

SANT HARI DASS COLLEGE OF HIGHER EDUCATION
BANI CAMP, NAJAFGARH, NEW DELHI
(Approved by NCTE, NAAC Accredited and Affiliated to GGSIP University, New Delhi)

THE ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC
FOR
ACADEMIC SESSION 2017-18
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ANNEXURE-I

ANNEXURES FOR AQAR OF NAAC

IQAC COMPOSITION FOR THE YEAR 2017-18

S.No.	Area	Name of Members	Designation
1.	Teachers: i) B.Ed. ii) BBA/B.COM(H)	Mr. ShriBhagwan Mrs. MadhuShrivastava Mrs. RinkyKohli Mr. Vijay Lakra	Asstt. Prof. in Education Asstt. Prof.in Education Asstt. Prof.in Mgmt Asstt. Prof.in Mgmt
2.	Administrative/ Technical Staff	Mrs. Swati Rustagi	Accounts Officer
3.	Students: i) B.Ed. ii) BBA/B.Com(H)	Anshika Sharma Bharat	
4.	Mgmt. Representative	Mr. Jai Bhagwan Singh	Chairman of the College
5.	Alumni i) B.Ed. iii) BBA/B.Com(H)	PriyanshiShrama AmitShokeen	
6.	Other Stakeholders and Community Representatives	Mr. Bhagat Ram Sehrawat	Chairman of the NGO Gramin Vikas Sangh(Regd.), Delhi
7.	Employer/ Industrialist	Mrs.Kamlesh Dahiya	Principal, Sant Hari Dass Public School, Najafgarh
8.	External Expert	Dr. Rajeev RanjanDwivedi Prof. I.S Suri Dr. S.K. Misra	Assistant Professor ,USHSS, GGSIPU ,Dwarka ,New Delhi Visiting Professor , Gujrat Technical University Principal, Delhi TrTrg College, Deenpur ,Najafgarh

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ANNEXURE-II

ANNEXURES FOR AQAR OF NAAC

SEMINAR/CONFERENCE/WORSHOP/FDP/SYMPOSIA ORGANISED BY
SANT HARI DASS COLLEGE OF HIGHER EDUCATION

Activities/Events	Date	Theme of the Activities
Conference	23-10-2017	Recent trends and strategies in Business Management
Seminar	23-01-2018	Financial Knowledge
	19-03-2018	Banking and Finance
FDP	06-09-2017 to 08-09-2017	Skills and Personality Development *
	20-02-2018 to 24-02-2018	Paradigm Shift of 21 st Century Teacher Education
Workshops	12-09-2017 to 13-09-2017	Workshop “ Corp Diem IIM Kolkata
	12-09-2017 to 16-09-2017	Success Building Workshop *
	19-01-2018	“How to Market Yourself”
	14-03-2018 to 20-03-2018	Fevicryl workshop
	23-03-2018	Financial Literacy

* Both the activities were conducted by SAS Trainings, 43-A, Shiv Puri, Krishna Nagar, Delhi-51

ANNEXURES FOR AQAR OF NAAC

Significant Activities and contributions made by IQAC

As IQAC is to promote and improve the academic and administrative performance of our college, all the members of the cell have put the efforts continuously in respect of overall improvement and development the quality of infrastructural, instructional and extra co-curricular activities of the college.

Accordingly the major achievements of IQAC are as below:

- ❖ Our faculty members initiated doing the research work. They have also attended the various conferences/seminars/FDPs/Workshop etc. and presented their papers and also get them published in reputed journals at their self interest.
- ❖ Faculty members have also organized the various Workshops and Seminars for the students where our students have shown at their interest and get benefited in respect of their quality improvement.
- ❖ Students have also shown their interest and accordingly organized participated and performed various diversified activities throughout the year under full guidance and supervision of IQAC.
- ❖ IQAC has also contributed various awareness programmes for protection of environment.
- ❖ IQAC has also focused on Gender Sensitization by sparing a week for the purpose where various groups of students have organized and played Dramas on various related things.
- ❖ IQAC has provided Guidance and Counselling to all the students for their overall personality development.
- ❖ Even though the financial constraints of the college, on the recommendation of IQAC management has supported to add required Computers & latest Softwares, Projectors & LCD and other IT based Teaching & Learning resources.
- ❖ On recommendation of IQAC, Library has been equipped with needful furniture and AC for comfortable reading and accessing on e-library to the students.
- ❖ IQAC also focused on getting the feedback from all the stakeholders specially students (existing & alumni) and their parents and various committees for further improvement and development of the college.
- ❖ IQAC has also focused on the improvement the quality of publication of
 - SHDCHE NEWS LETTER
 - YUVA CHINTAN
 - AAROHA JOURNAL OF EDUCATION & MANAGEMENT
- ❖ IQAC has also given the opportunities to the students and faculty members to organize and participate various extended activities for awareness of multi-dimensional knowledge and skills for their overall development.

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ANNEXURE-IV

ANNEXURES FOR AQAR OF NAAC

PLAN OF ACTION

FOR THE ACADEMIC SESSION 2017-18

An Action Plan has been decided by the apex body and accordingly IQAC initiated for internalization and institutionalization of quality enhancement. They are as follows:

1. To enrich and equip the Classrooms and Resource Centers for delivering and imparting teaching learning and training of value based education
2. To increase the systems and latest softwares in the Computer Lab for ease of surfing/ learning the computer applications
3. To increase the shelves/racks, books, journals, magazines in the Library along with the provisions of studying/reading
4. To computerized/digitalized the Library for ease of accessibility and also provide the facility of E-Library
5. To provide air-conditioning and eco-friendly environment to all instructional facilities including Library
6. To extend all supports to the students, Faculty members for their overall development through diversified activities
7. To encourage and motivate all high performers and award them from time to time
8. To maintain the quality education and to ensure timely, efficiently and progressive performance of academic, administrative and financial task, the following actions are to be taken as per the academic calander by all the faculty members:
 - Lesson Plan of allotted subjects should be prepared and adhered
 - Monthly progress/performance report should be maintained and reviewed
 - A record of continuous assessment and evaluation of each and every subject along with the punctuality and sincerity of the students should be maintained

- A calendar should be maintained for all the activities and to be provided to the students, faculty members and staff for organizing participating and performing during the academic session and also maintain the record of each and every activities
- The activities related to training and placement of students must be chalked out in advance and to be provided requisite platforms for overall development of the personality so that students should get suitable and desirable future career
- All the faculty members should take initiatives to upgrade their knowledge and skill and accordingly explore, attend and participate the maximum possible seminars, conferences, FDPs etc. and also they should focus on creative thinking and writing of articles/papers for its presentation and publication for which possible support will be provided by the managements
- Besides the participation of students various activities in sports/cultural/academic at University/Inter-College level, the college should also provide the facilities for skilled development and value addition programme for all the students so that they should get better job opportunities in this competitive era of global market
- The college should provide all other supports to the students in respect of their overall development and awareness about the cross culture and values and for such **Guidance and Counselling Cell** will prepare a plan for the year and act accordingly
- The College should provide platforms to the students to prove their responsibilities towards the recent demand of development of community, society and nation at large
- To review the progress of all scheduled activities of IQAC on quarterly basis and also to be reviewed by Apex body at the end of each semester

The IQAC has monitored and evaluated the performance of the different activities to meet the Action Plan at regular intervals throughout the year and corrective measures have been taken. It has also been found the overall outcome is at satisfactory level of all authority concerned and accordingly our college has been assessed as Category “A” during the academic session 2017-18.

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ANNEXURE-IV (a)

ACADEMIC CALENDAR

(Academic Session 2017-2018)

for the

***UNIVERSITY SCHOOLS &
AFFILIATED INSTITUTIONS***

(Commencing w.e.f. July 17, 2017)

(For students admitted in 2015-16 and onwards)



**Issued from the Office of
Director, Academic Affairs**

**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**

Sec- 16C, DWARKA, NEW DELHI- 110 078

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Academic Calendar for Academic Session: 2017-18

(For students admitted in 2015-16 and onwards)

S. No.	ODD SEMESTER 2017-18	DURATION	
		From	To
	<u>ODD SEMESTERS (FIRST, THIRD, FIFTH, SEVENTH & NINTH SEMESTER)</u>	21 weeks of working duration including 15 weeks of teaching & class tests	
	Commencement of New Academic Session	17.07.2017 (Monday)	
1	Imparting instructions and/or laboratory work (including class tests) - 15 weeks (70 days excluding govt holidays) *	01.08.2017 (Tuesday)	10.11.2017 (Friday)
2	CLASS TEST (To be held in mid-semester, dates are indicative; schools may decide \pm 1 week)	18.09.2017 (Monday)	22.09.2017 (Friday)
3	Sports Meet	12.10.2017 (Thursday)	14.10.2017 (Saturday)
4 (a)	For Programmes without practical components		
i	Preparatory leave of one week	11.11.2017 (Saturday)	19.11.2017 (Sunday)
ii	Commencement of Theory Exams	w.e.f. 20.11.2017 (Monday)	
4 (b)	For Programmes with practical components		
i	Commencement of Practical Examinations followed by one week preparatory leave between completion of Practical Examinations and commencement of Theory Examinations	13.11.2017 (Monday)	
5	Winter Break	23.12.2017 (Saturday)	07.01.2018 (Sunday)

* The first day of the commencement may be utilized as Orientation Day for the fresher students.

- The specific dates of end term theory/practical examinations shall be notified by COE.
- One working day in a year may be utilized in any semester for a school level festival.
- Schools may decide on dates/classes for academic conferences/workshops/seminars.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Academic Calendar for Academic Session: 2016-17

(For students admitted in 2015-16 and onwards)

S. No.	EVEN SEMESTER 2017-18	DURATION	
		From	To
	<u>EVEN SEMESTERS (SECOND, FOURTH, SIXTH, EIGHT & TENTH SEMESTER)</u>	21 weeks of working duration including 15 weeks of teaching & class tests	
1	Imparting instructions and/or laboratory work (including class tests) – 15 weeks (70 days excluding govt holidays)	08.01.2018 (Monday)	20.04.2018 (Friday)
2	Anugoonj "2018"	08.02.2018 (Thursday)	10.02.2018 (Saturday)
3	CLASS TEST (To be held in mid-semester, dates are indicative; schools may decide \pm 1 week)	26.02.2018 (Monday)	02.03.2018 (Friday)
4 a)	For Programmes without practical components		
i	Preparatory leave of one week	21.04.2018 (Saturday)	29.04.2018 (Sunday)
ii	Commencement of Theory Exams	w.e.f. 01.05.2018 (Tuesday)	
4b)	For Programmes with practical components		
i	Commencement of Practical Examinations followed by one week preparatory leave between completion of Practical Examinations and commencement of Theory Examinations	23.04.2018 (Monday)	
5	Summer Vacation (of Six Weeks)	w.e.f. 04.06.2018 (Saturday) to 15.07.2018 (Sunday)	

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ANNEXURE-V

ANNEXURES FOR AQAR OF NAAC

PROGRAM CONDUCTING/EXISTING AT **SANT HARI DASS COLLEGE OF HIGHER EDUCATION**

S.no.	Name of Programme	Pattern of Programme	Duration of Programme	Remarks
1.	B.Ed.	Semester	2 Years	
2.	BBA(G)	Semester	3 Years	
3.	B.Com(H)	Semester	3 Years	*

* Not get admission in 1st year of B.Com(H) programme for the academic session 2017-18. However, the 2nd Year & 3rd Year students are existing.

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ANNEXURE-VI

ANNEXURES FOR AQAR OF NAAC **ANALYSIS OF FEEDBACK FROM STAKEHOLDERS**

In pursuance of performance evaluation, assessment and quality upgradation of the college, we have requested our stakeholders and got feedback from them about some specific questionnaire for the analysis in respect of enhancement of quality.

Based on that it has been observed that our students and their parents are fully satisfied with the quality of Education, Infrastructure, Diversified activities, Placement etc.

We also got some valuable suggestions from our stakeholders to provide:

- ❖ Air Conditioning of the classrooms besides the Lab, Library, ICT Classrooms for comfortable learning environment.
- ❖ Increase the Transport Facilities with AC Buses

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ANNEXURE-VII

ANNEXURES FOR AQAR OF NAAC **INNOVATIVE PROCESS IN TEACHING & LEARNING**

IQAC has created an environment and motivated to the faculty members to take all initiatives for improved Teaching & Learning Process.

For such all Faculty members are in practice:

- ❖ To prepare the Lesson Plan of each and every subject throughout the year as per the academic calender.
- ❖ To maintain the monthly progress report (MPR) of all the subjects
- ❖ To maintain continuous internal assessment of each and every students.
- ❖ To provide all support for personality development of the students like
 - Encouragement to capacity building
 - Communication skills and other soft skills
 - Self esteem, Team Building and becoming employable
 - Organizing, participating and performing in various extra co-curricular activities (Academic/Sports/Cultural)
 - Creative thinking and creative writing for publication in college magazine and journals

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ANNEXURE-VIII

ANNEXURES FOR AQAR OF NAAC

IQAC CONTRIBUTION/MONITORING/EVALUATING TEACHING & LEARNING

At the beginning of the commencement of academic session, the University issued an academic calendar to follow the period of imparting instructions and laboratory work along with internal and external exams (Theory & Practical). Over and above they also give the instructions about the extra co-curricular activities.

Based on that we have had Committee named Annual Calendar and Time Table Committee and also Program Advisory Committee besides the other allied committees where the committee members also go through the plan of action of the year given by the IQAC and chalked out detail activities for the year to be performed.

Accordingly IQAC has created an environment and motivated to the faculty members to take all initiatives for improved Teaching & Learning Process.

For such all Faculty members are in practice:

- ❖ To prepare the Lesson Plan of each and every subject throughout the year as per the academic calendar.
- ❖ To maintain the monthly progress report (MPR) of all the subjects
- ❖ To maintain continuous internal assessment of each and every students.
- ❖ To provide all support for personality development of the students like
 - Encouragement to capacity building
 - Communication skills and other soft skills
 - Self esteem, Team Building and becoming employable
 - Organizing, participating and performing in various extra co-curricular activities (Academic/Sports/Cultural)
 - Creative thinking and creative writing for publication in college magazine and journals

The progress and the performance of the activities are being discussed at IQAC twice in a year (i.e. at the end of each semester) with certain Benchmark and wherever found discrepancies, necessary corrective measures are being taken.

The performance of the year is also discussed in the apex body meeting (Governing Body & Management Committee) and got the needful suggestion from the members for further improvement and development.

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ANNEXURE-IX

EXTENSION ACTIVITIES

Keeping in consideration for the overall development of personality of the students, the college is allowing, supporting and providing various possible platforms for participation of students. The major extension activities at different forum are being listed below:

1. At University Forum :

An Annual Cultural Fest “ANUGOONJ” is being held every year by the University for the students of all colleges where various academic, sports and cultural activities where our students have participated.

2. At College Forum:

The College has organized the following two major inter college activities:

- A) Inter college fest “ASPIRE 2018”
- B) 33rd Delhi State Yoga Championship

3. Other activities at College Forum:

- A) Excursion- 5 Days Educational Tour to GOA
- B) Excursion- 1 Day Educational Tour to LOHAGARH
- C) Excursion- 1 Day to adventurous Tour to WORLD OF WONDERS
- D) SWACHHATA PAKHWADA
- E) Extension Lecture on “Paradigm shift from women’s study to Gender study”
- F) Extension Lecture on “Role of Teachers in Teaching Learning Context”.

The college has also provided various platforms to the students for organizing/celebrating, participating and performing the activities like Fresher’s Party, Farewell Party, Basant Panchami Celebration, Teacher’s Day, Independence Day Celebration etc.

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ANNEXURE-X

DETAILS OF IMPORTANT EQUIPMENT

Name of the important Equipment	No. of existing equipment till 2016-17	Amount in Rs	Newly purchased equipment 2017-18	Amount in Rs	Total in Rs	Source of Fund
Air Conditioner	4	15399			15399	Tuition Fee & Unsecured Loan
Camera & DVD	2	44295			44295	
Car	2	340038			340038	
Computer System	52	109753	11	78000	187753	
Fan	168	57766			57766	
Fire Safety Equipment	01	6431			6431	
Furniture & Fixture	700	264338			264338	
Generator	1	11444			11444	
Inverter	8	52486			52486	
LED TV	1	46171			46171	
Lift		693750			693750	
Photocopy Machine	3	8174			8174	
Printer	1	2684			2684	
Projector	3	13002			13002	
R.O. Water Filter	1	8027			8027	
Science Equipment	44	10877			10877	
Sports Items	70	11247			11247	
TATA Bus	1	827733			827733	
Teaching Machine	7	20834			20834	
Water Cooler	5	52046			52046	
Water Dispenser	1	4087			4087	
T	1074	2600582		78000	2678582	

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