Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**DELHI COLLEGE OF ARTS & COMMERCE**
Name of the head of the Institution	**Dr. Rajiv Chopra**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01124109821**
Mobile no.	**9810910925**
Registered Email	**principal@dcac.du.ac.in**
Alternate Email	**principaldcac@gmail.com**
Address	**NETAJI NAGAR, NEW DELHI-110023**
City/Town	**NEW DELHI**
State/UT	**Delhi**
Pincode	**110023**

2. Institutional Status

Affiliated / Constituent	**Constituent**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**central**
Name of the IQAC co-ordinator/Director	**Mr. Srikant Pandey**
Phone no/Alternate Phone no.	**01124109821**
Mobile no.	**9811073507**
Registered Email	**srikantpandey7@gmail.com**
Alternate Email	**principal@dcac.du.ac.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://dcac.du.ac.in/Pages/NAAC/all-aqar.php

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://dcac.du.ac.in/Pages/Academics/Academic_Calender/pdf/AcademicCalender2017.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.52**	**2017**	**09-Jun-2017**	**08-Jun-2022**

6. Date of Establishment of IQAC	**14-Mar-2014**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Delhi College of Arts & Commerce	Non Plan 95	UGC	2017 365	165631000
Delhi College of Arts & Commerce	Grant 5%	Government NCT of Delhi	2017 365	3200000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• Regular meetings with all the stakeholders of the college • Smooth implementation of curriculum and it's monitoring • Regular monitoring and evaluation of results • Support and promotion of research activities amongst the faculty members • Review and monitoring of the extracurricular activities in the college • Promotion of Peer Learning • Promotion of Industry interface and social outreach activities.

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

Plan of Action	Achivements/Outcomes
1. Introduction of a cultural programme on Indian heritage, Panghat. 2. The Departments were requested to organize special lectures, seminars, workshops and FDPs regularly 3. To expedite the appointment process. 4. To conduct remedial classes for the slow learners and students of the deprived section of the society. 5. To initiate the students into the MOOC and digital learning platforms of UGCMHRD. 6. As per the NAAC Peer Team's suggestion, the IQAC plans to exhibit and showcase the research outcome of the faculty members regularly. 7. The up gradation and automation of the library facilities	1. The IQAC received a request letter from the convener of the cultural committee of the college to start a cultural programme that would be centered on showcasing the rich cultural heritage of the country. 2. All the departments of the college have organized regular lectures from the experts, Faculty Development Programme, Panel Discussions and one day seminars. 3. The college has recruited 11 non teaching staffs in the categories of Assistants, JTC, MTS and library staffs which has smoothed the functioning of the college. 4. The college regularly conducts remedial classes for the students of deprived sections and slow learners. 5. Various seminars and workshops have been conducted to initiate and encourage the faculty members and students to make use of resources available online on MOOC websites. 6. The college through IQAC has made it necessary for the faculty members to share their research with college from time to time. Books and articles by the faculty members are exhibited in the library. 7. Web OPAC services for the members of the library Smart Card for students and faculty members creation of a new section for current affairs and civil services preparation.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	05-Mar-2018
17. Does the Institution have Management Information System ?	Yes

| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | The vision of the college is to impart holistic education to students for their academic excellence and also it has a well established management information system in place. It has administration, headed by the Principal in the effective functioning of the College. The Staff Association and Staff Council is well established in the College where faculty members raise issues and give feedback through its various meetings and in their personal interaction with the Principal and GB members. The Students' Council is another important part of the College through which students under the guidance of faculty members conduct various information related seminars and conferences and also organise lectures, talks and most importantly deals and interact with students to help them in all capacity. Various cells (SC/ST/OBC, Placement etc), bodies (IQAC, Staff Council etc), committees (Grievance Redressal, Gender Sensitization etc), counselor, medical room, college bulletins and telephone numbers all these management information system being in place provide all kind of information, counselling and helps to whosoever including students and teachers and nonteaching, require at any time of the day. The College monitors all aspects of its functioning and diligently works towards providing information and helping students, teachers, and nonteaching staff for smooth dissemination and delivering of all kinds of information as and when required. Further, a suggestion/complaint box is installed in front of the Principal's office where anyone can give suggestions and feedbacks. The Principal goes through them and forwards them to the relevant committee for action. The Principal has an open door policy all stakeholders give their feedback to him on infrastructural, academic, administration and financial matters of the College. The Principal also forwards these to the GB for consideration as and when required. The Annual Report is an important mechanism whereby the Principal informs all stakeholders about the achievements and |

initiatives taken by the administration. The prospectus gives details about the college to prospective students and their guardians. All these are available on College website (http://dcac.du.ac.in). Information regarding time tables, and other activities is communicated to the students on the Orientation Day. This information is also displayed in front of their respective classrooms and on the College website. Notice boards prominently display all activities and initiatives that are underway. Notices are also circulated among staff and students regularly.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• Regular meetings with all the stakeholders of the college • Smooth implementation of curriculum and it's monitoring • Regular monitoring and evaluation of results • Support and promotion of research activities amongst the faculty members • Review and monitoring of the extra-curricular activities in the college • Promotion of Peer Learning • Promotion of Industry interface and social outreach activities. • The faculty members of the college are actively involved in the formulation, up gradation and revision of the syllabus and curriculum the university level. • The college has sent proposal to the university for introducing new courses from the next academic year

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
0	0	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	0	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	B. A. (Prog.)	20/07/2015
BA	B. A. (Hons.) English	20/07/2015
BA	B. A. (Hons.) Economics	20/07/2015

BA	B. A. (Hons.) History	20/07/2015
BA	B. A. (Hons.) Journalism	20/07/2015
BA	B. A. (Hons.) Pol Science	20/07/2015
BCom	B. Com. (Hons.)	20/07/2015
BCom	B. Com. (Prog.)	20/07/2015

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	243	58

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate in French	Nill	53
Certificate in German	Nill	95
Certificate in Spanish	Nill	96
Diploma in Spanish	Nill	19
Diploma in German	Nill	19
Advance Diploma in Spanish	Nill	20

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	na	0

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback from stakeholders For student feedback, most of the departments and/or individual teachers have evolved a mechanism to obtain student feedback on curriculum informally. Students are also encouraged to submit their feedback regarding the functioning of the nonteaching staff, infrastructure related issues, library facilities and computer laboratories available for them in the college. The college also has suggestion and feedback boxes located at

strategic positions in the college. This feedback is discussed within the department as well as with the Principal and appropriate measures are taken to improve the teachinglearning process. The concerns of the department are communicated during the Delhi University departmental review committee of course meeting. The Principal of his own too, meets, class representatives of all the courses and takes their feedback on both the academic as well as infrastructural aspects of the college and tries to remedy them as much as possible, given the constraints. The feedback from alumni is obtained in the Alumni Meet hosted by the college. DCAC organizes its Alumni Meet on the last Sunday of February every year. This is in an informal manner, both at the college level as well as at departmental level. This helps in improving the market acceptability and beyond the coursework teaching as this feedback comes from the ones already in the employment market and knowing fully well as to what were the shortcomings they possessed, both in securing a job and working on field. We thus ensure that we learn from this feedback and help improve the present students' employability prospects. Though there is neither a formal feedback mechanism nor an interactive forum where the feedback from parents is obtained, yet the college Principal is always available to discuss the problems that any parent might want to share. These are then discussed with the concerned teacher/s and all efforts are made to address them in the most efficient manner. The industry feedback is taken by the Placement Cell of the college and this helps them organize lectures and provide suggestions to students to enhance skills to meet employment aspirations of the employers. The informal discussion that our faculty members have with academic peers in various departmental meetings, paper setting boards, central evaluation centers, etc. help them determine the potential that their students have visàvis their university peers and the gaps that need to be filled up. The teachers then discuss the infrastructural requirements for this gap filling with the principal and all efforts, as possible within the financial and administrative constraints, are made to help the students realize their full potential. The management of the college does not give any formal feedback. However, there are two members of the faculty who are a part of the college Governing Body and issues of the teachers, that warrant the attention of the management, can always be raised by them as teachers' representative. The Chairman, Treasurer and other members of the Governing Body usually discuss any major administrative/ functional problem of the college and ratify the decision/ give suggestions

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2182	0	90	0	90

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
90	46	4	21	0	10

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Though the college does not follow the mentor-mentee system but each class is divided into tutorial groups of 08–15 students and during tutorial periods teachers address the specific concerns of each student.Advanced learners are encouraged to participate in inter-college and intra-college competitions, and present papers at various events. They are also guided to publish papers, articles, stories etc. in college magazines and beyond. Invited lectures by eminent scholars from industry and academia are organized from time to time to stimulate such students. Many of our students also get selected as interns for various established companies and start-ups and acquire hands-on industry experience. Further, to motivate and reward such students, various informal scholarships have been initiated by the college faculty members that are awarded to students from time to time. Tutorials are particularly helpful for the growth of slow learners. It is during tutorials that specificissues in their assignments are discussed and addressed. Teachers also remain available beyond official class hours to respond to the concerns of such students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2182	90	1:24

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
93	54	39	0	29

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Deepti Taneja	Assistant Professor	Govt. of NCT Delhi's Best Lecturer Award
2018	Deepti Taneja	Assistant Professor	"Most Admired Teacher Award" by the Worldwide Achievers Pvt. Ltd.
2017	Dwivedi Anand Prakash Sharma	Associate Professor	Appointed as special advisor to the Secretary General of Silk Road Universities Network (SUN) for

| 2017 | Renu Sharma | Assistant Professor | Awarded scholarship for staying at University Wuppertal (Germany) |
| 2017 | Bir Singh | Assistant Professor | National Coalition for Education. A study on Funding Public Education in India |

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
No Data Entered/Not Applicable !!!				

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Delhi College of Arts Commerce follows the Continuous Internal Evaluation (CIE) system as per DU norms. The college firmly believes in continued evaluation of students for their sustained performance. For theory papers, 25 per cent weightage is given to internal assessment. Internal and external practicals are conducted as per DU norms and the communication for the same is made through college website. A few steps taken at college level for CIE are: 1.Students are clearly apprised of evaluation methods by faculties of their respective subjects which may include Group discussions, Presentations, Assignments, Class Tests, Project Reports etc. This enhances various abilities and skills of students such as creative critical thinking, team-work, leadership qualities and communication skills. 2. The internal assessment as received by the subject teachers is moderated by the College Moderation Committee before final submission. Students can approach individual teachers for any query or clarifications. 3. Concerned subject teachers conduct one to one interaction with the students and apprise them of their strengths and weaknesses for further improvement. 4.The internal assessment marks are printed and shown to the students before being submitted to the University. Students are given ample time raise their grievances, if any.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Being a constituent college of the University of Delhi, Delhi College of Arts Commerce follows the academic calendar as provided by the University. It ensures proper time management system and the College sticks to the timeline given by the University. The teaching schedule of all faculty members followed the academic calendar designed by the University. Furthermore, the students are apprised of the academic calendar well in advance. It allowed the teachers and the students to plan their teaching-learning and regular assessment of the same. The college followed the pattern and marks distribution as per the format

given by the university. Internal tests were conducted and they were spread out evenly to avoid burdening the students with too many examinations. The syllabus and timing of these assessments were communicated to students well in advance. In addition to formal assessments, revision work and student presentations formed an integral part of the teaching-learning process.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.du.ac.in/index.php?page=cbcs-syllabus

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://docs.google.com/forms/d/e/1FAIpQLSc-mNENIaJOdZ6-Bl9ySmSH1vT7nUROzH8NY5TtXpll-E6BHg/viewform?c=0&w=1

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	0	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
GST INDIA by Dr.Satadru Sikdar	Economics	13/10/2017
Death, Agency and Life Writing By Prof. Uday Kumar	English	18/04/2018
The Mahabharata By Bibek Debroy	English	29/08/2017
Practising Translation by Dr.Aruna Chakravarti	English	03/11/2017
Inaugural Festival Lecture by Dr. Rakesh Batbayal	History	21/02/2018

Fake News by Ms. Surekha Deepak	Journalism	08/02/2018
Women the Media by Seema Mustafa	Journalism	08/02/2018
FDP on Autobiography	English	10/11/2017
Investopoly by Mr. Dimpy Kalra	Commerce	03/04/2018
Investing in Stock Markets by Prof. Sanjeev Das	Commerce	19/04/2018
Economic Freedom Liberalism in India by Mr. Mohit Satyanand	Economics	20/09/2017
Rural Distress and Urban Unemployment by Prof. Jayati Ghosh	Economics	29/03/2018
Panel discussion on "Dissent" with Prof. Bidyut Chakrabarti, Prof. Ujjwal Kumar Singh, Justice Retd. Manju Goel, Mr.Siddharth Mishra and Dr. Sarvesh Kumar Triupathi	Political Science	14/03/2018
Panel Discussion on Women Media byMs Neha Dixit, Ms Ruhi Tewari, Ms Gayeti Singh, Ms Snigdha Poonam and Ms Manisha Pande.	Journalism	08/02/2018
Multilateralism Through the Lens of G20 ,BRICS IBSA by Mr. Alok Dimri	Pol. Science	12/04/2018
Study Abroad How to Crack Tough Nuts like CAT GMAT in collaboration with Kaiser Global Princeton Review	Commerce	26/02/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Most Admired Teacher Award	Dr. Deepti Taneja	Worldwide Achievers Pvt. Ltd.	27/03/2018	Education
Awarded scholarship for staying at University Wuppertal (Germany)	Renu Sharma	GIP (GermanischenInstitutPartnerschaft) funded by DAAD	31/07/2017	International
A study on Funding Public Education in	Mr Bir Singh	National Coalition for Education.	Nill	National

India					

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Computer Science	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Delhi College of Arts and Commerce	34	3
National	Delhi College of Arts and Commerce	15	1.5

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Delhi College of Arts and Commerce	12

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	10	0	0
Presented papers	9	10	0	0
Resource persons	1	9	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
		No Data Entered/Not Applicable !!!	
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Walkathan	NSS Unit DCAC in collaboration with Save The Quest	Awareness to Divang	10	200
Swachhta Pakhwara	NSS	Swachh Bharat Abhiyan	50	100
National Unity Day	NSS	Run for Unity	1	50
Vigilance Day	NSS	oath of vigilance	30	100
SVEEP Programmegrammeter ID Registration Camp	NSS and Election Commission of India	Voter ID Registration Camp	20	100
Collection Drive	NSS and GOON, a Delhi Bases NGO	Collection drive for flood victims	60	120

Blood Donation Camp	NSS in association with the Rotract Club Sonepat	Blood Donation Camp	20	200
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	Dwivedi Anand Prakash Sharma	Hankuk University of Foreign Studies, Seoul	365
Visiting Faculty	Dwivedi Anand Prakash Sharma	Seoul National University, Seoul, South Korea	122
Guest Faculty	Dwivedi Anand Prakash Sharma	Halla University, Wonju, South Korea	122
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship Programme	Internship Programme	Internshala	15/04/2018	15/06/2018	1 (Punit Kumar)
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nill	0	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NETTLIB	Fully	VER#2.0	2007
Upgrading Library Software NETTLIB/LIBWARE with WEB OPAC	Fully	VER#3.0.3	2017

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!				
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dwivedi Anand Prakash Sharma	Hindi Rangmanchke Uday ki Prishthbhumi -1 (Aupniveshik Shasan Ke Pashchat)	e-PG Pathshala	23/07/2017
Dwivedi Anand Prakash Sharma	Hindi Rangmanchke Uday ki Prishthbhumi -1 (AupniveshikShasan se Puurv)	e-PG Pathshala	23/07/2017
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	881	4	2	1	1	3	11	40	0
Added	0	0	0	0	0	0	0	0	0
Total	881	4	2	1	1	3	11	40	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and

	recording facility
0	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
Nill	650250	Nill	2430224

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

• It is the Colleges responsibility to ensure that all infrastructural facilities are maintained to the highest standards. The Administration and the Principal work together to ensure that all of the schools infrastructure, buildings, and equipment are in top shape. • In addition to keeping the campus clean and following sanitary measures, Sulabh has other responsibilities. It has been in force since November 2014, when Sulabh was appointed. A caretaker, who is engaged by the school, is in charge of the day-to-day upkeep of the campus building and grounds. It also employs the following individuals: an electrician and a plumber, whose services are called upon as and when required. Chowkidars, gatekeepers, and security guards are among those who operate in the security system, which is contracted out. Gardeners who are extremely skilled and efficient have been assembled to ensure that the colleges garden remains in good shape. • The institution has Annual Maintenance Contracts (AMCs) in place as well as insurance plans to protect the colleges critical equipment and infrastructure investments. The Public Works Department is in charge of overseeing all construction, maintenance, and repair activities on campus (PWD). • Computer repair and maintenance are the responsibility of a technical assistant (computers), who works in the four computer laboratories, the office, and other college locations on a day-to-day basis. • Because the institution has a Wi-Fi connected campus, students and staff members have access to computers and the internet as part of their education. Students are provided with a Wi-Fi authorised user ID and password, which allows them to access the internet through their devices while at school. • The institution has 881 computers, including laptops, available only to students, with the remaining 14 desktops designated for academics. All 17 laptop computers at the colleges EOC (Equal Opportunity Cell) have JAWS installed, as well as 10 desktop computers. • The college library has a total of 21 computers with Internet access and a total of 5 printers. OPC (Output Processing Capability) (System at the entrance). • A book bank is available for students who are from economically disadvantaged backgrounds. • Making a distinct part for current awareness for preparations for competitive examinations like CSIR, UGC-NET, SLET (Science and Engineering Leadership and Technology), Banking, Railways, SSC, and other competitive exams in the college library. • There are four computer laboratories in the university, each with its own CCTV camera and LAN connection. Computer labs at the College are well equipped with the most modern servers, printers and desktop PCs and laptops. AB is also fully equipped with scanners, printers, and an internet connection in the Colleges Administrative Block. • The College maintains a well-designed website that allows it to provide timely information to the public in order to ensure accountability. The website is updated on a frequent basis in order to keep students, professors, and all other stakeholders up to speed with the most recent information available.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund	12	96000
Financial Support from Other Sources			
a) National	PMSSS	1	16110
b)International	Nill	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
0	Nill	0	0
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	0	0	0	0	0
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
38	500	186	00	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

	enrolling into higher education				admitted to
Nill	**0**	**0**	**0**	**0**	**0**

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	**0**

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council/Union members help in the Admission processes and Orientation Programme organized for new students annually. The Students' Council/Union organizes cultural, educational, sport's activities in the college and also provides cooperation towards the solution of daytoday problems and difficulties faced by the students and create healthy atmosphere for all round development of students of the college. The student council/union members help in organizing Fresher's Welcome Party, College Fest-Ambrosia, lectures/ seminars on contemporary and academic topics of students' interest. All the activities and developments at DCAC are student centric. Societies of all the departments have appointed their respective representatives and office bearers through proper selection process. The following administrative and academic bodies in the college have student representation: • Student Council • Societies of all the departments • All Cultural Societies • Grievance Redressal Committee • enactus • Prakriti • • EntrepreneurialCell • Model United Nations Cell • NCC • NSS • Sport • Internal Complaint Committee

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

251

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Annual Alumni Meet in the month of February 2017 and 2018.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college believes in participative management and promotes collaborative governance. The institution is participative and democratic in its functioning its plans and policies are framed in consultation with the Staff Council and its various committees, the IQAC, AEC and the GB. Every stakeholder is involved at various levels and in various forms in the management of the institution and its processes. Staff Council: is a statutory body constituted under the guidelines of DU for the smooth functioning of the college. Conveners and members of Committees: Faculty members are part of various Staff Council and other committees constituted by the administrative head. Committees are formed democratically in the Staff Council Committee and report their working to the Staff Council regularly. To ensure greater participation, no faculty member is part of more than two committees. Faculty members and staffs are part of the IQAC. Administrative functioning of the College is facilitated by participation of faculty at various levels as: • Bursar: S(he) is appointed by the GB on the Principal's recommendation. S(he) supervises the maintenance and audits of various financial accounts. • Deputy Superintendent of Exams: They are appointed on a rotational basis to ensure the smooth conduct of semester examinations. • PIO: S(he) addresses all RTI enquiries on behalf of the college. • EOC convener: The convener ensures that the needs of the differently abled are factored in when policies are being formulated. S(he) coordinates with the EOC of the University. • Liaison Officer of SC/ST: S(he) is appointed to protect the interests of SC/ST candidates. • Liaison Officer of OBC: S(he) is appointed to protect the interests of OBC candidates. • NCC incharge • NSS convener • NorthEast Committee • Internal Complaints Committee • TICs: all permanent members tak on this role on a rotational basis for a period of 2 yrs.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	• The Placement Cell, Broadway, is very proactive in facilitating campus placements for students. • The college organises regular industrial interactions, plant visits, corporate trips, thereby realising the goal of learning 'beyond the classroom' takes place. This helps them bridge the gap between theory and practice. • As part of their curriculum students take up internships in industry.
Admission of Students	• The admissions for the undergraduate courses are done as per

		the guidelines received from University of Delhi and UGC. • The college has constituted various monitoring committees to smooth the admission process in the college.
	Research and Development	The college lays emphasis on research for both students and teachers: • The media laboratory for the students of Journalism will be operational soon. • Since the introduction of sabbatical leave in 2013, the college has encouraged teachers to avail of the same. • The college encourages teachers to apply for, and undertake, major and minor research projects. • Faculty members are reimbursed registration fee for paper presentations in national/international conferences and seminars as per DU/UGC guidelines. • Faculty members are encouraged to take on roles as members of various academic and nonacademic bodies, such as editorial and advisory boards.etc. in other organizations.
	Library, ICT and Physical Infrastructure / Instrumentation	• Faculty members are provided with excellent teaching aids such as projectors, audio visual aids, computers and laptops. Sufficient numbers of classrooms with ICT provisions as well as computer laboratories are available. • Internet is accessible for faculty as well as students. The campus is WiFi enabled. • Teachers can access the rich library resources, central computing facilities, printers and scanners, etc. The library with its rich collection of books, journals and magazines is available and accessible to teacher and students. There are separate reading rooms for teachers and students. Also eresource database is available for teachers and students to enrich their learning process work.
	Human Resource Management	The college has the following policies and procedures to manage its human resources: • An Initiation Programme for the new appointees takes place wherein they are familiarised with the working and the rules and regulations of the institute. • The faculty members are encouraged to attend FTP/FDP as per the requirements of promotions and skill enhancement. • The administrative staff is also encouraged to attend trying programmes on a regular basis. • An award for the

	best nonteaching employee has been instituted to recognize their contribution in the college. • Welfare schemes, as per DU/UGC guidelines, are provided to the employees in the college. • All rules regarding leaves, pay, benefits and LTC etc. are granted according to DU/UGC guidelines. • The roles, responsibilities and rights of staff are protected under rules laid down by the DU administration. Personal files and other information are well recorded and maintained. • Faculty members interact with subject experts who are frequently invited to the college.
Examination and Evaluation	The Faculty members of the college actively participate in conducting examinations and evaluating the papers. Every individual teacher carries out his/her own internal assessment process through class tests, assignments, project reports and oral presentations, etc.
Curriculum Development	• The faculty members of the college are actively involved in the formulation, up gradation and revision of the syllabus and curriculum the university level. • The college has sent proposal to the university for introducing new courses from the next academic year.
Teaching and Learning	Teaching Learning The college understands the need to constantly evolve pedagogical tools for effective dissemination of knowledge. High quality teachinglearning is achieved through the following: • White boards are being installed in classrooms to create chalk free zones. • The college uses ICT as a pedagogical tool to facilitate blended learning. • For the easy access of eresources and other information the college has a wifi enabled campus. • The college has three seminar rooms and anMultiPurpose Hall/Auditorium which is used for academic and extracurricular activities. • The college tries to ensure that an appropriate studentteacher ratio is maintained. • The college has an extensive and ever increasing library equipped with a large collection of books/journals/news papers/magazines/dissertations and eresources. • The college encourages teachers to attend training programmes

so that they are equipped with the latest knowledge in their field, as well as with pedagogical techniques, and incorporate the same in their teaching process. • Students are encouraged to participate in subject specific and interdisciplinary seminars, workshops, conferences within the college as well as in intercollege and interuniversity events. Students regularly publish their work in various journals/magazines/newspapers. • The EOC ensures that the needs of divyang are met (for ex. the college has 8 ramps with tactile paths in strategic locations, 3 washrooms, an EOC library, a LEXIC scanner and JAWS 13 in several laptops and computers for their use.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	The college maintains the data every student online. They can access their information from the college website. The events that are planned to take place during the year are also recorded in the data of the administration to make logistic supports available. Service record of teaching and non teaching staff is maintained.
Student Admission and Support	Admission process of the college is governed by the guidelines and support mechanism of the University of Delhi. The admission system is partially automated. Applicants apply online for admission and they are informed about various stages of their admission through the same university maintained online portal.
Examination	DCAC is a constituent college of University of Delhi. Examination is conducted by the college as per the Rules and Regulations promulgated by the university from time to time. The university has introduced E-governance in the examination by making it more accessible to students. Students fill the exam form online and access their results on the university portal online. The college has implemented the same for its students.
Finance and Accounts	The college has implemented e governance in the keeping financial and account records of records accessible and retrievable as and when required. Annual fees and examination fess are

	collected online. Students deposit their dues online and thus, the college tries to achieve the target of paperless governance. The college uses various software to keep the records of salaries and preparing salary slips.
Planning and Development	College, though its website, keeps all stakeholders informed about the activities in the college. The IMS of the college is updated and maintained throughout the year. The minutes of IQAC and its decisions are also updated on the college website. To improve the process of teaching and learning, college has a dedicated section on the website to collect feedback from different stakeholders. All departments and cells/committees keep updating their records on the college's website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Nill	Nill	Nill	Nill	Nill	Nill
2018	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	11	Nill	Nill	Nill
Refreshers Course	4	Nill	Nill	Nill

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):			
Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	11	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Medical Facilities provided at CGHS rates at empanelled hospitals, LTC, PPF, etc. Total Amount spent on various welfare schemes is 21003807	Medical Facilities provided at CGHS rates at empanelled hospitals, LTC, PPF, etc. Total Amount spent on various welfare schemes is Rs 4608825	Financial aid is provided to students of economically and socially backward sections. Total amount spent is Rs 587110

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit : After getting permission from University of Delhi, the Internal Audit for Financial year 20L617 has been done by S. Mukherjee Associates, Chartered Accountants (Firm Reg. No. _ 010603N) External Audit: 1 Transaction Audit of Delhi college of Arts and commerce has been taken up by audit team of office of the Director General of Audit, (central Expenditure), Indraprastha Estate, New Delhi LL0002 up to 31.03.2017 under the audit party team headed by Shri. Paraveen Nag, Audit officer, w.e,f. 06.02.2018. NCT 2 External Audit of the college has been taken up by audit team of Directorate of Audit, Government of NCT of Delhi, 4th Level, C Wing, Delhi Secretariat, New Dehi (Audit party No. 33) for the period 01.04.20L6 to 31.03.2018 under the audit party team headed by Ms. Santosh Sharma, Inspecting Audit Officer, Audit party No. 33.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Grant Received from the Government of NCT of Delhi	3200000	Maintenace Grant
No file uploaded.		

6.4.3 – Total corpus fund generated

3200000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Though not as a part of the formal system, student's feedback is taken by most of the concerned teachers as part of the student centric educational strategy and in compliance with the requirements of the Student Charter. This feedback survey helps to capture the perceptions of the students about the achievement of the curriculum objectives and improvising the teaching methodology of the teacher, if required.

6.5.3 – Development programmes for support staff (at least three)

The performance of the administrative staff is annually assessed through the Annual Progress Appraisal Report (APAR). This is a multilayered appraisal system where the staff member first does a selfappraisal, he/she is then further assessed by his/her reporting/reviewing officer. The final assessment is done by the reviewing officer who in case of AOs is the Principal. Ms.Poonam Rani, the LibraryinCharge • Attended a National workshop on "Open Sour software – KOHA" at Guru Nanak College of Education • Attended the DELNET Silver jubilee lecture on the Role of libraries in digital India by Ministry of Electronics and Information technology, Govt. of India. • Attended a seminar on "Digital Licensing: Smart Future for Smart Libraries" organized by National Law University, Jawaharlal Nehru University Indian Association of Special Library and Infrastructure Centre. • Attended the 20th National Convention on Knowledge, Library and Information networking organized by DELNET developing library network.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. The college has initiated the process of applying for the NIRF. 2. Annual results analyses by IQAC. 3. Automation of Library system.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defense Workshop	24/10/2017	24/10/2017	100	50
Lecture on Cyber Crime	15/02/2018	15/02/2018	100	70
A special	12/04/2018	12/04/2018	120	100

Lecture on Youth and Social Change				
A Panel Discussion on Gender Based Violence	17/09/2018	17/09/2018	120	100
A panel disucssion was held by NSS in collaboration with Grapevine, in the college premises. The topic of discussion was Gender-Based Violence. The panel comprised of Ms. Gayatri Bhatia, a life coach; Dr. Surabhi Dhingra, the President of Poschea and	13/09/2017	13/09/2017	100	75
NSS Volunteers organised a workshop on Gender Equality in the college premises. This was attended by school students aged between 11 to 16 years	06/11/2017	06/11/2017	60	50
A Self Defence Workshop was organised in collaboration with Delhi Police. Mr Vikas Jhanjot conducted this workshop.	13/02/2018	13/02/2018	50	50
Menstruation Awareness Drive: NSS Volunteers took a stand against the stigma associated with Menstruation by joining the	14/02/2018	15/02/2018	100	80

PadMan Challenge				
A talk on "Motivating the Youth to Change the Patriarchal System" was organised by NSS DCAC Unit in collaboration with Womenite. Notable speakers involved Indian Developmental Feminist Activist, Kamla Bhasin; National Youth Awardee, Harshit Gupta; IA	12/04/2018	12/04/2018	70	65
Organisation visit: Volunteers took an initiative to know more about the LGBT Community. They visited the Kinnar Bharati Organization, and the Manager, Ms. Priya, a transgender herself interacted with the volunteers	05/04/2018	05/04/2018	50	30

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The college has taken the following initiatives for conserving energy use: ? The classrooms in the new block have large windows and are airy. This reduces energy consumption. ? In an effort to reduce energy consumption notices have been displayed in corridors, seminar rooms, and staff room advising students, teachers, and other members to shut off electrical points when they leave rooms. Old fans have been replaced to reduce energy consumption. ? A false ceiling has been installed in the staff room to reduce energy bills. ? Regular servicing of electrical equipment is done to reduce energy wastage. ? The college has a silent generator as a power backup. It has an 82.5 KVA capacity and is fitted with an air filter and oil filter to ensure the release of minimal pollutants. It also has an emergency stop and auto-cut system to ensure no wastage of fuel.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Any other similar facility	Yes	12
Ramp/Rails	Yes	12
Braille Software/facilities	Yes	12
Rest Rooms	Yes	12
Scribes for examination	Yes	12

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	21/09/2017	1	Blood Donation Camp	Awareness and Blood donation	150
2018	1	1	14/02/2018	2	Menstrual Awareness Drive	Awareness towards Menstruation and dispelling away the Scial dogma/taboo related to the issue	200

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION	17/07/2018	All teaching staff are governed by the code of conduct prescribed in UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018.
University Non-Teaching Employees (Terms and Conditions of Service)	17/08/2013	All non-teaching employees are governed by the terms and conditions

Rules. [Under Ordinance XXII-D]	mentioned in the University Non-Teaching Employees (Terms and Conditions of Service) Rules, under Ordinance XXII-D, 2013.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
[View File](#)			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Efforts for Carbon neutrality • The college recycles waste paper in an attempt to reduce its carbon footprint and produced 500 sheets of recycled paper. • The NSS wing of the college frequently carries out 'Clean and Green Drive' in the campus. • Prakriti, the environment society of the college, carries out nature walks to sensitise people about environmental concerns. • 'Green Railings' an initiative of Prakriti recycles PET bottles from the waste generated in the college canteen for decorative purposes. They also produced miniplant pots that could be hung on the college railings to augment the college green cover. • The garden waste of the college is composted and converted into manure which is used in college gardens. • The nonbiodegradable paperwaste is recycled to produce usable paper in the college. • Before Holi in 2015 students from Prakritiinformed people about the harmful effects of chemical colours and educated them about the easy ways of making one's own organise colours. • Under the campaign 'Each One! Plant One! Protect One!'Prakriti encourages stakeholders in the college to sow seeds in an effort to make the campus green.

ewaste management • An ewaste collection and awareness drive was carried out by Prakriti in association with Chintan Environmental Research and Action Group. It collected 20 kgs of ewaste. • The college has a designated ewaste basket where students can deposit their ewaste for environmental friendly disposal.

Plantation The college campus has abundant tree cover and boasts of a variety of native trees and plants. For a detailed list kindly see table 7.1.1 above. • Prakriti and the NSS unit of the college carry out plantation drives inside and outside the campus from time to time. • The college has a 'Herb Garden' and a 'Garden of Hope' where samples of our country's flora are planted in an attempt to conserve them. • Under the 'Each One! Plant One! Protect One!' drive Prakriti has sown the seeds of various vegetables including Okra, Tomato, Chilli, Eggplant, Spinach etc. • Prakriti conducts nature walks in the neighbourhood to sensitise people about the significance of plantation drives.

Water harvesting • The college has a water harvesting unit which is used to recharge ground water. It was constructed in 20122013. It has a 200 ft pipe and effectively recharges groundwater.

Energy conservation • The classrooms in the new block have large windows and are airy. This reduces energy consumption. • In an effort to reduce energy consumption notices have been displayed in corridors, seminar rooms and staff room advising students, teachers and other members to shut off electrical points when they leave rooms. • Old fans have been replaced to reduce energy consumption. • A false ceiling has ben installed in the staff room to reduce energy bills. • Regular servicing of electrical equipment is done to reduce energy wastage. • The college two switches for external lights so that they can be turned off when not needed.

7.2 – Best Practices

1. Title of the Practice: TanZeal Goal The holistic development of underprivileged children in nearby areas. The Context: Two students from DCAC, Sukriti Sethi and Yashovardhan Verma and felt that there was a lacuna in the education that students from economically strained sections were receiving. The students saw slum children playing in the slums where Hotel Leela has now come up. These were children of migrant laborers. Sukriti and Yash started talking with these children and realised that they too had dreams and were keen to learn. This gave them the idea to do something for them. They decided to start taking some classes with them in the college premises. One of their friends Tanzeel, passed away while on holiday. So they decided to name their endeavor TanZeal in his memory. They started TanZeal with 4 students from the neighborhood in 2012. Today there are over 100 students who come regularly. Student volunteers take classes with these students regularly. The Practice: In Project TanZeal the underprivileged children come to the centre five days a week from 2:30 to 4:30. Student volunteers take classes with these students on many subjects. Some of the subjects they give mentoring on include: Mathematics, English and Hindi. The student volunteers go beyond merely academic teaching and also focus on the moral and personality development of their students. To facilitate their holistic development student volunteers also encourage the students to participate in extra-curricular activities and hone their skills in dancing, singing and art talent once a week. The student volunteers noticed a marked improvement in their performance in their respective schools. The volunteers also take students on regular outings to explore new places in Delhi. This expands their horizon and awareness. They were taken on a Metro ride, for a picnic to Safdarjung?s TombThis year, the children were taken to visit Nehru Planetarium. Prior to this outing, the children were told about the stars, the various constellations, the planets, and the solar system. They greatly enjoyed their outing which enhanced their understanding of the night sky. Evidence of success: The greatest evidence of success has been the improved performance of students in their respective schools. In fact, after the very first year of operations, the teachers of neighbouring schools were asking where their students were going since there was a marked improvement in their performance in school. Furthermore, students also give a live performance during the Annual NSS Mela, AADYA, held in the college premises. During this performance they showcase their talents and also what they have learnt during the year. Students also display and sell bookmarks, diyas etc. they make in their art classes during the festival. The money generated is used for purchasing more stationery products for the children every year. TanZeal organises outings every year. The trip to Nehru Planetarium this year helped them learn about stars and constellations. The success of the project is also seen in the growth in number of volunteers who interact and teach the students. The project also has more children coming in every afternoon. A Dengue awareness session was conducted for the children and they were informed about the symptoms, cause, and prevention of the virulent disease. Diwali celebrations this year included distribution of a small hamper of gifts to every child. The unit also conducted an immensely successful clothes donation drive called the "Spread the Warmth Campaign" wherein college students were encouraged to donate their old clothes which were then distributed to the children and their families. Christmas spread the magic of Santa as the children wrote and submitted wish-lists on pieces of paper. Problems Encountered and Resources required: It was difficult to convince students to participate in TanZeal in the beginning. However, once they were convinced all students participated whole-heartedly. There have never been any resource constraints since the college makes available all infrastructural resources for all activities of TanZeal. 2. Title of the Practice: Broadway, the Placement Cell of the college. Goal: The college wants to give its students

the best start in their professional life. The Context: The college has a pro-active Placement Cell, Broadway, constituted by the Staff Council, which works with the aim of providing a strong interlink between the corporate sector and the academia. The team of Broadway is a combination of experienced teachers and young minds who are representatives of various departments. The Practice: In the first week of August Broadway organises an orientation programme where it introduces students to its activities. Students involved in the Placement Cell make this presentation. Freshers are informed about salient features to be kept in mind while preparing for an interview – the appropriate dress code, how to write an impressive CV in terms of length and content, and also on how to speak while giving an interview. All this information is disseminated to students through a powerpointpresentation. After this presentation there is a QA session where the Placement convener answers any queries raised by the students. During the course of the year Broadway, organizes various seminars and workshops on career guidance and conducts placement sessions from time to time. Companies approach the Placement Cell Convener for holding pre-placement talks and interviews. Interested organisations give details of their profile, job description and CTC to the placement convener who then posts the relevant information on the Facebook page (https://www.facebook.com/broadwaydcacplacementcell) so that all interested students can access it. A Google form is created through which interested students apply. The Google form is converted to excel sheet which is sent to the concerned company which interviews them when it comes to the college. The Placement Cell takes care of all hospitality issues while placements is going on. Companies with varied profiles come to the college for placements in the fields of finance, accounting, and marketing, sales, computers, audit, research background,journalism, creative writing and content writing. When companies come to DCAC for placements they inform students about their requirements and emerging jobs in the market. In the pre-placement seminars the company informs students about their requirements and emerging jobs in the market. Student placement coordinators are appointed from each stream to be part of the placement cell. This cell trains students in various activities like the art of writing CVs, career opportunities in various sectors etc. Mock interviews and group discussions are also organized to give the students a real feel of what the placements are going to be all about. Not only does this give them the required inputs, but also goes miles in improving their confidence levels. Evidence of success: The highest offer received for students was Rs. 7 lacs. The Cell does not entertain companies offering a CTC of less than Rs. 2.4 lacs. To ensure that all students get an opportunity to participate no student can accept more than 2 proposals. Another sign of success has been the fact that most companies visit the campus again and again since they are extremely satisfied with the students they have employed. Moreover, every year more companies wish to attend the college campus for placements. Students have been placed in reputed companies like KPMG, EY, PWC, LT, ICICI Prudential, CBSE, Capital IQ, ZEE Media, Focus TV, Zakoobi, Oberoi Group of Hotels, Genepact, Delhivery etc. In 2014-15, around 100 students were placed in the companies like KPMG, EY, PWC, LT, ICIC Prudential, CBSE, Capital IQ, Zee Media, Focus TV, Zakoobi, Oberoi Group of Hotels, Genpact, Delhivery, etc. Problems Encountered and Resources required: The college gives all possible support to the activities of the Placement Cell.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://dcac.du.ac.in/Pages/NAAC/BestPractices/BestPractices2017-2018.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Delhi College of Arts and Commerce firmly believes in the holistic development and education of students, making them not only socio-politically conscious individuals but also responsible national and global citizens. Through various co-curricular activities and programs, the college tries to inculcate human values and respect for differences through cherishing socio-cultural diversities. Special emphasis is given to making them environmentally conscious, while also sensitising them about issues revolving around gender equity, disability, and other forms of discrimination and possible ways to address them. Holistic development also means striking a balance between the outward world and the inner world of the Self. This is pursued by providing various avenues for creative and artistic self-expression by the students in the domains of music, dance, theatre, crafts, photography, and much more. DCAC has some of the best college societies in this regard. The college also understands the need to keep up with the fast-paced changes in the teaching-learning process and continues to introduce innovations for all stakeholders. Some of those practices include the use of the latest technological tools to make learning as interactive and diverse as possible, boosting existing infrastructure as well as increasing the collection of books and resources in the library. The College is made proud by the performance and success of its students in various fields ranging from selection in the country's administrative services to pursuing higher education, getting placed in various companies and shining in other fields The college has been striving to achieve its vision by creative a conducive atmosphere for teaching and learning. One of the visions of the college is to impart holistic education to students towards their academic and extracurricular excellence. It is only the culture of the college that believes in inculcating the values of social inclusion which is reflected in the social outreach programmes that the students are involved with through their respective societies and cells. One such example is the TanZeal programme of the NSS unit of the college through which the volunteers provide free tuition to many underprivileged kids from the nearby areas. What is remarkable about this initiative is that there has a significant rise in both volunteers and participants down the years.

Provide the weblink of the institution
http://dcac.du.ac.in/

8.Future Plans of Actions for Next Academic Year

• To install RFID (Radio Frequency Identification Device). • To create more Digital Collection in the library • To implement open source software and resources. • To conduct Book Exhibition/ Fair by various publishers and book distributers. • To organise more seminars, conferences, FDPs and workshops. • To conduct more remedial classes for the students of deprived section of the society.