efforts. Our students participate in rallies towards the curbing of social evils like banning the use of plastic, tobacco, drug, domestic violence etc. They are also encouraged to serve the society through NSS and NCC. They have been donating blood in blood donation camps, conducting Pulse Polio Programmes, creating voter awareness etc. The NSS students in NSS camps extend their services to cleaning slum colonies. They have been engaged in planting

trees in and around the college campus, observing no motor vehicle day, assisting the local administration in managing traffic and door-to-door service during COVID lockdown. The college also hosted a vaccination camp during COVID times. They also distributed masks and sanitizers.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/16mi_2gShRvrKh5BxfA70o_ivljWtSrj0/view?usp=sharing
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

32

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

34

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

18

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Teaching-Learning facilities of high quality and in adequate quantity are created, upgraded and augmented from time to time.

There are 66 quality class rooms and seminar halls in the college, provided with all the basic facilities like fans, lighting, exhaust fans, white boards, smart boards and LCDs, wi-fi where applicable, providing enough space for each student. They are provided with good-condition furniture. The corridor and staircase walls are mostly tiled and provide a clean and pleasant ambience. The college has an auditorium with a capacity of 2000, all the modern gadgets for conferences and seminars and a stage for cultural activities with a theatre-like ambience.

Computer laboratories are provided with 410 computers with internet facility. These computers, which are sufficiently equipped with the most recent software packages, are linked via LAN, the Internet and wi-fi. There is an On-Line Un-interrupted Power Supply (UPS). Every Lab has a dedicated Lab Instructor. We also have a separate dedicated language lab in the college with computers with special applications.

The College has a spacious library having a large collection of text books, reference books, journals, magazines, college-owned

software, an OPAC facility, an INFLIBNET facility and many journals and e-books.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1J0hX3_pO0Fu9GYy5KY2aE0kZhpFW0mZZ/view

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

1. SPORTS FACILITIES

FACILITIES FOR CULTURAL ACTIVITIES

The college participates in most cultural events at the university and in Govt. and non-Govt. hosted competitions. For this purpose, it provides competitive platforms at various levels at the zonal, inter-zonal, university, state, national as well as international level.

There are separate rooms with musical instruments and costumes for various types of cultural activities in the college for music, theatre, dance, skits, literary events and fine arts.

Indoor Games Facilities

Shooting Range: Pistol and Rifle 10 Meter Range with 04 manual trolleys and 02 electronic imported units; Carrom, Chess and Table Tennis facilities; Yoga and Meditation Center, established in 2017-18; Sports Office; Pistols 02, Rifle 01, Archery Bow 02, Poles, Nets, Balls, Rackets, Shuttles, Yoga Mats etc.

The Sports Facilities are adequate for sports like Archery, Volley Ball, Badminton, Tae-Kwando, Chess, Kho-Kho, Table Tennis, a most modern Shooting Range, gymnasium facility, equipment for Yoga and Meditation, and a Meditation cum Healing Center for alternative healing practices. College has its sports in-charge and a yoga teacher.

Outdoor Games Facilities

The college has a large ground, 265 feet * 159 feet, with two courts for Volleyball, one court for Hand Ball, one court for Kho-Kho, one court for Archery and one court for Badminton.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://davccfbd.ac.in/sportsground/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

19

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://davccfbd.ac.in/wp-content/uploads/2022/08/2.3.2-ICT-ENABLED-ROOM-WITH-TIME TABLE COMPRESSED.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

378861

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College has a spacious library having a very large collection of text books, reference books, journals, magazines, etc. under various classifications. The library systems have college-owned software on which the library operates. The library is also provided with a LAN facility for the computers and they are loaded with the library software having OPAC facility. The college also has facilities like INFLIBNET. The library aims to provide access to its printed resources, such as books and journals, for the use of faculty and students. The library's stock is increasing every year. In addition, there are mini libraries maintained at departmental level.

The college spends on books, journals, subscriptions, inflibnet, OPAC, ILMS software, Automation etc. The college writes off the worn-out books on a regular basis, and new books and titles are added.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/1Ez7cuxEsO2kIlj-ot2JfFvWyidV6y00w/view?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.4131

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1200

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college IT cell launched a website in 2006 and has been continuously upgraded in functionality. Three server computers are operational.

The college has two leased lines aggregating 50 MBPS. The

systems of IT facility have a firewall and wi-fi. Smart class rooms with smart boards internet loaded computer labs with 410 computers in labs with on-line UPS back up, including a large number of computers for the faculty and various offices.

The college has added facility for online fee payment, e-prospectus, CCTV system with around 70 cameras in place with online monitoring and recording, language lab with special software and hardware.

The college runs its own YouTube channel and Facebook account.

The college runs most functions like Administration, Finance and Accounts, Student Admission and Support through software with student portal, Mobile App., Biometric Attendance, SMS, Recruitment, Notices and communication etc.

College keeps on buying new licensed software as and when required and keeps renewing the ones that need renewal of subscriptions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.youtube.com/c/DAVCENTENARYCOLLEGEFARIDABAD

4.3.2 - Number of Computers

410

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

79.23

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

We have a separate maintenance cell for repair and maintenance.

LABORATORIES: The material, equipment and consumables are replaced /replenished according to the recommendations of the Department Head.

We have a separate maintenance cell for repair and maintenance.

LABORATORIES: The material, equipment and consumables are replaced or replenished according to the recommendations of the Department Head.

COMPUTER LABS: Old computers getting out of date are replaced by new ones. The computer hardware on the whole is under maintenance by our own staff as well as external parties on need basis and software is all licensed and renewed regularly.

LIBRARY: The Faculty recommends new purchases of books within the budget. The college writes off the worn-out books on regular basis and new books and titles are added.

SPORTS COMPLEX: A provision in the budget for sports equipment and maintenance is made by the college management.

GARDEN OR HORTICULTURE: The college gardens, having general trees, plants, flowers, and herbal plants are well maintained by the gardeners appointed by the college.

CLASS ROOMS AND PREMISES: The whole premises, including class rooms and all the washrooms are cleaned and swept regularly. The maintenance of these facilities and the building is carried out by maintenance experts. We have hired carpenters, electricians, plumbers, aluminum structure craftsmen etc. for such maintenance needs. Also, for civil structures, we work through hired contractors.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1NjiH7PdZeTTb3JLLUrJ-kzX-K2UemBwO/view?usp=sharing

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

228

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

131

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://drive.google.com/file/d/15DvHUdpLxEGFOx22Lk_-h0lMBLmL47ay/view
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1440

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

72

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

22

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

45	
File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
<p>The college provides ample opportunities for its students to get exposure to the various administrative, curricular, co-curricular and extracurricular activities by involving them in the organizing teams. Initially, there was a student council in which students were elected as per government guidelines and procedures. At present, there is no such official requirement. But to keep up the tradition of the college on its own, it selects good and active students from each class and involves them in all such activities. At administrative level, they participate in the process of admission, orientation, discipline etc. Every class selects mentors who look after the wellbeing of the class attached to their teacher. They are members of the committees that plan all of the college's activities and programs. They have also volunteered to assist their teachers during the times of blood donation, covid vaccination, welcoming important guests, extending hospitality to important visitors. They are also officially made an essential part of the college IQAC team. They are encouraged to organize some of the activities on their own under the supervision of staff.</p>	
File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1K4ih8wPqb-HxjyL91Nb-vpT7QDTyNGzt/view?usp=sharing
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1059

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has got its alumni association registered in the session 2018-19 with the registration number being 03081, dated 25.12.2018. However, the activities under the umbrella of the alumni association have been going on all along during many preceding years. The college has prepared a list of active alumni and encouraged them to register with the association. So far, 559 alumni have registered themselves. Regular alumni meetings are conducted and various issues towards the development of the college are discussed. This session, also known as a meet in online mode was conducted due to COVID restrictions. The alumni support the college through donations of gadgets, books, taking classes, conducting seminars, extension lectures, participating in important events and also through cash donations through registrations.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ZMrnN4_ZHdYd3SAFDiNv0mNdgAafxsVp/view?usp=sharing
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision, priority and thrust; all have been aligned and focused on the academic area. All other activities are centered around the academics to complement this area. Every teacher participates in the activities in some capacity.

The principal has the same focus on the holistic development of the students. We impart academics to the best of our abilities and produce commendable results. Such results have been brought out in detail in our best practices.

- A large number of students in merit list.
- The college has produced university overall toppers at times.
- College is a favorite with placing companies and place many students every year.
- Better infrastructure, including computers and ICT facilities, has been provided.
- New courses have been added from time to time.
- The number of seats in the courses has been increased as needed.
- Extra classes have been arranged for the slow learners as well as the meritorious students

We impart life skills through various activities like Extra

Mural Activities (EMA), Sports, NSS, NCC, Youth Red Cross, Women Cell and various other clubs and groups in the college.

The Practical skills to complement the theory part are imparted through a number of add-on courses designed by the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/10P7Ob4BYlKSTR1GGPUIxubf7Imw9UK0j/view?usp=sharing
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Teaching is the main area where decentralization has been observed. Each department has a designated HOD. Each department holds its own meetings to discuss its needs, plans and required resources, such as staff, infrastructure and funds. There are separate committees that take care of the respective functions. The lesson plans, time table timings, allotment of teachers with different subjects and classes, lab periods, the class tests, parent-teacher meetings, communication and organizing extra classes are all decentralized.

There are a number of committees at college level to look after various activities like Women Cell, Anti Ragging, Discipline, Transport, Cultural, Admission, Grievance Redressal, committees to name a few. Many decisions related to these activities are taken by such committees.

One such example is the composition of the admission committee. This committee is formed by the principal. All departments are given free hand to complete the admission process for their own departments as per the govt. guidelines. The departments further assign individual teachers to carry out the required procedure.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1E7uZHwbmaK2xPAF4ptnDysTUK-zUZhfc/view?usp=sharing
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan is created to make the students more employable with their holistic development. This remains the major objective as per the vision and mission of the college. To achieve this objective, the college has been running a number of Add-on Diploma, Certificate and Bridge Courses in previous years to provide students with relevant knowledge and the required skills. This year was affected by the COVID Pandemic. More stress is laid on their skill development so as to make them more employable in the future. Apart from such courses, they are exposed to other life skills through various activities like EMA, Sports, NCC, NSS, YRC, Personality Development, Yoga, Spiritual and Ethical Development etc. A Placement Cell has been formed in the college which lists the eligible students, prepares their database of personal data, trains them for placement, invites companies, arranges the interviews and provides Pre-Placement Offers to the successful students. As a result, we draw the desired outcome that the number of students getting placed increases year after year.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://docs.google.com/document/d/1eHWj2cbcwZK_uGw65isGTiSFJ3JVkLv/edit?usp=sharing&oid=104313291502286347023&rtpof=true&sd=true
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College has a well-developed internal organizational structure in place, with effective coordinating and monitoring mechanisms. It starts with the DAV College Managing Committee at the helm. The principal of the college manages the efficient running of the college in line with the approval of the college governing body, which is constituted according to prescribed rules.

The College IQAC is composed as per NAAC guidelines and includes senior members of the faculty as well as students, alumni, management representatives, community leaders, employers etc. The Cell holds regular meetings and recommends strategies for quality enhancement and quality sustenance of the college programs.

The principal is assisted for efficient administration with offices of the registrar, separate accounts offices for the self-finance section and grant-in-aid section. An examination cell has been created to handle all external as well as internal examination affairs.

A number of units, departments, committees etc., have been created to handle various focused functions like Campus Maintenance Officer, Dean Transport, Dean EMA, Dean Sports, Dean Student welfare, Dean Discipline, Dean Campus placement. A number of Deans/ Heads/ Coordinators of departments handle various teaching departments catering to different programs.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1vFp0hQsvvZzxQYJWbzsBeDvzOWdsgIcV/view?usp=sharing
Link to Organogram of the Institution webpage	http://davccfbd.ac.in/agar2021/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college takes due care of its staff welfare.

- Staff members are recognized and rewarded for their outstanding achievements and contributions.
- Provision for drawing advance against salary as well as loan facility.
- The college has a medical Centre with a doctor and paramedic staff, a bed and physio machines.
- Sabbaticals for research work like Ph.D. and for attending conferences and seminars.
- Employee Welfare Trips are arranged from time to time.
- Seminars on health and hygiene are held by experts. Medical checkup camps are organized. In the college yoga camps, alternative healing, immunization programs have been organized.
- Sports and cultural programmes are also organised for the staff. These include sports functions, music and dance competitions, celebrations of festivals etc.
- Special greetings and individualized messages are given personally by the principal on birthdays and marriage anniversaries of the staff. Every month, a special Hawan Yajya is performed for such staff members.
- Reimbursement of participation fee and conveyance allowance for conferences/seminars etc.
- Distribution of T-shirts and caps during sports functions etc.
- A well-organized send off for the retiring staff.
- Free uniforms are provided to the Class IV Staff.

- Gifts to the teaching and non-teaching staff on important festivals.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1R18bNJf3ahEr-J08cFWxzE55sK5vBf1E/view?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

02

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

05

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

70

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has the following types of staff, whether teaching or non-teaching. These are:

1. Teaching and non-teaching staff under the covered scheme from DHE. The Performance appraisal system for all these is followed as provided and governed by the government. They are issued their ACRs and the process and procedures are as specified by the government.
2. Teaching and non-teaching staff employed by the parent organization, DAV College Managing Committee, New Delhi. The DAVCMC also uses the same criteria for the performance appraisal of the staff employed by them.
3. The teaching and non-teaching staff on a contract basis. The respective HODs of the departments take the PA forms of all the staff under them and then add their own comments over and above the details filled in by the employee according to the reports about their results of the subjects as well as feedback from the students and contributions of the staff members towards the college activities, etc. This forms the basis of the annual performance system.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ELoZr6jbx4nSVi7qDNVyyUNNq1FYrplH/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial accounts of the college are maintained at two places. One, where the govt. grants are received regarding salaries and scholarships, RUSA grants etc. for the aided staff, called Grants-in-Aid (G I A). The other as Self-Financing Scheme called SFS. Both are duly subjected to external audits. The GIA and the SFS accounts are audited regularly by the auditors appointed by our management, i.e., the DAV College Managing Committee, New Delhi. The GIA accounts are audited by the auditors from the Govt. The auditors provide their report under section 10 (23C) of the Income Tax Act 1961. It covers and examines all expenditure heads as well as all income heads. They certify that proper books have been maintained and the balance sheets and income and expenditure accounts are in agreement with the books of accounts maintained

and satisfy by explanations regarding the purpose. Any procedural objections found by the auditors are discussed and rectified as well as adopted for the future. Such audit reports for the last five years are available at the college and can be uploaded along with this report.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1h4RF4vul82qTTzjwmRpDhVOE3ijxf4yM/view?usp=sharing
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.50

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The main source of funds in the college remains the general fee collection from the students. The college, as of date, does not have a GST number. We are expecting to have our own GST number. However, various activities of the college have occasionally been supported by grants received from various government and non-government bodies such as UGC, DGHE, NAAC and so on; we can then begin funds mobilization from other source as well. The college also raises some funds from philanthropic sources. The expenses to be paid from the funds thus received are well budgeted and spent with the due care and approval of the respective committee and the principal. The detailed expense utilization report is submitted to the funding agency after

completion of the activity, if required.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1h4RF4vul82qTTzjwmRpDhVOE3ijxf4yM/view?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The two practices recommended and institutionalized due to IQAC efforts are:

1. Extra Mural Activities (EMA) and Sports

Though the college has previously participated in EMA and sports activities at various levels, on the behest of IQAC, the practice has gained more attention and it has become a regular occurrence to search for, select and train the talent and then provide platforms for them to demonstrate their mettle in various events, whether at the district, zonal, inter zonal, university, national or international levels. The college has set up its own well-equipped theatre, dance, music, literary sections etc. The college has also set up a separate equipped Shooting Range, Yoga Centre, Gymnasium etc. for this purpose.

1. Social Outreach

The college has always endeavored to identify an area in society and support the various stakeholders in the area for their betterment and make their efforts easier in achieving their own goals.

- Create Awareness of Self-Worth.
- Provide facilities for improving the conditions of life.
- Stimulate self-reliance and self-development.
- Encourage, train and enable local people.
- Encourage long term development.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1rXRI1TfNy8vwCdJolmLFsi66Z-enNx6U/view?usp=sharing
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution has been producing good results due to its quality initiatives. Performance is reviewed at various levels in the college by the concerned conveners or heads of the departments periodically. It is also reviewed and discussed at the IQAC forum at every quarterly meeting. Areas falling short are taken up for action of improvement. This year major impact was observed due to the COVID Pandemic. However, the college continued its teaching, preparation, examination etc. in all academic areas by adapting online medium in addition to offline as and when required. As a result, the process of teaching and learning is strengthened by extra lectures; extension lectures and lectures for slow as well as for meritorious students; Group discussions; PPT competitions etc. The college also took up the much needed social service through assisting the local administration with its surveys, vaccinations, distribution of masks, sanitizers etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/106p9WXfdOToRExidt2ufNNx5ej5Hge6D/view?usp=sharing
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification,

B. Any 3 of the above

NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	http://davccfbd.ac.in/wp-content/uploads/2022/10/New-ANNUAL-REPORT-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Being a co-educational institution, we have a large proportion of female students in all courses. We encourage the participation of girl students on an equitable basis, on par with the male students, without discrimination. This is done right from the time of admission in the college. A large number of activities are organized on educating about gender sensitivity, equity, women empowerment etc. through Women Cell and various departments. A number of lectures and workshops for spiritual activities, Havan Yajnas and periodic courses on the Art of Living are also held at the college. The college has a dedicated Anti-Sexual Harassment Cell in addition to a Grievance Cell and a Student Welfare Committee where issues and grievances of students are addressed without discrimination. Special arrangements are made for washrooms, sanitations, common rooms etc. Gender sensitization lectures are organized for all students in separate sessions for boys and girls and also some on a combined basis. We have separate units of NCC, NSS and YRC for girls. We also have specific safety and security arrangements for students in the form of CCTV cameras on the college campus.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1adEiK ar9UxuX1LPGG49ys-JseX9sgCO r/edit?usp=sharing&oid=104313291502286347023&rtpof=true&sd=true
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/presentation/d/1FPXwGqBleLXWJZuZJUcGYiFDmhHarON/edit?usp=sharing&oid=104313291502286347023&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste mostly comprises of green tree leaves or twigs falling off from the plants and trees in the premises, Canteen wastes and other general wastes are segregated into bio and non-bio types. The bio type of waste is processed in the pits to convert it into fertilizer and the rest is handed over to the officially authorized agency deputed by the Municipal Corporation, Faridabad.

Liquid waste, mostly comprising waste water from washrooms, goes directly into well-commissioned sewers. Waste water coming out of the RO purifiers is collected and used for sweeping and mopping purposes. Waste water from chemistry labs is generated after neutralization of used salts, chemicals etc. and also drains into sewer. There are four rain water harvesting systems

that conserve water as well as avoid water logging.

E Waste is disposed-off with the assistance of an external party, doing electronic maintenance to handle such waste.

Waste recycling is achieved through the pits which convert the waste bio mass into manure as well as by planning the electric machine to do the same. The college curriculum and operations do not generate any biomedical or hazardous chemicals or radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://docs.google.com/document/d/169FevfODZWysYoplup6YpeMklSvT5rcd/edit?usp=sharing&oid=104313291502286347023&rtpof=true&sd=trueMklSvT5rcd/edit?usp=sharing&oid=104313291502286347023&rtpof=true&sd=true
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

A. Any 4 or All of the above

<p>vehicles</p> <p>3. Pedestrian Friendly pathways</p> <p>4. Ban on use of Plastic</p> <p>5. landscaping with trees and plants</p>	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>	
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</p> <p>1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>A. Any 4 or all of the above</p>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college provides an inclusive environment on an equitable basis, following the guidelines from the government and other governing agencies. We have teachers as well as students belonging to different religions, states, social levels (SC, ST, OBC, Diviyang, displaced Kashmiri), speaking different languages etc. Reservation of seats is done according to government policies. Festivals are celebrated to ensure that all religions are represented. Programs are organized in terms of poetry, one-act plays, shloka uccharan etc. Teaching is carried out in English and Hindi as applicable. Everybody is treated with respect and dignity in all interactions and opportunities, irrespective of their belonging to any section of our diverse society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college is quite aware of delivering its responsibility towards sensitization of students and employees to their constitutional obligation as good citizens. For this, the college keeps organizing various programs and activities

through its various departments, committees, clubs, NCC, NSS, Youth Red Cross, Red Ribbon Club, etc., from time to time. In some of the professional programs prescribed by the university, subjects and chapters on human rights and constitutional rights are taught as part of the curriculum. The NCC and NSS units keep serving the neighborhood community as part of their sensitization exercise and community service. Webinars, lectures, skits, debates and symposia are organized to raise awareness on various issues of values among the students. Regular hawan yajya are performed in the dedicated yagayshala by staff and students. The college keeps celebrating national and international commemorative days in the form of webinars, lectures and cultural activities. The college endeavors to make use of our instances and stories of our national legacy for this purpose. To fulfill their social duty, blood donation camps and vaccination camps are organised. The staff and students have aided the local administration in campaigns against pulse polio and COVID.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

In order to inculcate a feeling and commitment towards patriotism and cultural heritage among the youth, the college endeavors to make use of our instances and stories of our national legacy. The college keeps celebrating national and international commemorative days in the form of webinars, lectures and cultural activities. Some of these are:

- Republic Day
- Independence Day
- Swami Vivekanand Jayanti
- Sir Chotu Ram Jayanti
- Gandhi Jayanti
- International Women's Day
- International Yoga Day
- World Environment Day

Also, various festivals like Deepawali, Holi, Lohri, Teej, Baisakhi, etc. are also celebrated to give a boost to the cultural life among the staff and students. Important and eminent people of honour are invited during the celebrations. NCC, NSS and various units, clubs and committees of the college organize and participate in these activities.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the

institution as per NAAC format in your institution website, provide the link

*we have a number of best practices being pursued in our College. However, five of them are being elaborated below. The link at College website is also provided

1. Introduction of need based courses at UG and PG levels
2. All out efforts for the holistic development of our students.
3. Social Outreach
4. Tree Plantation
5. Propagating Spiritual and Ethical Values

Details of the above Best Practices is mentioned in the link given below.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Being an educational institution the vision, priority and thrust; all have been aligned and focused on the academic area. All other activities remain in the surrounding to complement this area to create a holistic impact on the development of the students.

The college takes good care of student's right from the time of admissions. Appropriate counseling and help desk are deployed department wise for guiding the students for choosing right streams. Induction programs are organized where new students are provided with complete information, time tables, Lesson Plans etc. Along with specific government statutory guidelines regarding ragging, vaccination, sanitization etc. Slow learners are given special attention. Also meritorious students are treated on a different pace to achieve meritorious results. All classes are provided with mentors. A large number of co-curricular and extra-curricular activities through Cultural, Sports, NCC, NSS, YRC, Legal Literacy Cell and many more clubs and committees are organized and students are encouraged to participate in large numbers. We invite eminent speakers and experts on different important aspects like Syllabus Subjects, practice sessions, workshops, webinars, spiritual activities etc. to provide complimenting thrust to the academic performance and development of students who attained successful positions and serve the society in future.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To start job oriented courses as per the National Education Policy 2020

2. To construct more class rooms for new courses

3. To organize more National and International level Conferences.

4. To use RUSA grant for Solar Panel
5. To start new Job Oriented skill certificate diploma courses, Add-on Courses, Valueadded courses etc.
6. To raise funds for poor, needy and meritorious students
7. To enhance online teaching- learning facilities.
8. To increase the salary of the staff.
9. To recover the loss of education due to COVID Pandemic
10. To allow the use of waste composite machine to serve neighbourhood areas