Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**DELHI COLLEGE OF ARTS & COMMERCE**
Name of the head of the Institution	**Prof. 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	**New Delhi**
State/UT	**Delhi**
Pincode	**110023**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
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)	https://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/AcademicCalender2019.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
Pandemic and the Challenges of Cyber Crime	**28-May-2020** **1**	**100**
Disability during the times of Covid-19: A case	**21-May-2020** **1**	**100**

study in context of students with Disabilities				

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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 Plan95	UGC	2019 365	5100000
Delhi College of Arts & Commerce	Grant 5%	Govt. NCT of Delhi	2019 365	174715000
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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 :	**0**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
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)

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.

Teaching and Learning: Various policy decisions are taken by the college to ensure high quality teaching learning. Some of the steps taken are listed as below: • 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.

Examination and Evaluation: All the teaching aa wellas non-teaching staff of the college contributes towards conduct of the examination in a cordial manner. Majority of teaching staff is involved in setting the question papers at the university level and are actively involved in evaluating answers scripts. Every individual teacher carries out his/her own internal assessment process through class tests, assignments, project reports and oral presentations, etc.

Research and Development: Lots of emphasis is placed on developing the research acumen amongst the teachers and the students. A fully equipped library is big help for the research scholars. The college even provides sabbaticalleave to the faculty members to undertake the various major and minor researchprojects. 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.• Facultymembers 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.

Library, ICT and Physical Infrastructure / Instrumentation: Faculty members are provided with 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.

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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
NA	NA
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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	2020
Date of Submission	19-Mar-2020
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 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

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

Delhi College of Arts & Commerce is a constituent college of the University of Delhi and follows the Choice Based Credit System (CBCS) and Learning Outcome-based Curriculum Framework (LOCF) for its undergraduate programmes, the syllabus of which is designed and prescribed by the University. The University revised its syllabus from the academic year 2019-20 by introducing LOCF. The LOCF approach is envisioned to provide a focused, outcome-based syllabus at the undergraduate level with an agenda to structure the teaching-learning experiences in a more student-centric manner. All the curricular aspects of the courses abide by the ordinances and guidelines of the University of Delhi. For effective implementation of the curriculum, the vision and objectives of the college are given utmost importance. The vision and mission of the college are reflected in the commitment of the college to provide a holistic development of the students.After the nationwide lock down and the suspension of physical

classes due to the pandemic in the month of March in 2020, the institution and its faculty members adopted online teaching tools for the completion of the syllabus. The college also prepared its students for the first Open Book Examination by conducting mock-tests at the college level. The institution in general adopts the following steps for effective curriculum delivery: 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 and LOCF guidelines. 2.Papers/courses are allocated to faculty members in accordance with their area/s of specialization and interest. 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.Semester-I commences with the orientation programme where freshers are informed about the course structure, papers, reading lists, time table, assessment procedures and other such information as necessary. 6.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. 7. The final Internal Assessment of the students is uploaded and submitted to the University in a timely manner under the supervision of the Moderation Committee (Internal Assessment) of the college. 8. The integration of Information and Communication Technology (ICT) with traditional pedagogy enhances the learning experience of the students and provides a conceptual clarity. 9. The college regularly organizes invited lectures and interactive sessions with eminent scholars, experts, and activists to ensure effective curriculum delivery.

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	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill
No file uploaded.		

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.(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
BA	B.A.(Prog.)	20/07/2015
BCom	B.Com. (Prog.)	20/07/2015
BCom	B.Com (Hons.)	20/07/2015

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

	Certificate	Diploma Course
Number of Students	208	43

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
6	03/06/2006	251
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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	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 centres, 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.)	151	Nill	202
BCom	B.Com.(Prog.)	151	Nill	174
BCom	B.Com.(Hons.)	101	Nill	132
BA	B.A.(H) English	51	Nill	49
BA	B.A.(H) Economics	51	Nill	61
BA	B.A.(H) Political Science	51	Nill	57
BA	B.A.(H) History	51	Nill	58
BA (Journalism)	B.A.(H) Journalism	34	Nill	37
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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	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses

			teaching only UG courses	teaching only PG courses	
2019	2163	0	87	0	87

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
87	54	5	21	0	37
[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
2163	87	1:25

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	87	7	0	43

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
2020	Jeremiah Pame	Assistant Professor	CovidYoddha. Sevak No. 1
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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-	Date of declaration of results of semester-

			end examination	end/ year- end examination
BA	501	6	19/05/2020	28/11/2020

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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 is a constituent college of University of Delhi. It follows the Continuous Internal Evaluation (CIE) system as per DU norms. CIE is an important component of the teaching-learning process and the college firmly believes in continued evaluation of students for their sustained performance. For theory papers, 25 percent weightage is given to internal assessment. Internal and external practical examinations are conducted as per DU norms and the communication for the same is made through the 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 Assignments, Class Tests, Presentations, Group Discussions, Project Reports etc. This enhances students' various abilities and skills such as creative critical thinking, team-work, leadership quality and communication skills. 2. The internal assessment as received by the subject teachers is moderated by the College Moderation Committee before final submissions. Students can approach the teachers for any query or clarifications. 3. The concerned subject teachers conduct one to one interaction with the students and apprise them of their strengths and weaknesses for further improvement. The results are analysed to identify slow and advanced learners. 4. The internal assessment marks are printed and shown to the students before being submitted to the University. Students are given ample time to 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, the college follows the academic calendar as provided by the University. The college carries out effective planning to stick to the academic calendar and ensures a proper time management system. The teaching schedule of all faculty members followed the academic calendar designed by the University. The students were apprised of the academic calendar well in advance. It allowed teachers and students to plan their teaching-learning and regular assessment of the same. The college followed the examination pattern and marks distribution scheme as decided by the university. Internal tests were conducted and they were spread out properly to avoid burdening the students with too many examinations. The syllabus and timing of these assessments were communicated to the students well in advance. In addition to formal assessments, revision work, and student presentations formed an integral part of the teaching-learning process. During the lockdown period due to the setting in of the Covid-19 pandemic, the College ensured that the teaching-learning process was not hampered. The faculty members, therefore, immediately started engaging classes in online mode and reading material, ppt notes were uploaded on the college website. Internal Assessment marks were uploaded on the college website at the appropriate time.

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)

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

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage

Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
501	BA	B.A.(Porg.)	159	123	77.35
503	BCom	B.Com(Prog).)	150	135	90
504	BCom	B.Com(Hons.)	90	93	92.22
511	BA	B.A.(H) English	59	55	93.22
510	BA	B.A.(H) Economics	44	30	68.18
527	BA	B.A.(H)Political Science	46	41	89.13
518	BA	B.A.(H) history	59	52	88.13
520	BA (Journalism)	B.A.(H) 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://dcac.du.ac.in/documents/AQAR/pdf/pdf19/2.7.1.pdf

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	00	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
The Vision and Mission of Bharat Ratna Dr. B R Ambedkar for a Better Society, Nation and World	SC/ST OBC Cell	15/05/2020
Talk on Savitri Bai Phule by Dr. Sunil Sardar	SC/ST OBC Cell	03/01/2020
Talk on Jan Nayak Karpuri by Prof. Virendra Narayan Yadav	SC/ST OBC Cell	24/01/2020

Panel Discussion on Traditional Media in the Age of Twitter' with Panelists from the industry Dakshina Murthy, Saikat Dutta, Aditi Shalu Yadav	Journalism	10/02/2020
Panel Discussion on The Construction of Different Realities by the Media with Panelists Suhasini Haider and Ms Sevanti Ninan	Journalism	28/02/2020
Webinar on You, Yoga and the Universe on International Yoga Day by Neeraja Hariharan, Grand Master in Hatha Yoga	NSS	21/06/2020
Importance of Yoga in the Era of Corona	Physical Education	25/05/2020
Seminar on Theoretical Aspects of Democracy by Professor Shefali Jha	Political Science	16/09/2019
How to Crack UPSC by Unique Shiksha, Karol Bagh	Political Science	31/01/2020
Leadership and Governance by Dr. Smita Tripathi, University of Plymouth, UK	Political Science	05/02/2020
Branding and Marketing Strategies in Corona Times	IQAC, DCAC	29/05/2020
Pandemic and the Challenges of Cyber Crime	IQAC, DCAC	28/05/2020
Fake News: Dispelling misinformation and rumours in times of Covid-19	IQAC, DCAC	27/05/2020
Mahamana Malviya : The Man and his Mission	IQAC, DCAC	26/05/2020
Disability during the times of Covid-19: A case study in context of students with Disabilities	IQAC, DCAC	21/05/2020
Industry Experts of Today Talk About Careers of Tomorrow in collaboration with Pearl Academy	IQAC, DCAC	20/05/2020
Covid 19: Signs of Sure Metamorphosis in Indian	IQAC, DCAC	19/05/2020

Media Structure		
Swami Vivekanand Ka Manav Nirman	IQAC, DCAC	16/05/2020
Creative Utilisation of Lockdown Time Digital Transformation With Robotic Process Automation collaboration with Indohaan Technologies	IQAC, DCAC	12/05/2021
Digital Transformation with Robotic Process Automation	IQAC, DCAC	08/05/2020
The Omnlife: The Way to Total Well Being in collaboration with Bajaj Capital Limited	IQAC, DCAC	05/05/2021
Beyond the Corona Conundrum	IQAC, DCAC	16/05/2020
Keynote by Professor Surajit Mazumdar on The Economic Slowdown and Budget 2020	Economics	21/02/2020
Panel Discussion on The Perils of Neo-liberalisation and Privatisation of Education with Panellists Prof. Apoorvanand (Delhi University), Prof. Geetha Nambissan (Zakir Hussain Centre for Educational Studies, JNU), Prof. Saumen Chattopadhyay (Zakir	Economics	21/02/2021
Beyond the Corona Conundrum	Economics	15/06/2020
The Task of a Translator By Arunav Sinha	English	26/09/2019
Modernism: A Synoptic Genealogy By Professor Sumanyu Satpathy	English	04/11/2019
Comparative Literature: Concepts Trajectories By Professor Sayantan Dasgupta	English	14/05/2020
The Illusion Of Empowerment :Politics Of Assimilation Involution In Contemporary Diasporic Writings By Dr. Uma Jayraman	English	23/05/2020

Guidelines meeting for Paper "Cost Accounting" of B.Com (H) Paper no. BCH-4.1, Semester-IV	Commerce	29/02/2020
Guidelines meeting for Paper "Corporate Accounting" of B.Com (H)Paper no. BCH-2.2, Semester-II	Commerce	07/02/2020
One day workshop on 'Corporate Accounting'	Commerce	27/01/2020
Guidelines meeting for Paper "Financial Accounting" of B.Com Paper no. BC-1.2, Semester-I	Commerce	16/09/2019
Guidelines meeting for Paper "Financial Accounting" of B.Com (H) Paper no. BCH-1.2, Semester-I	Commerce Guidelines meeting for Paper "Cost Accounting" of B.Com (H) Paper no. BCH-4.1, Semester-IV	28/08/2019

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
00	NA	NA	Nill	NA
No file uploaded.				

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	NA	NA	NA	NA	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
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
NIL	0

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	Commerce	7	3.28
National	Economics	2	00
National	Pol. Science	1	00
International	Commerce	3	5.8

International	Computer	6	4.8
International	English	3	2.48
International	History	4	00
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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	2
English	5
Hindi	3
History	1
Journalism	2
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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
5G Technology: A New Future Wave	Sarthak Gupta	International Journal of Research in Advanced Engineering and Technology	2019	5.44	DCAC	0
Impact of FDI on Telecommunication Sector of India	Sarthak Gupta	International Journal of Commerce and Management Research	2019	5.22	DCAC	0
Impact of Crude Oil On Exchange Rate and Stock Market Indices of BRICS Nations	Rishabh Gupta	JIMS 8M	2019	6.949	DCAC	0
Online Payment in the 21st Century : Modern Day	Kiran Gupta	Interdisciplinary Journal of Contemporary	2020	2.314	DCAC	0

		Research				
Platform for Faster Communication		Research				
Impact of Crude Oil On Exchange Rate and Stock Market Indices of BRICS Nations	Rajiv Kumar Goel	JIMS 8M	2019	6.949	DCAC	0
Entropy based Software Reliability Growth Modelling for Open Source Evolution,	V.B. Singh	Technical Gazette	2020	27	DCAC	1
Enhanced Payload and Trade-off for Image Steganography via a Novel Pixel Digits Alteration	V.B.Singh	Multimedia Tools Appl	2020	70	DCAC	8
Multi-Attribute Dependent Bug Severity and Fix Time Prediction Modelin	V.B.Singh	International Journal of System Assurance Engineering and Management, Springer,	2019	24	DCAC	6
Multiclass Malware Classification via First-and Second-Order Texture Statistics	V.B.Singh	Computers Security	2019	92	DCAC	18
Modeling and Analysis	V.B.Singh	Computer Systems Science	2020	26	DCAC	0

of Leftover Issues and Release Time Planning in Multi-Release Open Source Software Using Entropy Based Measure.		and Engine ering				

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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
Entropy based Software Reliability Growth Modelling for Open Source Evolution	V B Singh	Computers Security	2020	27	1	DCAC
Enhanced Payload and Trade-off for Image Steganography via a Novel Pixel Digits Alteration	V B Singh V B Singh V B Singh	Technical Gazette	2020	70	8	DCAC
Multi-Attribute Dependent Bug Severity and Fix Time Prediction Modeling	V B Singh	International Journal of System Assurance Engineering and Management, Springer,	2019	24	6	DCAC
Multiclass Malware Classification via	V B Singh	Computers Security	2019	92	18	DCAC

First-and Second-Order Texture Statistics						
Modeling and Analysis of Leftover Issues and Release Time Planning in Multi-Release Open Source Software Using Entropy Based Measure.	V B Singh	Computer Systems Science and Engine ering	2019	26	0	DCAC
Entropy based Software R eliability Growth Modelling for Open Source Evolution	Madhu Kumari	Technical Gazette	2019	27	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	10	110	0	0
Resource persons	1	19	0	0
Presented papers	7	5	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
Blood Donation Camp	Red Cross	1	50
Workshop on E-	NGO Sharp	1	60

Waste				
Swachchta Pakhwada	Under the directives of Government of India		1	20
Recruitment Drive of New Voter	Under the directives of Election Commission		1	10
Recyclable Cotton-based Prosthesis - Canfem	Ministry of Health, Government of India and AIIMS		1	70
Prjoect Taleem	NGOs-Vidya, Gali Pathshala, Human Welfare Council and Ujala		1	57
Project Taleem	NGO Partner Katha		1	57
Project Saahas	ROKO Cancer		1	35
Mask Donation	Delhi Police		1	20
Road Safety	Hero Group		1	50
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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
NA	NA	NA	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
Blood Donation Camp,NSS	RED CROSS	Blood Donation Camp	1	50
Workshop on E-Waste	NGO Sharp	Workshop on E-Waste	1	60
Swachchta Pakhwada	Under the directives of Government of India	Swachchta Abhiyan	1	20
Recruitment Drive of New Voter	Under the directives of Election Commission	Recruitment Drive of New Voter	1	10
Breast Cancer Survivors	Ministry of Health, Government of India and AIIMS	Recyclable Cotton-based Prosthesis - Canfem	1	70
Project	NGOs-Vidya,	Project	1	57

Taleem	Gali Pathshala, Human Welfare Council and Ujala	Taleem		
Project Taleem,NSS	NGO Partner Katha	Project Taleem	1	57
Cotton Based Prosthesis	ROKO Cancer	Project Saahas	1	35
Mask Donation	Delhi Police	Mask Donation	1	20
River Yamuna	Department of Environment, Delhi Secretariat	Role of water bodies in Sustaining Living Beings	1	2
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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	NA	NA	00
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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	The Centre of Applied Politics	01/01/2020	31/03/2020	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	Nill	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
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
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	751	401409	557	324082	1308	725491
Journals	45	83196	46	98170	91	181366
CD & Video	64	0	17	0	81	0
Library Automation	11	80110	1	39170	12	119280
Weeding (hard & soft)	77	17318	0	0	77	17318

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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
Chaitanya Kumar	Techniques for Sketching Parabola and Ellipse and their Applications	SOL University of Delhi	01/11/2020
Chaitanya Kumar	Vector Algebra	SOL University of Delhi	01/11/2020
Chaitanya Kumar	Parametric Equations of Lines and Planes in 3-space	SOL University of Delhi	01/11/2020
Smita Banerjee	Reviewer of South Asian Literature and Film, 1990 – Present	MHRD GIAN: Code: 2012710	03/08/2020
Tarjeet Sabharwal	Data Journalism	MOOC's Project under swayam.gov.in	03/08/2020
Chaitanya Kumar	Lesson-2 :	SOL University of	02/11/2020

	Techniques for Sketching Hyperbola and Classifcation of Quadratic Equations	Delhi		

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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	[NA](#)

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
0	107400	0	2589292

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 overall condition and upkeep of all infrastructure facilities on campus. • The Administration provides outstanding support to the Principal in his efforts to keep the available infrastructure, facilities, and all equipment in excellent operating order. • Sulabh's major responsibility is to keep the campus clean and to adhere to proper hygienic measures. It has been in force since November 2014, when Sulabh was appointed. • A caretaker, who is employed by the College, is in-charge of the day-to-day upkeep of the campus building and grounds. • College 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 the security system, which is contracted out. • In addition to the medical room, the institution has installed a sanitary pad vending machine in the girls' common area for students to utilise. • To keep the college's garden in good shape, a crew of highly skilled and efficient gardeners has been assembled. Several annual maintenance contracts (AMCs) and insurance policies are in place to safeguard the college's critical equipment and infrastructure. • The Public Works Department is in-charge of overseeing all construction,

maintenance, and repair activities on campus. • A technical assistant (computers) oversees the day-to-day repair and upkeep of computer equipment. • Because the campus is Wi-Fi enabled, students and faculty 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 on college premises. • The college has a total of 881 computers (including laptops) available exclusively for students, with the remaining 14 desktop computers earmarked for teachers. • The college's EOC (Equal Opportunity Cell) is additionally equipped with 17 laptop computers (all of which are compatible with JAWS) and 10 desktop computers for specially-abled students and faculty. • 10 desktop computers with Internet access, printing, and scanning capabilities are exclusively available to faculty members in the UGC Resource Center. • The college library has a total of 21 computers and 5 printers that are wi-fi enabled. The OPAC system is located at the entrance of the library. • 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 4 computer labs, each with its own CCTV camera and LAN connection. Each of the College's four computer labs is fully equipped with the latest servers, printers, desktop computers, laptops, LCD projectors, and scanners. College's 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

https://dcac.du.ac.in/documents/AQAR/pdf/pdf19/4.4.2.pdf

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	36	96900
Financial Support from Other Sources			
a) National	PMSSS	14	112175
b)International	NA	0	0
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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 implemetation	Number of students enrolled	Agencies involved
NA	Nill	0	NA
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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 competitive examination	Number of benefited students by career counseling	Number of students who have passedin the comp. exam	Number of studentsp placed

2019	NA	0	0	0	0
2020	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
1	1	90

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
FIS Global KPMG India CRED Decathlon Inshorts Promaynov EY GDS Alliance India Newzera TresVista Cars24 Better.com	250	71	NA	0	0

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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	213	B.A. (Honours) History, B.A. (Honours) Political Science, B.A. (Honours) Economics, B.Com. (Honours), B.Com. (Programme), B.A. (Programme)	History, Political Science, Economics, Commerce	Vedica Scholars Programme for Women, Delhi School of Journalism, Faculty of Law, University of Delhi, IIM Kozhikode, Karam Kshetra P.G. College, Etawah, Tata Institute of	Post Graduate Programme in Management and Leadership, LLB, MBA, Bachelor of Education,M. A (Womens Studies), CA, MA Economics, PGDM, MA in Social Work, MA Public Ad ministration , Masters in

| | | | | Social Sciences, Mumbai, ICAI, Delhi School of Economics, Jagannath Internation | Film Studies (M.A. Film Studies), MSc Creative Writing |

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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
Any Other	0

No file uploaded.

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

Activity	Level	Number of Participants
International YOGA day	Institution	300

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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
2019	Gold Medal IIT Kanpur Basketball Tournament, September, 2019	National	1	0	00	Team

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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:

85

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

0

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)

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 • North East Committee • Internal Complaints Committee • TICs: all permanent members talk on this role on a rotational basis for a period of 2 yrs. Participative management and collaborative governance are the key principles followed in the college management. Focuss 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.

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
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.
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.
Library, ICT and Physical Infrastructure / Instrumentation	Faculty members are provided with 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. Since April 2020 all the teachers have been using various

		ICT techniques for teaching students and various e-resources/ materials/notes were provided to the students
	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.
	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.
	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.

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.

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

E-governace area	Details
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.
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 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. Due to pandemic, the university had adopted the Online Open book Examination in fully automated manner. The examination and evaluation process has shifted to online system for the academic year, from the filling of examination forms to the declaration of results.
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 Accounts and Administration software to keep the records of salaries and preparing salary slips.
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.

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
2020	NA	NA	NA	0

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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)
2020	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
FDPs, Refreshers, Short Term courses	21	19/07/2019	20/06/2020	8

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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
Rs 33676721.38	Rs 3191286.78	Rs 242555

6.4 – Financial Management and Resource Mobilization

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

The College conducts internal and external audits as per norms. Internal audit is done by a CA duly approved by the GB and DU. Internal Audit : The last internal audit was done till 2018-19. External Audit : Since the college receives 5 of funds from them, an audit team from DHE, GNCT of Delhi conducts an external audit once every two years. The last external audit was done till 2019-20.

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
Sponsorships by various Non-Government Institutes	86000	To organize academic and cultural activities.
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6.4.3 – Total corpus fund generated

86000

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 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 Library in Charge attended a National workshop on "Open Sour software – KOHA" at Guru Nanak College of Education 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 ttended 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	Yes
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
2020	Guidelines meeting for Paper -Cost Accounting of B.Com (H) Paper no. BCH-4.1, Semester-IV	29/02/2020	29/02/2020	29/02/2020	10
2020	Guidelines meeting for Paper -Corporate Accounting of B.Com (H)Paper no. BCH-2.2, Semester-II	07/02/2020	07/02/2020	07/02/2020	10
2020	One day workshop on Corporate Accounting	27/01/2020	27/01/2020	27/01/2020	30
2019	Guidelines meeting for Paper- Financial Accounting of B.Com Paper no. BC-1.2, Semester-I	16/09/2019	16/09/2019	16/09/2019	10
2019	Guidelines meeting for Paper- Financial Accounting of B.Com (H) Paper no. BCH-1.2, Semester-I	28/08/2019	28/08/2019	28/08/2019	10
2020	Beyond the Corona Conundrum	15/06/2020	15/06/2020	16/06/2020	40
2020	Is History Repeating Itself	22/05/2020	22/05/2020	22/05/2020	20
2019	Theoretical Aspects of Democracy	16/09/2019	16/09/2019	16/09/2019	30
2020	Leadership	05/02/2020	05/02/2020	05/02/2020	25

| 2019 | The Truth of Literature at the Present Time By Professor Jyotirmoy Tripathi | 16/08/2019 | 16/08/2019 | 16/08/2019 | 30 |

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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
Webinar on "Sexual Harassment of Women at Workplace Act, 2013". Speaker: Adv. Saurabh Mishra.	20/05/2020	Nill	60	60
Panel Discussion on "Depression in Men	18/09/2019	Nill	40	35
A session on "The Sexual Harassment of Woman at Workplace, Prohibition and Redressal Act, 2013" by Gender Sensitisation Committee and ICC. Speaker: Barsha Mishra of The Rights Mission.	20/09/2019	Nill	40	35
Panel Discussion on 'Media, Gender and Human Rights' moderated by GSC and ICC in collaboration with IQAC.	18/10/2019	Nill	45	34

Panelists: Adv. Saurabh Mishra; Ms. B. Bhavana Rao. Moderator: Dr. Vinita Gupta Chaturvedi				
Women Defence Workshop with Sakshi, NSS	Nill	Nill	50	50
Webinar on "Understanding Gender Equality: Legal issues and concerns". Speaker: Dr. Anu, Faculty of Law, DU.	17/05/2020	Nill	50	60
The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	18/05/2020	Nill	60	50
. Project Saahas of Enactus DCAC- initiative for breast cancer survivors	Nill	Nill	50	60

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	23
Ramp/Rails	Yes	23
Braille	Yes	23

Software/facilities		
Rest Rooms	Yes	23

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
2019	6	6	Nill	120	TanZeal	Education of Students from neighbouring slums.	120

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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	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
Blood Donation Camp: was organized in association with Red Cross in August to celebrate Indian independence.	19/08/2019	19/08/2019	51

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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. A talk on E-Waste was held on October 21, 2019 in collaboration with the NGO Sharp. NSS facilitated in organising this talk. The talk educated students about the nature of e-waste and the modalities concerning its disposal. 10. No-crackers campaign was organised on October 23-24, 2019. 11. "Say no to Plastic" campaign was organised by NSS. 12. Prakriti organised a competition on the theme of 'Creating Best out of Waste' during AADYA, the cultural festival organised of NSS on February 17, 2020.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices
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 neighbouring slums come from the families of refugees with no opportunity for institutionalisedlearning 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 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. All the important national days and festivals like Independence Day, Rakhi, Holi and Diwali were celebrated with them. InNovember, 2019 the annual trip for students of Tanzeal to Nehru Planetarium, Teen Murti was organised. The students also visited Nehru Memorial and participated in several activities. Evidence of Success The efforts of the volunteers witnessed increasing enthusiasm among the underprivileged children with regard to education. The value of inclusion and sustainability was promoted. Students of Tanzeal celebrated an eco-friendly Diwali in keeping with the values of environmental safety. During the celebrations diyas and rangoli were made. Later the diyas were lighted and refreshments served to all the participants. The success was also visible in large number of children participating in the activities of Tanzeal. Problems Encountered and Resources Required Motivation remained a key hurdle in actualizing the full potential of the project, especially after Covid-19 pandemic. 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. Concerns of safety were also paramount and many activities were halted or suffered due to imposition of the lockdown in the wake of the pandemic. Title of the Practice Project Saahas Objectives of the Practice This is an initiative for breast cancer survivors. The Practice Project Saahas aims at bringing awareness surrounding the issue of breast cancer. Women are still apprehensive of talking about their personal health with their families. In this regard, the work done under the project helps provide a space through which the raising of the issue has been made possible. Canfem: A patented cotton-based prosthesis made of recyclable cotton has been fabricated, which has been approved by AIIMS and is sold under the brand name Canfem. It has proved ideal for cancer survivors since it provides the perfect shape and body weight to the patient and is

better than alternatives available in the market. In March, 2019 Enactus DCAC organised an event in collaboration with Roko Cancer to spread awareness and talk about cotton-based prosthesis. Renowned doctors attended the event. Evidence of Success: Canfem has been approved by AIIMS and Tata Memorial who are willing to sell it. Hospitals like Apollo Hospital, BL Kapoor and Max Hospital will also start selling our products soon. The Ministry of Health, Government of India, is ready to support us in our sales. In addition to this our product, Canfem, has been pitched to some well-renowned investors for CSR funding. During 2019-20 we successfully collaborated with various brands and are in talks with some more. Clovia, a marketing company, will sell our product through their channels thereby expanding our consumer base and the channels through which the product will be available. Brands like Zivameand Pretty Secret are interested to sell our products. Enamor is already ready to help us with the design of our product. Problems Encountered and Resources Required Talking about personal health issues for women is still a difficult act and requires more activities to raise awareness, acceptance and finally open up a dialogue around them. More successful collaborations and funding can help the initiative have more reach. The Pandemic situation also impacted the activities ofthis project.

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

https://dcac.du.ac.in/bestpractices

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 Commerce (DCAC) is deeply committed to fostering the comprehensive growth and education of its students. The colleges mission extends beyond academic excellence to shaping students into socially and politically aware individuals who can effectively contribute as responsible citizens on both national and global scales. DCAC achieves this through a diverse range of co-curricular activities and programs that aim to instil essential human values and nurture a profound respect for the rich tapestry of socio-cultural diversities. An integral part of holistic development at DCAC involves balancing the external world with an individuals inner self. This is facilitated through numerous creative and artistic avenues for self-expression, encompassing music, dance, theatre, crafts, photography, and social outreach, among others. DCAC actively engages with society through community outreach initiatives such as TanZeal, ENACTUS, and Prakriti. The college continually adapts to the evolving teaching-learning landscape by enhancing infrastructure and library resources, ensuring an interactive and diverse educational experience. DCAC stands out by offering add-on courses in foreign languages and digital marketing, setting it apart from other institutions. Additionally, the college provides placement opportunities through an active placement cell and maintains a mentor-mentee structure to address academic and personal concerns, aided by a dedicated counsellor. DCACs holistic approach has yielded students who are not only intellectually capable but also morally upright, spiritually inspired, and socially dedicated. These students have brought pride to DCAC through their achievements, from securing positions in the countrys administrative services to pursuing higher education and excelling in various fields.

Provide the weblink of the institution

https://dcac.du.ac.in/assets/pdf/Institutional_Distinctiveness.pdf

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 has planed to complete the pending promotions of the faculty members in next one year.