



Yearly Status Report - 2018-2019

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.		9818628832
Registered Email		principal@dcac.du.ac.in
Alternate Email		principaldcac@gmail.com
Address		Netaji Nagar, New Delhi
City/Town		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	Dr. K. L. Dhingra
Phone no/Alternate Phone no.	01124109821
Mobile no.	7838662150
Registered Email	principal@dcac.du.ac.in
Alternate Email	drkdhingra@rediffmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://dcac.du.ac.in/allaqar
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://dcac.du.ac.in/documents/Academic_Calender/AcademicCalender2018.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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
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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
Organised a talk on Dalit Literature by Prof. Rajkumar, Head, Department of English,	09-Apr-2019 1	100

University of Delhi

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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	2019 365	300576000
Delhi College of Arts & Commerce	Grant	Government NCT of Delhi	2019 365	3000000

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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

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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 among the faculty members. Promotion of Peer Learning among students.

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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	Achievements/Outcomes
IQAC initiative on talks	Organised a talk on Dalit literature on 09th April, 2019. Title: Dalit Literature: Text and Context
Initiative towards women safety	Organized "DIGITAL SHAKTI WORKSHOP" by Cyber Peace Foundation in collaboration with National Commission for Women, New Delhi
Initiative towards Swacch Bharat	Celebration of 150 years of Mahatma Gandhi's Birth Anniversary with a message of 'Clean and Green India'
Initiative for Student's Development and Welfare	Feedback mechanism initiated for parents and students Special desk was provided for PWD students. A state-wise Demographic report prepared for the purpose of mapping the inclusivity and diversity. Mapping and analysis of semester exam results of students done for the academic year 2018-19. Different speakers invited by various departments of the college for giving exposure to students in their subject areas Creation of awareness among students about the e-library system
Initiative towards Library Facilities	The College library has a collection of about 59,158 books as per accession register along with the a total number of 751 books were added during the current year. It has the subscription of 30 Magazines, Journals and 15 newspapers. Organised Book Exhibition, E-resource services and facility access, Adopted Open access system, Provided facility of previous year question papers Implementation of RFID technology (Radio Frequency Identification Device),
Initiative towards Extension Activities NSS & NCC	Celebration of 150 years of Mahatma Gandhiji's birth anniversary with a message of 'Clean and Green India'. Celebrated 4th International Yoga Day The Swachhta Pakhwara was observed in the month of August 2018. On 1st August Swachhta Pledge was taken The NSS volunteers have been part of the Election Commission of India's SWEEP campaign. The havocs caused by floods in Kerala saw an initiative undertaken by NSS volunteers to start a relief fund. 32nd Annual NCC fest SHAURYA'19 celebrated on 3rd April 2019. The College's NCC Unit has produced many young Officers in the Indian Army
Initiative towards a robust Placement	80+ students with offers extended from

Cell	Global Consulting firms like EY, KPMG, Deloitte, Wipro, PwC in a plethora of job profiles The Average CTC went up to 3.5LPA, highest package went up to 10LPA Average Stipend was 30,000 More than 70 companies hired interns from college and extended internship offers to 30 students with the average stipend being 5000 per month. The Placement Cell organized Agaaz'19 , the first edition of its Internship Fair The seminars were organized on topics like Soft Skills Building, Resume Writing and Uses of Social Media, Resume Building and Personal Interviews etc.
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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	2019
Date of Submission	25-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripton 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 organised 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 provides all kind of informations, 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 non teaching 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 feedback. 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

Being a constituent college of the University of Delhi, Delhi College of Arts & Commerce (DCAC) follows the Choice Based Credit System (CBCS) for all its undergraduate programmes, the syllabus of which is designed and prescribed by the University. Curricular aspects of the courses which are offered by the college abide by Ordinance and guidelines of University of Delhi. The vision and mission of the college are reflected in the commitment of the college to provide a holistic development of the students by inculcating the social and human values in them through academic, co-curricular and extension activities.

Institution has devised an effective mechanism for well-planned curriculum delivery and documentation which is as follows: 1. Before the academic session begins, all departments of the college hold their meetings to decide the papers/courses (GE, SEC, DSE, DSC and AECC) that are to be offered as per CBCS guidelines of the programmes. 2. Papers/courses are allocated to faculty members in accordance with their area/s of specialization and interest. In the process of recruiting faculties (on adhoc or guest basis), the focus of the selection committee is to recruit only those who specialize in the area/s that they are expected to teach, if appointed. 3. Each department prepares and submits the workload and the workload committee meets well before the beginning of the session to decide, ascertain and recommend the filling of vacant posts in each department. 4. The time table committee also meets before the commencement of the semester and the master time table for the college as well as for each department is prepared well in time and uploaded on the website of the college for the information of students and faculties. 5. The list of courses/papers offered as GE, DSE, SEC and AECC, along with other information, is regularly updated on the website of the college. 6. Semester I begins with the orientation day where the first-year students are informed about the course structure, papers, reading lists, time table and other such information as necessary for the effective implementation of the curriculum. 7. Teachers follow various teaching methods to make the teaching-learning process engaging and effective. The conventional format of classroom lecture is supplemented by classroom discussions, tutorials, student presentations, group discussions, and project work. The Internal assessment which consists of internal tests, presentations, projects and assignments are conducted to evaluate the performance of students. 8. The final Internal Assessment of the students is uploaded and submitted to the University in a timely manner under the supervision of the Monitoring Committee (Internal Assessment) of the college. 9. The college regularly organizes invited lectures and interactive sessions with eminent scholars, experts, and activists to ensure effective curriculum delivery. 10. The college has 21 classrooms with projection facilities. The well-stocked college library is automated and offers various web based facilities and access to National and International online databases through INFLIBNET, DELNET and DULS. The college has 4 computer labs with LAN and Wi-Fi internet connectivity available for students for various uses.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	00	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction

Nil	NA	Nil
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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. (H) English	20/07/2015
BA	B.A.(H) Economics	20/07/2015
BA	B. A. (H) Political Science	20/07/2015
BA	B. A. (H) History	20/07/2015
BA (Journalism)	B. A. (H) Journalism	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	232	42

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	31/07/2018	65
Certificate in German	31/07/2018	78
Certificate in Spanish	31/07/2018	89
Diploma in Spanish	31/07/2018	22
Advance Diploma in Spanish	31/07/2018	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
BA	Nil	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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

Most of the departments and/or individual teachers have evolved an informal mechanism to obtain student feedback. Students are also encouraged to submit their feedback regarding the functioning of the non-teaching staff, infrastructure related issues, library facilities and computer laboratories available 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 teaching-learning process. The concerns of the departments are communicated during the Delhi University departmental review committee of course meeting. The Principal also 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. The feedback from alumni is obtained in the Alumni Meet hosted by the college which is held on the last Sunday of February every year. This informal feedback from the alumni helps in improving the market acceptability and beyond the coursework teaching as this feedback comes from the ones already in the employment market and who know fully well 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, the 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 vis-à-vis their university peers and the gaps that need to be filled up. The teachers then discuss the infrastructural requirements with the Principal and all efforts, given 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' representatives. The Chairman, Treasurer and other members of the Governing Body usually discuss any major administrative/functional problem of the college and ratify the decision and give suggestions for improved working of the college. On an informal level too, the Chairman of the Governing Body and the Principal do keep in regular touch to discuss issues concerning overall development of the college.

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
BA	B.A. (Prog.)	137	Nil	354
BA	B.A. (H) English	46	Nil	54

BA (Journalism)	B.A.(H) Journalism	31	Nil	33
BA	B.A.(H) History	46	Nil	49
BA	B.A.(H) Economics	46	Nil	39
BA	B.A.(H) Political Science	46	Nil	57
BCom	B.Com(Prog.)	137	Nil	133
BCom	B.Com(Hons)	92	Nil	78
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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
2018	2043	0	86	0	0

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	Number of smart classrooms	E-resources and techniques used
86	56	5	21	0	56

[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 specific issues 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
2043	86	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
94	86	8	0	50

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
2018	Amrit Kaur Basra	Associate Professor	Distinguished Service Award by MTNL Perfect Health Mela, Heart Care Foundations of India, NDMC, Govt of Delhi
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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
BA	501	6	21/05/2019	28/06/2019
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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=cbbc-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
501	BA	B. A. Prog.	154	113	73.37
503	BCom	B. Com. Prog.	163	145	86.95
504	BCom	B. Com Hons	99	91	91.91
511	BA	B. A. Hons English	63	60	95.23
510	BA	B. A. Hons Economics	36	33	91.66
527	BA	B. A. Hons Pol. Science	47	45	95.74
518	BA	B. A. Hons History	55	45	81.81
520	BA (Journalism)	B. A. Hons Journalism	33	28	84.84

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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-B19ySmSH1vT7nUROzH8NY5TtXp1l-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	Total grant	Amount received
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		agency	sanctioned	during the year
Nil	00	NIL	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
Kshamataa: Empowering Lives: Envisioning Sustainable, Inclusive Socio-Economic Development in a Session titled Skill Development Women Empowerment	Internal Complaints Committee, Gender Sensitization Committee the NSS of Delhi College of Arts Commerce, University of Delhi	08/03/2019
Kshamataa: Empowering Lives: Envisioning Sustainable, Inclusive Socio-Economic Development in a Session titled Skill Development Women Empowerment Skill Development Women Empowerment by Sunita Sanghi	Internal Complaints Committee, Gender Sensitization Committee the NSS of Delhi College of Arts Commerce, University of Delhi	08/03/2019
Digital Shakti Workshop on Digital Literacy Online Safety	Internal Complaints Committee Gender Sensitization Committee in collaboration with Cyber Peace Foundation National Commission for Women, New Delhi	01/03/2018
The Law Related to Sexual Harassment in the Workplace	Internal Complaints Committee, Gender Sensitization Committee in collaboration with MARG British High Commission, New Delhi	11/10/2018
Sexual Harassment at Workplace Act by Barsha Mishra	Internal Complaints Committee Gender Sensitization Committee	10/09/2018
Reading Women, Writing Women: Towards A Literature of Their Own	English Department	13/03/2019
Think Pink	Enactus, DCAC, in collaboration with Indian Cancer Society, Win over Cancer, Rokocancer NGO Cheers to life	27/03/2019

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
Social Service	Dr Amrit Kaur Basra	MTNL Perfect Health Mela	25/09/2019	Social Service
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	00	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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	1
Mathematics	1

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)
National	Delhi College of Arts Commerce	38	Nil
International	Delhi College of Arts Commerce	45	8
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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
Commerce	9
Economics	1
English	1
Hindi	2
History	1
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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
Chaitnya Kumar	Solutions	International	2018	3.01	DCAC	0

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Integral
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Technique

Review of
Pure And
Applied Ma
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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
Environm ental enfo rcement and compliance in developing countries: Evidence from India	Shalini Saksena	World De velopment	2019	0	0	DCAC

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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/Semi nars/Workshops	8	26	0	0
Presented papers	10	9	0	0
Resource persons	0	3	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
Project Taleem	NSS	1	40
Swaccha Bharat Drive SwacchtaPakhwada (RDO Complex)	NSS NCC	2	50
SwacchtaPakhwada (Safdarjung Tomb)	NSS	1	40
SVEEP Ambassador - Awareness Drive for first-time	NSS	1	40

voters			
Blood Donation Camp - Indian Red Cross Society	NSS	1	10
Relief Fund (Ration provision) - Kerala Floods	NSS	1	40
Blood Donation Camp - Roctrac	NSS	1	40
Relief Fund (Ration provision) - Kerala Floods	NSS	1	50
ProjectTanzeal - teaching underprivileged kids	NSS	1	50
Specially-Abled - National Association of the blinds - scribes for visually impaired students	NSS	1	10
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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
Hindi Foreign Language Education	Appreciation	Hankuk University of Foreign Studies, Seoul, Korea	Nil
Hindi Foreign Language Education	Appreciation	Seoul National University, Seoul, Korea	Nil
Hindi Foreign Language Education	Appreciation	Halla University, Wonju, Korea	Nil
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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 activities	Number of students participated in such activities
Educational Trip	Parliament House	An Interactive Session at Parliament House	2	40
Educational Trip	NCDRC	Study visit to NCDRC	1	30
Project Sahaas	Bodycare ,You wecan, Canwin	Project Sahaas	1	40

		providing low cost prosthetic bras to cancer survivors		
UPSC Preparation Strategies	G. S. Mentor	How to Crack the UPSC Exam at the first attempt	1	98
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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
NA	00	NA	00
No file uploaded.			

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	internship	INTERNSHALA	15/04/2018	15/06/2018	1
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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
NA	Nil	NA	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
Nil	Newly Added
No file uploaded.	

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 partially)	Version	Year of automation
Updated Version of NETLIB i.e, LIBWARE with WEB OPAC	Fully	VER# 3.0.3	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1869	842141	751	401409	2620	1243550
Library Automation	7	93230	6	80110	13	173340
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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
Shalini Saksena	2 Quadrants of module 10403	Online course content of NCERT for SWAYAM portal	31/10/2018
Shalini Saksena	2 Quadrants of module 10404	Online course content of NCERT for SWAYAM portal	31/10/2018
Shalini Saksena	3 Quadrants of module 10501	Online course content of NCERT for SWAYAM portal	31/10/2018
Shalini Saksena	3 Quadrants of module 10601	Online course content of NCERT for SWAYAM portal	31/10/2018
Meera Malhan	E-Pathshala	GST for NCERT, MOOCs project	31/10/2018
Meera Malhan	E-Pathshala	Money and Financial Market for Madan Mohan Malviya Centre at Khalsa College, Delhi University	Nil
Sujeet Kumar	Subject expert for a workshop regarding screen-play writing of audio-video based on the Children Poetry Written at the Time of Independence organised by NCERT	Bhasha Shiksha Vibhag, NCERT	Nil
Sujeet Kumar	Subject expert	Bhasha Shiksha	Nil

for a workshop regarding screen-play writing of audio-video based on the Children Poetry Written at the Time of Independence organised by NCERT	Vibhag, NCERT
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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	1	0	0	4	11	40	0
Added	0	0	0	0	0	0	0	0	0
Total	881	4	1	0	0	4	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
NA	Null

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 incurred on maintenance of physical facilities
0	0	227800	0

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)

• The College is responsible for the quality, maintenance and repair of all infrastructural facilities. The Principal is ably assisted by the Administration in working towards keeping the available infrastructure, facilities, and all the equipments in excellent condition. • The services of sanitation agency Sulabh has been in place in college since November 2014. The primary task of Sulabh is to keep the campus clean and to observe utmost hygienic practices. A caretaker, employed by the institution, is responsible for the day-to-day upkeep of the campus building. The college also employs the following individuals: an electrician and a plumber, whose services are called for when needed. People who work in the security system are outsourced and they include chowkidars, gatekeepers and security guards. A team of highly competent and efficient gardeners look after the upkeep the colleges garden, keeping it lush and green. • The college has Annual Maintenance Contracts (AMCs) and

insurance policies in place to protect the colleges key equipment and infrastructure. All building, maintenance, and repair operations on campus are overseen by the Public Works Department (PWD). • A Technical Assistant (Computers) is responsible for the day-to-day repair and maintenance of computers and related accessories in the four computer laboratories, the office, and other college sites. • The college has a Wi-Fi enabled campus. Faculty members and students have access to computers and the internet as part of their education. Students are issued a Wi-Fi approved user ID and password that allows them to access the internet through their devices. • There are a total of 881 computers including laptops available at the institution, solely for students, with the other 14 desktops reserved for professors. The colleges EOC (Equal Opportunity Cell) is also equipped with 17 laptops (all with JAWS) and 10 desktop PCs for students and employees with disabilities. • The UGC Resource Center, has 10 desktop computers with Internet access, printing, and scanning capabilities accessible only to faculty members. There are a total of 21 computers linked to the Internet and 5 printers available at the college library. Library has an OPAC System at the entrance to facilitate quick access to resource material. • Within the institution, there are four computer labs, each with its own CCTV camera and LAN connection. Each of the Colleges four computer labs is fully equipped with the latest servers, printers, desktop computers, laptops, LCD projectors, and scanners. Colleges Administrative Block (AB) is also fully and equipped with scanners, printers, and an internet connection. • The College maintains a well-designed website to transmit timely information to the public to ensure transparency. The website is updated on a regular basis to keep students, faculty and all stake-holders abreast of the latest information.

<https://dcac.du.ac.in/>

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	Student Aid Fund	42	105000
Financial Support from Other Sources			
a) National	PMSSS	7	52965
b) International	Nil	Nil	Nil

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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 implementation	Number of students enrolled	Agencies involved
International Day of Yoga	21/06/2019	100	DCAC

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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	Number of benefited students by	Number of students who have passed in	Number of students placed

		competitive examination	career counseling activities	the comp. exam	
Nil	NA	0	0	0	0
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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	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
15	500	89	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	295	B.A. (Honours) Journalism, B.A. (Honours) Economics, B.A. (Honours) History, B.Com. (Honours), B.Com. (Programme), B.A. (Programme)	Department of Commerce, Department of Journalism, Department of Economics, Department of History, Department of Political Science, Department of Maths	Delhi School of Economics, Dr. B.R. Ambedkar University, Tata Institute of Social Sciences, IIM Ranchi, University of Rajasthan, Savitribai Phule University, K.J. Somaya Institute of Management, Narsee Monjee Institute of Management Studies, ICAI, Campus	M.A., MBA, M.Com, LLB, CA
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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
Civil Services	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Dharohar Cultural Fest	Institution Level	116
Aadya Annual Fest	Institution Level	90
Saurya Annual Fest	Institution Level	110
Parivartan Advertising Fest (Mar-2019)	Institution Level	150
Panghat: Annual Cultural festival	Institution Level	300
CLICKS: the photography societies (photowalks, phototrip, exhibitions)	Institution Level	100
Debating Society (Mukalma, Tark Manch, Drift Up)	Institution Level	200
Online Photography, Slogan Writing Competition, Quiz Competition, Poster Making Competition (organised by Prakriti)	Institution Level	Nil
Rangoli Competition (climate jumboree)	Institution Level	15
Wall Painting (swachhta hi sewa)	Institution Level	15
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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
2018	1st Position in all India University (Calicut)	National	1	Nil	00	Harshit Sehrawat
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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)

DCAC believes in holistic development of the students. The college provides motivation and encouragement to the students and prepares them for curricular,

extracurricular and sports events/activities. Moreover, the college also encourages students at DCAC to be a member of at least one of these societies - National Cadet Corps (NCC), National Service Scheme (NSS) and Sports. The college also has many platforms both extracurricular and co-curricular that have a very active student participation. These include: 1. Adroit - The Advertising Association 2. Enactus DCAC 3. Friday School of Economics 4. Gandhi Study Circle 5. The MUN Youth Parliament Society 6. Vyapaar - The Entrepreneurship Cell 7. Prakriti - The Environment Society 8. Broadway-The Placement Cell 9. Cultural Society which consists of seven societies which are operating under the cultural Committee, namely, Debating Society (Debsoc), Dramatics Society (Leher), Music Society (Dastgah), Dance Society (DriftUp), Photography Society (Clicks), Quiz Society and Fashion Society (Stylus.in) In addition to the above, each department has its own society to facilitate students' participation in co-curricular and extracurricular activities. Every year, at the beginning of the session each society conducts auditions to elect student office bearers and incorporate new talented students as members. There is also a students' council that has elections every year for the posts of President, Vice President, General Secretary, Joint Secretary, Cultural Secretary, Sports Secretary and a Course Representative.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

175

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

7200

5.4.4 – Meetings/activities organized by Alumni Association :

1

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)

Participative management and collaborative governance are the key principles followed in the college management. Focussed is placed on ensuring the democratic functioning of the college. All the 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 the Committees are the faculty members of the college and are duly selected by the administrative head. Committees are formed democratically in the Staff Council and their performance is reported to the Council regularly. To ensure greater participation, no faculty member is part of more than two committees. Faculty members and staff 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 talk on this role on a rotational basis for a period of 2 years.

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
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 ensure the smooth functioning of the admission process in the college.
Research and Development	The college lays emphasis on research for both students and teachers: 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 non-academic bodies, such as editorial and advisory boards etc. in other organizations. Students are encouraged to peruse research projects under the guidance of concerned teachers and submit report as part of the internal assessment. The college faculties are also involved in guiding research scholars for their Ph.D. work at the university level.
Curriculum Development	The faculty members of the college are actively involved in the formulation, upgradation and revision of the syllabus and curriculum at the university level.
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 training programmes on a regular basis. 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.

Industry Interaction / Collaboration

The Placement Cell, Broadway, is very proactive in facilitating campus placements for students. Every year lots of national and multinational organisations visit the college campus and recruit the students for their job placements. The placement cell organises various workshops and training programmes to train the students with regards to their communication skills, participation in group discussion and effective interviewing techniques • 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.

Examination and Evaluation

The Faculty members of the college actively participate in conducting the Examinations in the college and at the university level. They are actively involved in setting the question papers and evaluating the answers scripts. Every individual teacher carries out his/her own internal assessment process through class tests, assignments, project reports and oral presentations, etc.

Library, ICT and Physical

Faculty members are provided with

Infrastructure / Instrumentation

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 e-resource database is available for teachers and students to enrich their learning process.

Teaching and Learning

The college understands the need to constantly evolve pedagogical tools for effective dissemination of knowledge. High quality teaching learning is achieved through the following: • The college uses ICT as a pedagogical tool to facilitate blended learning. • For the easy access of e-resources and other information the college has a wifi enabled campus. • The college has three seminar rooms and a Multi-Purpose Hall/Auditorium which is used for academic and extracurricular activities. • The college tries to ensure that an appropriate student teacher 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 e-resources. • 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. • Various facilities are provided to divyang students, such as 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-governance area	Details
Finance and Accounts	<p>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 BRIGHT WAYS software to keep the records of salaries and preparing salary slips.</p>
Student Admission and Support	<p>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.</p>
Examination	<p>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.</p>
Planning and Development	<p>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.</p>
Administration	<p>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</p>

make logistic supports available.
Service record of teaching and non
teaching staff is maintained.

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
2019	Nill	Nill	Nill	Nill
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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)
2018	na	na	Nill	Nill	0	0
2019	na	na	Nill	Nill	0	0
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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 Programmes	11	Nill	Nill	Nill
Short Term Course	6	Nill	Nill	Nill
Refresher Course	10	Nill	Nill	Nill
Orientation Programme	1	Nill	Nill	Nill
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

33676721.38

3191286.78

242555

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 2018-19 has been done by R.Rai Co., Chartered Accountants (Firm Reg. No. 034059N). External Audit : Transaction Audit of Delhi College of Arts and Commerce has been taken up by the audit team of office of the Director General of Audit, (Central Expenditure), Indraprastha Estate, New Delhi-110002 upto 31.03.2017. NCT : External Audit of the college has been taken up by the Audit Team of the Directorate of Audit, Government of NCT of Delhi, for the period 01.04.2018 to 31.03.2020. After presenting all relevant documents to the accountant, the college is presented with the signed financial audit report. Audited accounts have been submitted to UGC, University of Delhi Government NCT of Delhi.95

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
1. LIC of India 2. Unique Shiksha 3. Teamwork Education Foundation 4. Skipping Stone Entertainment 5. Other Sponsarship	95600	To organize departments festival
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6.4.3 – Total corpus fund generated

95600

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	Null	No	Null
Administrative	No	Null	No	Null

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 self appraisal, 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
2018	Nil	Nil	Nil	Nil	Nil
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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
Talk on Prevention of Sexual Harassment at Workplace by Barkha Mishra, Programme Officer, Multiple Action Research Group (MARG), a legal assistance firm.	10/09/2018	Nil	40	30
A Half Day Workshop on prevention of Sexual Harassment at Workplace by MARG in collaboration	11/10/2018	Nil	30	25

with British High Commission.				
Talk on Women Empowerment by eminent advocate, human rights activist & social worker Ms. Abha Singh was organized in college.	13/11/2018	Nil	50	40
Seminar on Women Empowerment through Legal Rights.	08/02/2019	Nil	40	35
Talk on Cybercrime against women and its investigation by Mr. Vijendra Meel.	25/02/2019	Nil	50	40
Project Sensitisation under NSS Unit DCAC, in collaboration with Nazariya QFRG (Queer Feminist Resource Group) organized a talk within college premises on Sexuality and Gender.	26/02/2019	Nil	55	40
The Internal Complaints Committee in association with the Gender sensitization cell organized "DIGITAL SHAKTI WORKSHOP" by Cyber Peace Foundation in collaboration with National Commission for Women, New Delhi on Digital	01/03/2019	Nil	40	25

Literacy and Online Safety				
"Skill development and women empowerment: Governmental Initiatives and Policies " was organised. Ms Sunita Sanghi, Additional Secretary, Ministry of Skill Development, Government of India,	08/03/2019	Nil	50	50

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
Physical facilities	Yes	20
Ramp/Rails	Yes	20
Braille Software/facilities	Yes	20
Rest Rooms	Yes	20
Scribes for examination	Yes	20

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
2018	3	3	Nil	120	TanZeal	Educating	51

120
students
in the
Adopted
slum

[View File](#)

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	18/07/2018	All teaching staffs 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) Rules. [Under Ordinance XXII-D]	17/08/2013	All non-teaching employees are governed by the terms and conditions 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
Daan Utsav by the NSSunit of the college	02/10/2018	08/10/2018	65
2. Enactus, Donate for Kerela	22/08/2018	22/08/2018	51
3. Two Blood donation camps were held with the assistance Indian Red Cross Sociey and Roctrac	Nil	Nil	41
No file uploaded.			

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

1. Maintaining open and green campus with lots of trees and plants. 2. Color-coded dustbins for segregation of biodegradable and non-biodegradable waste. 3. False ceiling in Staff Room to ensure less consumption of electricity, classrooms with large windows to ensure well-lighted and airy spaces, reducing usage of electricity. 4. Restricted entry of Vehicles in campus. 5. Water harvesting system. 6. Signs and boards throughout campus encouraging electricity conservation by reminding students, teachers and staff members to

turn off electrical appliances when not in use. 7. Cleanliness drive organized by the NSS keeps the college campus clean under Project Clean and Green. 8. Plantation drive by Prakriti, the environment society of the college. 9. Utilization of old plastic bottles to use as plantation pots.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice Tanzeal Objectives of the Practice The objective was to actualize the NSS motive of 'Not me but You' and help in community development. The Context The children in the neighboring slums come from the families of refugees with no opportunity for institutionalised learning as well as very limited resources to purchase books. NSS unit of the college enrolled a hundred volunteers and undertook several activities to actualize the NSS motive of 'Not me but You'. The Practice Under project Tanzeal, NSS students taught 120 students from the neighbouring slums on the campus on weekdays. A holistic teaching module was prepared to take care of the mental and physical needs of students. Through the help desk, old books were collected in accordance with the needs of students. All the important national days and festivals like Independence Day, Rakhi, Holi and Diwali were celebrated with them. Students were also taken for a picnic at Bal Bhavan. Evidence of Success The book donation drive provided resources to the underprivileged children and the efforts of the volunteers witnessed increasing enthusiasm among the underprivileged children with regard to education. The value of inclusion was promoted. The success was evident in the high participation rate (120 students). Problems Encountered and Resources Required Motivation remained a key hurdle in actualizing the full potential of the project. The limited number of volunteers kept the scope of the project limited. Furthermore, the challenge was to sustain the motivation of the underprivileged children over the long period of time. Inter-institutional cooperation can increase the scope of this project. 2. Title of the Practice Project Adhikaar Objectives of the Practice Project Adhikaar took on the task of empowering women through e-rickshaw training The Context The families in the nearby neighbouring villages were facing the financial problems due to which they were not able to fulfil the basic needs of their children. These problems led to dropping out of children from the schools. The Practice Team Enactus of Delhi College of Arts and Commerce started the project Adhikaar where the members provided e-rickshaw training to women. The objective was economic empowerment of the women along with the skill development. This empowerment will also trickle down to their children who will not have to drop out of schools due to lack of resources. The women were trained for four weeks and were taught basics of traffic rules, financial stability and self-defence. Evidence of Success Team Enactus of Delhi College of Arts and Commerce empowered 52 women through skill based training in using e-rickshaw. After procuring e-rickshaw through micro credit, women could earn upto 20,000 per month after getting skilled through this project. The success of this project was covered by Quint Bloomberg. Problems Encountered and Resources Required The problem of addressing gender stereotype remained the major hurdle in this project. The micro-credit facility should be provided to more families to procure e-rickshaws.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

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.

Provide the weblink of the institution

<http://dcac.du.ac.in>

8.Future Plans of Actions for Next Academic Year

The college library plans to revive book bank facilities for students who cannot afford to procure books on their own. The college library plans to install RFID and other open source software and resources. The college plans to expand and upgrade its sports facilities. The college plans to introduce more skill based add-on courses. The college plans to fully automate the admin and account sections. Along with the curricular activities, college plans to enhance the academic environment of the college by organizing more seminars, conferences, FDPs and workshops. The college plans to fill the vacant positions of teaching and non teaching staff. The college plans to have more collaborative extension activities through the NSS and NCC.