



YEARLY STATUS REPORT - 2020-2021

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 its own campus?

Yes

- Phone no./Alternate phone no.

01124109821

- Mobile No:

9810910925

- Registered e-mail

principal@dcac.du.ac.in

- Alternate e-mail

principaldcac@gmail.com

- Address

Netaji Nagar

- City/Town

New Delhi

- State/UT

Delhi

- Pin Code

110023

2.Institutional status

- Affiliated / Constitution Colleges

- Type of Institution

Co-education

- Location

Urban

- Financial Status

UGC 2f and 12(B)

- Name of the Affiliating University **University of Delhi**
- Name of the IQAC Coordinator **Mr. Srikant Pandey**
- Phone No. **01126116333**
- Alternate phone No. **01124109821**
- Mobile **9811073507**
- IQAC e-mail address **iqac.2022@dcac.du.ac.in**
- Alternate e-mail address **srikantpandey7@gmail.com**

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

<http://dcac.du.ac.in/Pages/NAAC/all-aqar.php>

4. Whether Academic Calendar prepared during the year?

Yes

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

<http://dcac.du.ac.in/Pages/Academics/academicclender.php>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.52	2017	09/06/2017	08/06/2022

6. Date of Establishment of IQAC

14/03/2014

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Delhi College of Arts & Commerce	Non Plan 95%	UGC	1	270336000
Delhi College of Arts & Commerce	Grant 5%	Government NCT of Delhi	1	7400000

8. Whether composition of IQAC as per latest

Yes

NAAC guidelines

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

Completed the pending promotions of faculty members from one level to another. Started the process of implementing NEP by organizing webinars on the theme. A committee was constituted to read the guidelines and policies of NEP document and suggest further course of action. Successfully conducted online open book examination as per the guidelines of the university. Installed plagiarism check software in the college library for the faculty members and other stakeholders. Shifted from physical mode of teaching to online teaching learning process without due to COVID-19 related restrictions.

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

Plan of Action	Achievements/Outcomes
Promotion of Faculty Members	Completed the pending promotions of faculty members from one level to another.
Implementation of NEP	Started the process of implementing NEP by organizing webinars on the theme. A committee was constituted to read the guidelines and policies of NEP document and suggest further course of action.
Plagiarism check policy in the college	Installed plagiarism check software in the college library for the faculty members and other stakeholders.
Examination Reforms	Successfully conducted online open book examination as per the guidelines of the university.
Teaching Learning Process	Shifted from physical mode of teaching to online teaching learning process without due to COVID-19 related restrictions.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	01124109821
• Mobile No:	9810910925
• Registered e-mail	principal@dcac.du.ac.in
• Alternate e-mail	principaldcac@gmail.com
• Address	Netaji Nagar
• City/Town	New Delhi
• State/UT	Delhi
• Pin Code	110023
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Delhi
• Name of the IQAC Coordinator	Mr. Srikant Pandey
• Phone No.	01126116333

• Alternate phone No.	01124109821				
• Mobile	9811073507				
• IQAC e-mail address	iqac.2022@dcac.du.ac.in				
• Alternate e-mail address	srikantpandey7@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://dcac.du.ac.in/Pages/NAAC/all-aqar.php				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://dcac.du.ac.in/Pages/Academics/academicclender.php				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.52	2017	09/06/2017	08/06/2022
6.Date of Establishment of IQAC			14/03/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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Delhi College of Arts & Commerce	Grant 5%	Government NCT of Delhi	1	7400000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
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13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	23/03/2022
15. Multidisciplinary / interdisciplinary	

16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	11
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2627
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	489

File Description	Documents
Data Template	View File
2.3	735
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	87
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	94
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	73
Total number of Classrooms and Seminar halls	
4.2	25.75
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	861
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

documented process

Being a constituent college of the University of Delhi, Delhi College of Arts & Commerce followed the Learning Outcome-based Curriculum Framework (LOCF) for all its undergraduate programmes, the syllabus of which was designed and prescribed by the University. It also followed the academic calendar prepared by the University. The academic year 2020-21 proved to be particularly challenging for the teaching-learning process owing to the suspension of physical classes as a result of the pandemic. The Institution rose to the occasion by organizing workshops for faculty members to better equip them with online teaching tools. University G-Suite faculty accounts were utilized for conducting online classes and Google workspace user accounts were created for all faculty members with classes of more than 100 students. The timetable committee of the college prepared the timetable for online classes of all courses and the same was displayed on the college website. University exams were conducted in the Open Book mode for the first time, for which the students were trained through mock tests. The college also extended the option to students of utilizing ICT facilities at the college to take the Open Book Examination from campus.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.du.ac.in/index.php?page=revised-syllabi-ug

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

The teaching schedule of all faculty members followed the academic calendar designed by the University, which had to be revised from time to time given the unprecedented pandemic situation. Teaching and conduct of examinations continued to be held online. Because of the pandemic situation, a continuous system of online evaluation was put in place. Conduct, evaluation and compilation of Internal Assessment was done strictly according to the guidelines prescribed by the Examination Branch of the University of Delhi. The syllabus and timing of these assessments were communicated to the students well in advance. In addition to formal assessments, revision work, online quizzes and student presentations formed an integral part of the teaching-learning process. The Internal Assessment marks obtained by the students

were uploaded on the University website at the appropriate time.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.du.ac.in/uploads/Academic%20Calendar/04092020_AcademicCalendar.pdf http://www.du.ac.in/uploads/new-web/22062021_Academic-Calendar.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

9

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

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

157

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

157

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

1.3 - Curriculum Enrichment

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

The college offers several courses with syllabus designed by the University, which deal with issues related to Professional Ethics,

Gender, Human Values, Environment and Sustainability integrated into the curriculum. Papers such as: Readings on Indian Diversities and Literary Movements (GE 5), The Individual and Society (GE 14), Women's Writings (Core) offered by the Department of English; Environmental Economics (HC 63) offered by the Department of Economics; Auditing and Corporate Governance (BCH 6.1) and Industrial Relations and Labour Laws (BCH 6.4 E) offered by the Department of Commerce; Inequality and Difference offered by the Department of History; Feminism: Theory & Practice (DSE 2), Human Rights in a Comparative Perspective (DSE 7) and Human Rights, Gender and Environment (GE) offered by Department of Political Science; Compulsory course of Environmental Sciences etc. cover such issues.

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

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

00

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

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

D. Any 1 of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of sanctioned seats during the year**

818

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

489

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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 students of the college. 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.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2627	88

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The courses designed by the University of Delhi prioritize a student-centric approach and focus on honing certain skills of students so as to make them job-ready. Therefore, apart from core discipline papers students also study Ability Enhancement Compulsory Course papers (AECC) and Skill Enhancement Course (SEC) papers. Students also get a wide variety of SEC papers to choose from depending on their inclination. Teachers make classes interactive by making powerpoint presentations, streaming videos, organizing online quizzes, etc. Group activity and class presentations also foster participative and peer learning. Various assignments and projects promote critical thinking and enhance students' problem-solving abilities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Online classes in 2020-21 prompted teachers to use more ICT

enabled tools than ever before. Various departments/courses make use of different softwares/applications based on their specific requirements. For instance, teachers of the Commerce department train their students to use SPSS, MS Excel and Tally. Journalism Department teachers introduce students to applications/softwares such as CorelDRAW, Quark Express, Adobe InDesign, Adobe Photoshop, Canva, Audacity, Final Cut Pro and Adobe Premiere Pro. Students of the Computer Science Department learn to use tools such as Macromedia Flash and SQL Workbench. The Economics Department of the College organized an online workshop titled "From Data to Insights: A Hands-on Training Program" from 14 October to 17 October 2020. The workshop was open to all students and focused on data visualization using MS Excel and LaTeX.

Apart from these, teachers from across departments make use of Google Classroom and MS Office for an effective teaching-learning process. Students are also informed about and encouraged to join various online courses on platforms such as SWAYAM, e-PG Pathshala, Coursera and edX.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

88

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

46

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

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

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

2.5 - Evaluation Process and Reforms

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

Since the 2020-21 academic session was mostly conducted through the online mode, the University issued special guidelines for computing and compiling marks for Internal Assessment, keeping in mind the fact that some students did not have easy and regular access to online means of learning. In most cases, the usual 5% marks assigned for attendance were waived off as per the University's guidelines. The entire 25% marks for Internal Assessment were based on Assignments / quizzes / and practicals (in the case of papers which have practical components). Assignments were submitted by students over email, quizzes were submitted through Google forms and practicals were conducted over Google Meet. After compilation, the Internal Assessment marks were shared with the students by the respective faculty members for redressal / any clarifications from the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

In 2020-21, owing to the pandemic situation, internal assessment marks were communicated to students online by individual teachers. In cases where discrepancies were found between marks awarded and marks printed on the award sheet prepared by the University, the Open Book Examination Nodal Officer and their team assisted students in getting the error rectified.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The college follows the Learning Outcome based Curriculum Framework (LOCF) laid out by the University of Delhi. LOCF

envisions 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. Each undergraduate course elaborates on the course objectives and learning outcomes. A detailed course outline, prescribed and suggested reading list (revised periodically), teaching-learning process and assessment methods are clearly specified and available at the respective Department's website. Most faculty members attend and engage in meetings conducted regularly at the University Departments to revise the references and the revised reading list is available for all faculty members and students on the website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.du.ac.in/index.php?page=revised-syllabi-ug
Upload COs for all courses (exemplars from Glossary)	View File

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

Programme and course outcomes are assessed and evaluated as per the norms / scheme laid out by the University of Delhi. The final course outcome is continuously evaluated through the performance of students, that is analysed at the end of each semester. The college regularly collates data on students' performance in examinations and overall pass percentage. Students securing first and second positions in University examinations are felicitated during the College's Annual Day.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.du.ac.in/index.php?page=revised-syllabi-ug

2.6.3 - Pass percentage of Students during the year

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

735

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<http://dcac.du.ac.in/Pages/NAAC/pdf/1.4.1.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

8,60,000

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

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

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

2

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

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

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

31

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

59

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

38

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The extension activities inculcate in our students the values of patriotism, national integration, social commitment, eco-sensitivity, ethics, scientific temper, analytical approach, dignity of labor, human rights, etc. These values strongly complement the learning experience students achieve from the institution. Through such activities students imbibe a strong sense of responsibility towards the society.

The extension and outreach activities enable students to get hands-on experience of tackling real life situations, and working outside the comforts of classrooms. They get practical exposure to the issues of marginalized communities complementing their theoretical understanding of the same.

Prakriti (Eco club) regularly holds workshops, exhibitions, competitions and walks to sensitize participants about the need to nurture and to understand relevant issues on environment. During the 2020-21 academic year, most of the activities were held online due to the pandemic. The students carried out these activities online through ICT's.

Enactus DCAC, a non-profit student body organization, works for the upliftment of the underprivileged through social entrepreneurship.

The NCC and NSS units of the college regularly carry out extension activities with the community at large by conducting various awareness drives pertaining to social issues, thereby giving back to the community and sensitizing the students as well. Project TanZeal of NSS, DCAC aims at the holistic development of the

underprivileged children.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/Facilities/nss.php http://dcac.du.ac.in/Pages/Facilities/ncc.php :
Upload any additional information	View File

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

04

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

314

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

00

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The old wing of the College has 34 spacious classrooms, a state of art Media Lab and a huge Multi-Purpose Hall for academic and cultural activities. An Old Committee Room serves as an excellent venue for department meetings, Talks and other academic meets. It also houses Staff Room, Locker Room, Girl's Common Room, 2 differently abled toilets and a Medical Aid Room equipped with a first aid box, common emergency medicines and a nurse to provide immediate medical assistance. The principal's office with the PA's room and a pantry, the Accounts and Administrative sections, the UGC Resource Center, the New Committee Room and the Library are located in the new building which also contains 23 classrooms, laboratories and a Server room with advanced Computing System. The library has 2 Stack Halls on 2 floors, separate Reading Rooms for students and teachers and a reading room gallery. There are 4 Computer Laboratories equipped with servers, printers, desktop machines, laptops, LCD projectors, and scanners of latest configuration. The college has a total of 170 Desktop PCs, 711 Laptops, 3 Servers, 14 printers and 2 scanners to support ICT enabled teaching learning. It has a full-time system administrator. The campus is Wi-Fi enabled and Login IDs have been issued to students and the faculty. The UGC Resource Centre which has 10 computers (with a printer cum-scanner) is for the exclusive use of teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Co-curricular activities enhance creativity and teamwork capabilities which are as important as academics. The college has sufficient space for organizing cultural events like a huge multi-purpose hall, two Committee Rooms, one each in old and new wing of the college. There is a Seminar Hall for academic/cultural activities. The college has spacious ground for many outdoor games. There is a volleyball court (60x30 feet), a Standard size Synthetic Basketball Court and a Standard Stag TT table. There is a separate Basketball court and rooms for indoor games like carrom board, chess, TT etc. A gymnasium has been added in the new wing with three mini station equipment for physical training and yoga exercises. A storeroom takes care of the sports equipment. There are rooms designated for NSS, NCC, Placement Cell, Alumni meetings and for other cultural activities and rehearsals in the old wing of the college. The sitting area around the Canteen and the Music Room offer students enough space for recreational activities. Counseling sessions are available for the students by a qualified Counselor in the Counselor Room in the old wing of the college. The College has a huge car park area on its premises.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

00

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

25.75

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

4.2 - Library as a Learning Resource

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

? Name of ILMS software

Upgraded version of NETLIB i.e.

Libware with Web OPAC

? Nature of automation (fully or partially)

Fully Automated

? Version

Version 3.03(Updated in 2017)

? Year of Automation

Year 2007

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://dcac.du.ac.in/Pages/Facilities/Library/service.php

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

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

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

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

3,05,059

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

9

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

As part of their education, students and faculty members now have access to computers and the internet. Students are given a Wi-Fi authorized user ID and password that allows them to access the internet through their devices because the entire campus is Wi-Fi linked. 653 of the 711 laptops accessible at the college are exclusively for students, with the remaining 14 computers allocated for faculty. For students and staff with impairments, the college's EOC (Equal Opportunity Cell) is equipped with 17 laptops (all with JAWS) and 10 desktop PCs. Only faculty members have access to the UGC Resource Center, which has ten desktop computers with Internet access, printing, and scanning capabilities. The college library has several computers that are both connected to the Internet and capable of printing. There are four computer labs within the college, each with CCTV cameras and LAN access. The college's Administrative Block (AB) is equipped with scanners, printers, and internet connection in addition to being completely computerized. Each of the College's four computer laboratories is outfitted with the most up-to-date servers, printers, desktop computers, laptops, LCD projectors, and scanners. In the aim of transparency, the College maintains a well-designed website that allows it to communicate timely information to the public. The website is frequently updated to bring students and professors up to date on essential information.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

881

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution **B. 30 - 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

25.75

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

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

All infrastructure facilities are under the College's regular care and maintenance. Efforts are being made by the principal, with the assistance of administration, to ensure that the available infrastructure, facilities, and equipment remain in good operating condition.

Cleanliness and hygiene are Sulabh's primary responsibilities at the campus. The services of Sulabh have been engaged since November 2014. The college employs a caretaker who is in charge of the day-to-day upkeep of the campus building. The services of following individuals: Chowkidars, gatekeepers, and security guards are outsourced.. To keep the college's garden in a good condition, the college has a crew of highly skilled and efficient gardeners. In addition, there is a technical assistant (computers) who is also in charge of the day-to-day repair and upkeep of computers and related accessories in the four computer laboratories, the office, and other college locations. There are AMCs and insurance policies in place to protect the college's critical equipment and infrastructure from damage. The Public Works Department (PWD) is in charge of overseeing all construction, maintenance, and repair activities at the campus. The institution also engages plumbers and electricians on a need-based emergency.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

21

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

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

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

15

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

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

A. All of the above

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

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

61

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

276

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

No. However, the Alumni Association has been active since its inception in 2010-2011. The Annual Alumni Meet is held on the last Sunday of February under the supervision of Alumni-Committee. Many DCAC alumni occupy prestigious positions in the field of education, corporate houses, media and administration. One college alumni is part of the college IQAC. An online registration form is available on the college website, for the purpose of obtaining and updating the information from our alumni. Alumni members also help the placement cell of the college to connect with various companies. For further information, kindly see the link: <http://dcac.du.ac.in/Pages/Alumni/alumni.php> Form Link: <https://docs.google.com/forms/d/e/1FAIpQLScJgndLhCIRDKHwaec7Q1GumqLrFQ40LyvnDPk1Fu07HZ9PQ/viewform?c=0&w=1>

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/Alumni/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college believes in participative management and promotes collaborative governance. Every stakeholder is involved at various levels and in various forms in the management of the institution and its processes. The teachers are involved in decision making processes through various committees and roles as GB members, members of various Staff Council Committees, Bursar, Deputy Superintendent of Exams, Liaison Officer of SC/ST: Liaison Officer of OBC: NCC incharge, NSS convener, North-East Committee, Library Committee, Monitoring Committee, Grievance Committee, Prevention of Caste based discrimination Committee, Internal Complaints Committee, PIO, the Gender Sensitisation Cell and ICC

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/documents/Committee/Staff-Council/Staff%20Council%20Committees%202019-2021.pdf
Upload any additional information	View File

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

The GB plays a regulative and advisory role in the functioning of

the college. It assists the Principal in executing all administrative activities. Meetings of the GB are held to take strategic decisions for the infrastructural and academic development of the institution. The Principal, being the Chief Executive and Administrator, takes decisions pertaining to the day to day working of the college. The Staff Council, under his Chairmanship, forms various committees to assist him. However, these committees are independent with respect to their functioning and decision making. The decisions taken by the committees are forwarded to the Principal who implements these recommendations after taking due approval from the GB. At the departmental level, decisions pertaining to academic and extra-curricular activities are taken by the TIC, in consultation with other members. The Students' Council/Union and other units (NCC, NSS, Prakriti, enactus etc.), in consultation with the Principal, the Students' Council/Union Advisor and concerned teacher in-charges, take decisions regarding sponsorship and the organisation of various events and activities. Apart from the above the Principal co-ordinates with the IQAC to identify the problems and explore various alternatives, choosing the best course of action.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/IQAC/igac.php_http://dcac.du.ac.in/documents/Committee/Staff-Council/Staff%20Council%20Committees%202019-2021.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Due to Covid, the process of updating library resources was accelerated. Students and teachers were granted subscription to e-resources on inflibnet. Accessto inflibnet was provided by DULS. This was helpful for teachers and students in the teaching-learning process.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

The GB plays a regulative and advisory role in the functioning of the college. It assists the Principal in executing all administrative activities. Meetings of the GB are held to take strategic decisions for the infrastructural and academic development of the institution. The Principal, being the Chief Executive and Administrator, takes decisions pertaining to the day to day working of the college. The Staff Council, under his Chairmanship, forms various committees to assist him. However, these committees are independent with respect to their functioning and decision making. The decisions taken by the committees are forwarded to the Principal who implements these recommendations after taking due approval from the GB. At the departmental level, decisions pertaining to academic and extra-curricular activities are taken by the TIC, in consultation with other members. The Students' Council/Union and other units (NCC, NSS, Prakriti, enactus etc.), in consultation with the Principal, the Students' Council/Union Advisor and concerned teacher in-charges, take decisions regarding sponsorship and the organisation of various events and activities. Apart from the above the Principal coordinates with the IQAC to identify the problems and explore various alternatives, choosing the best course of action.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/About/goveringbody.php
Link to Organogram of the Institution webpage	http://dcac.du.ac.in/Pages/NAAC/pdf/6.2.2.pdf
Upload any additional information	View File

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Delhi College of Arts & Commerce implements several policies that support the welfare of the teaching and Non-teaching staff.

1. During the COVID- 19 pandemic, the college installed hand sanitizer dispensers in the premises of the college.
2. There is a counsellor has been appointed by the college for the well-being of the staff and students.
3. Ward Quota Scheme for eligible wards (as per University rule) of staff seeking admission in various undergraduate courses at DCAC college.
4. A dedicated reading room is available in the library.

5. The Staff Association provides a platform for grievance redressal to all staff.

6. The Institution provides various welfare schemes to teaching and non-teaching staff such as: Children Education Allowance, Medical Reimbursement, HTC, LTC, GISS, GPF, NPS, PF Loan, Leave Encashment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

0

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

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

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

50

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

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

The teaching and non-teaching staff filled their APAR. Performance appraisal system for teaching staff at DCAC college is based on the UGC- Career Advancement Scheme (CAS, 2018) guidelines. The faculty members filled a self- appraisal form. It measured their

performance on 3 indices: Teaching, learning and evaluation related activities, Co- curricular, extension and professional development related activities, and Research and Academic contribution. The faculty filled APAR for Stage I and II, and Stage II and III. Teachers who were eligible for promotions also filled their PBAS forms.

The performance of the administrative staff was assessed through the Annual progress Appraisal Report (APAR). This is a multi-layered appraisal system where the staff member first did a self-appraisal, and was then further assessed by his/ her reporting/ reviewing officer. The final assessment was done by the reviewing officer who in case of AO was the principal. This is an ongoing process.

A total of 33 faculty members were promoted to various academic levels.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/NAAC/pdf/6.3.5.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The college conducts all 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 its 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

Delhi College of Arts and Commerce receives 95% funds from the UGC as maintenance grant and 5% from Delhi Government for its recurring expenditure. The college has fixed deposits and also receives sponsorship to conduct festivals. Funds are also generated from students' fees. The college receives fees from add-on courses. The college allows faculty to apply for projects or carry out collaboration with the industries or get engaged with other governmental organisations and to draw project grants.

Funds are utilized towards academic payments, administrative and general expenses. Conveners of societies and teachers-in-charge also utilize the funds for organizing co- and extracurricular activities. The procedure for procurement of funds is as per the GFR and as per the budget allocated for each department and student societies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The academic year 2020-21 proved to be particularly challenging for the teaching-learning process owing to suspension of physical classes as a result of the pandemic. IQAC of the college rose to the occasion by organizing workshops for faculty members to better equip them with online teaching tools. University G-Suite faculty accounts were utilized for conducting online classes and Google workspace user accounts were created for all faculty members with classes of more than 100 students.

The timetable committee in consultation with the IQAC of the college prepared the timetable for online classes of all courses and the same was displayed on the college website. All students and teachers were assigned institutional email ids for proper functioning of the teaching-learning process. Online classes in 2020-21 prompted teachers to use more ICT enabled tools than ever before.

University exams were conducted in the Open Book mode for the first time, for which the students were trained through mock tests. The college also extended the option to students of utilizing ICT facilities at the college to take the Open Book Examination from the campus.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/NAAC/pdf/1.1.1.pdf
Upload any additional information	View File

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

Implementation of Teaching-Learning Reforms: The outbreak of COVID pandemic facilitated a ICT-powered classroom. All classes were taken on Google meet during the COVID lockdown. Online platform ZOOM, GOOGLE MEET was also used for the same. Study materials were uploaded on Google meet. This interface allows teachers to upload recorded lectures, assign quizzes and assignments. An optimised learning experience is provided by using tools such as slides, spreadsheets, YouTube videos, and subject specific software. System of LMS was streamlined and GCL was adopted for online classes. All students and teachers were assigned institutional email ids for proper functioning of the teaching-learning process. Online classes in 2020-21 prompted teachers to use more ICT enabled tools than ever before.

Various departments/courses make use of different softwares/applications based on their specific requirements. For instance, teachers of the Commerce department trains their students to use SPSS, MS Excel and Tally. Journalism Department teachers introduce students to applications/softwares such as CorelDRAW, Quarkxpress, Adobe InDesign, Adobe Photoshop, Canva, Audacity, Final Cut Pro and Adobe Premiere Pro. The Economics Department of the College organized an online workshop titled "From Data to Insights: A Hands-on Training Program" from 14 October to 17 October 2020.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/NAAC/pdf/2.3.2.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://dcac.du.ac.in/Pages/NAAC/pdf/6.5.3.a.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college takes gender equity very seriously and has a Women's Cell that organizes various activities around gender issues from time to time. Some of those sessions have been on the issues of domestic violence and sexual harassment at the workplace, awareness regarding statutory provisions relating to harassment among others.

The college also has an Internal Complaints Committee in accordance with Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013(14 of 2013) to look into the complaints of sexual harassment at the workplace from the women students and employees. In addition, the college has a Gender Sensitisation Committee.

An online lecture on "The POSH ACT" was conducted by the Gender Sensitisation Committee and the ICC in collaboration with the IQAC on December 15, 2020. The speaker, Advocate Niyati Sharma explained the act and its aim to foster a safe and secure working environment for women.

International Women's Day was celebrated on March 8, 2021. An online interactive session was organized on "Crime against women in professional and personal spaces - the awareness and behavioural propensity". The purpose was to make students aware of the policies/options available towards equality and women empowerment.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://dcac.du.ac.in/Pages/NAAC/pdf/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment D. Any 1 of the above

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

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

As part of being environmentally aware, the college has color-coded dustbins to ensure segregation of degradable and non-degradable waste at source. However, as DCAC is not a science college, there is no significant hazardous waste produced as such in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://dcac.du.ac.in/Pages/NAAC/pdf/7.1.3.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available D. Any 1 of the above

**in the Institution: Rain water harvesting
Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus**

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

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

E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

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

A. Any 4 or all of the above

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

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

The college has an SC/ST cell for the welfare of students coming from SC/ST background and aims at redressing the grievances of these communities. It ensures the implementation of guidelines on reservation policy issued from time to time by UGC and Delhi University.

The cell conducted a webinar on "The Need and Relevance of Dr. Ambedkar's Educational Philosophy in 21st Century", on April 13, 2022 via Google Meet.

The college also has a Northeast Students' Cell. It works towards addressing any grievances northeastern students may have and facilitates interaction between students from the northeast and principal regularly, as well as interaction with students from other parts of the country. Its stated objectives include:

- To facilitate understanding between students from Northeast and other parts of India who are studying in DCAC.
- To enhance and provide knowledge/information regarding Northeast to other students who are keen on doing research or project on the northeast.
- Encouraging students and teachers to visit and know more about northeast to enhance peaceful coexistence and harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words.

Various competitions and awareness activities were organized during the Road Safety Awareness Drive in January 2021.

Project Sensitisation of the NSS undertook many campaigns through various social media platforms to create awareness on issues like acceptance of transgenders in the society, menstrual hygiene, information on various schemes initiated by the Government of India. They also celebrated International Women's Day, Vigilance Week and worked towards creating awareness about Covid 19 precautions as well as the importance of the vaccine

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

Gandhi Jayanti was celebrated over a week where various competitions were organized and a webinar was organized for the Tanzeal children. Mr. Manas Ghoshal talked to the children about Gandhi's life, and the ideals and values he stood for. It was an interactive session where children shed their inhibitions, asked questions and got an insight into the life of the Mahatma.

On October 31,2020, Rashtriya Ekta Diwas was celebrated where the achievements and contributions of Sardar Vallabhbhai Patel were highlighted. Poster making competition was also organised.

NSS also released posters for celebrating the International Women's Day.

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

7.2 - Best Practices

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

<http://dcac.du.ac.in/Pages/NAAC/BestPractices/BestPractices2020-2021.pdf>

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

7.3 - Institutional Distinctiveness

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

Students of different departments bring out newsletters/brochures under the mentorship of teachers. The societies of various departments, under the leadership of elected student representatives, organise academic and extra-curricular activities like talks, seminars and film screenings. The various societies within the cultural committee organise plays, debates, photography competitions, fashion shows etc. Extra-curricular activities like Mock Parliament, Model United Nations and entrepreneurial activities are also organised. Students participate in social outreach programmes under NSS, Prakriti, enactus etc. • The college recognises that technological innovation/upgradation is essential and uses ICT in the teaching-learning process. Upgradation of technological infrastructure is an ongoing process. For example, it has established a Media Lab for the students of BA (Hons.) Journalism. • The college plans all its academic and extra-

curricular activities in advance to ensure the completion of syllabi as well as to give ample opportunities to students to participate in these activities. • The college is conscious of the fact that social inclusion is important for the holistic development of society. Providing scholarships and freeships are means of attaining this goal. • The college tries to appraise the students of social issues through units like NCC, NSS, EOC, the North-East Society etc.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Being a constituent college of the University of Delhi, Delhi College of Arts & Commerce followed the Learning Outcome-based Curriculum Framework (LOCF) for all its undergraduate programmes, the syllabus of which was designed and prescribed by the University. It also followed the academic calendar prepared by the University. The academic year 2020-21 proved to be particularly challenging for the teaching-learning process owing to the suspension of physical classes as a result of the pandemic. The Institution rose to the occasion by organizing workshops for faculty members to better equip them with online teaching tools. University G-Suite faculty accounts were utilized for conducting online classes and Google workspace user accounts were created for all faculty members with classes of more than 100 students. The timetable committee of the college prepared the timetable for online classes of all courses and the same was displayed on the college website. University exams were conducted in the Open Book mode for the first time, for which the students were trained through mock tests. The college also extended the option to students of utilizing ICT facilities at the college to take the Open Book Examination from campus.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.du.ac.in/index.php?page=revise-d-syllabi-ug

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

The teaching schedule of all faculty members followed the academic calendar designed by the University, which had to be revised from time to time given the unprecedented pandemic situation. Teaching and conduct of examinations continued to be held online. Because of the pandemic situation, a continuous

system of online evaluation was put in place. Conduct, evaluation and compilation of Internal Assessment was done strictly according to the guidelines prescribed by the Examination Branch of the University of Delhi. The syllabus and timing of these assessments were communicated to the students well in advance. In addition to formal assessments, revision work, online quizzes and student presentations formed an integral part of the teaching-learning process. The Internal Assessment marks obtained by the students were uploaded on the University website at the appropriate time.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.du.ac.in/uploads/Academic%20Calendar/04092020_AcademicCalendar.pdf http://www.du.ac.in/uploads/new-web/22062021_Academic-Calendar.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
11	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
9	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
157	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
157	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human	

Values, Environment and Sustainability into the Curriculum

The college offers several courses with syllabus designed by the University, which deal with issues related to Professional Ethics, Gender, Human Values, Environment and Sustainability integrated into the curriculum. Papers such as: Readings on Indian Diversities and Literary Movements (GE 5), The Individual and Society (GE 14), Women's Writings (Core) offered by the Department of English; Environmental Economics (HC 63) offered by the Department of Economics; Auditing and Corporate Governance (BCH 6.1) and Industrial Relations and Labour Laws (BCH 6.4 E) offered by the Department of Commerce; Inequality and Difference offered by the Department of History; Feminism: Theory & Practice (DSE 2), Human Rights in a Comparative Perspective (DSE 7) and Human Rights, Gender and Environment (GE) offered by Department of Political Science; Compulsory course of Environmental Sciences etc. cover such issues.

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

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

00

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

818

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

489

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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 students of the college. 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.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2627	88

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The courses designed by the University of Delhi prioritize a student-centric approach and focus on honing certain skills of students so as to make them job-ready. Therefore, apart from core discipline papers students also study Ability Enhancement Compulsory Course papers (AECC) and Skill Enhancement Course (SEC) papers. Students also get a wide variety of SEC papers to choose from depending on their inclination. Teachers make classes interactive by making powerpoint presentations, streaming videos, organizing online quizzes, etc. Group activity and class presentations also foster participative and peer learning. Various assignments and projects promote critical thinking and enhance students' problem-solving abilities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Online classes in 2020-21 prompted teachers to use more ICT enabled tools than ever before. Various departments/courses make use of different softwares/applications based on their specific requirements. For instance, teachers of the Commerce department train their students to use SPSS, MS Excel and Tally. Journalism Department teachers introduce students to applications/softwares such as CorelDRAW, Quark Express, Adobe InDesign, Adobe Photoshop, Canva, Audacity, Final Cut Pro and Adobe Premiere Pro. Students of the Computer Science Department learn to use tools such as Macromedia Flash and SQL Workbench. The Economics Department of the College organized an online workshop titled "From Data to Insights: A Hands-on Training Program" from 14 October to 17 October 2020. The workshop was open to all students and focused on data visualization using MS

Excel and LaTeX.

Apart from these, teachers from across departments make use of Google Classroom and MS Office for an effective teaching-learning process. Students are also informed about and encouraged to join various online courses on platforms such as SWAYAM, e-PG Pathshala, Coursera and edX.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

88

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

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

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

46

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

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

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

Since the 2020-21 academic session was mostly conducted through the online mode, the University issued special guidelines for computing and compiling marks for Internal Assessment, keeping in mind the fact that some students did not have easy and regular access to online means of learning. In most cases, the usual 5% marks assigned for attendance were waived off as per the University's guidelines. The entire 25% marks for Internal Assessment were based on Assignments / quizzes / and practicals (in the case of papers which have practical components). Assignments were submitted by students over email, quizzes were submitted through Google forms and practicals were conducted over Google Meet. After compilation, the Internal Assessment marks were shared with the students by the respective faculty members for redressal / any clarifications from the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

In 2020-21, owing to the pandemic situation, internal assessment marks were communicated to students online by individual teachers. In cases where discrepancies were found between marks awarded and marks printed on the award sheet prepared by the University, the Open Book Examination Nodal Officer and their team assisted students in getting the error rectified.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The college follows the Learning Outcome based Curriculum Framework (LOCF) laid out by the University of Delhi. LOCF envisions 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. Each undergraduate course elaborates on the course objectives and learning outcomes. A detailed course outline, prescribed and suggested reading list (revised periodically), teaching-learning process and assessment methods are clearly specified and available at the respective Department's website. Most faculty members attend and engage in meetings conducted regularly at the University Departments to revise the references and the revised reading list is available for all faculty members and students on the website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.du.ac.in/index.php?page=revise-d-syllabi-ug
Upload COs for all courses (exemplars from Glossary)	View File

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

Programme and course outcomes are assessed and evaluated as per the norms / scheme laid out by the University of Delhi. The final course outcome is continuously evaluated through the performance of students, that is analysed at the end of each semester. The college regularly collates data on students' performance in examinations and overall pass percentage. Students securing first and second positions in University examinations are felicitated during the College's Annual Day.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.du.ac.in/index.php?page=revise-d-syllabi-ug

2.6.3 - Pass percentage of Students during the year

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

735

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<http://dcac.du.ac.in/Pages/NAAC/pdf/1.4.1.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

8,60,000

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

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

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

2

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

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

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

31

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

59

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

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

38

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The extension activities inculcate in our students the values of patriotism, national integration, social commitment, eco-sensitivity, ethics, scientific temper, analytical approach, dignity of labor, human rights, etc. These values strongly complement the learning experience students achieve from the institution. Through such activities students imbibe a strong sense of responsibility towards the society.

The extension and outreach activities enable students to get hands-on experience of tackling real life situations, and working outside the comforts of classrooms. They get practical exposure to the issues of marginalized communities complementing their theoretical understanding of the same.

Prakriti (Eco club) regularly holds workshops, exhibitions, competitions and walks to sensitize participants about the need to nurture and to understand relevant issues on environment. During the 2020-21 academic year, most of the activities were held online due to the pandemic. The students carried out these activities online through ICT's.

Enactus DCAC, a non-profit student body organization, works for the upliftment of the underprivileged through social entrepreneurship.

The NCC and NSS units of the college regularly carry out extension activities with the community at large by conducting various awareness drives pertaining to social issues, thereby

giving back to the community and sensitizing the students as well. Project TanZeal of NSS, DCAC aims at the holistic development of the underprivileged children.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/Facilities/nss.php http://dcac.du.ac.in/Pages/Facilities/ncc.php :
Upload any additional information	View File

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

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

04

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

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

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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

314

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

00

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

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

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

00

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

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

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

The old wing of the College has 34 spacious classrooms, a state of art Media Lab and a huge Multi-Purpose Hall for academic and cultural activities. An Old Committee Room serves as an excellent venue for department meetings, Talks and other academic meets. It also houses Staff Room, Locker Room, Girl's Common Room, 2 differently abled toilets and a Medical Aid Room equipped with a first aid box, common emergency medicines and a nurse to provide immediate medical assistance. The principal's office with the PA's room and a pantry, the Accounts and Administrative sections, the UGC Resource Center, the New Committee Room and the Library are located in the new building which also contains 23 classrooms, laboratories and a Server room with advanced Computing System. The library has 2 Stack Halls on 2 floors, separate Reading Rooms for students and teachers and a reading room gallery. There are 4 Computer Laboratories equipped with servers, printers, desktop machines, laptops, LCD projectors, and scanners of latest configuration. The college has a total of 170 Desktop PCs, 711 Laptops, 3 Servers, 14 printers and 2 scanners to support ICT enabled teaching learning. It has a full-time system administrator. The campus is Wi-Fi enabled and Login IDs have been issued to students and the faculty. The UGC Resource Centre which has 10 computers (with a printer cum-scanner) is for the exclusive use of teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Co-curricular activities enhance creativity and teamwork capabilities which are as important as academics. The college has sufficient space for organizing cultural events like a huge multi-purpose hall, two Committee Rooms, one each in old and new wing of the college. There is a Seminar Hall for academic/cultural activities. The college has spacious ground for many outdoor games. There is a volleyball court (60x30 feet), a Standard size Synthetic Basketball Court and a Standard Stag TT table. There is a separate Basketball court and rooms for indoor games like carrom board, chess, TT etc. A gymnasium has been added in the new wing with three mini station equipment for physical training and yoga exercises. A storeroom takes care of the sports equipment. There are rooms designated for NSS, NCC, Placement Cell, Alumni meetings and for other cultural activities and rehearsals in the old wing of the college. The sitting area around the Canteen and the Music Room offer students enough space for recreational activities. Counseling sessions are available for the students by a qualified Counselor in the Counselor Room in the old wing of the college. The College has a huge car park area on its premises.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

00

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

25.75

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

4.2 - Library as a Learning Resource

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

? Name of ILMS software

Upgraded version of NETLIB i.e.

Libware with Web OPAC

? Nature of automation (fully

or partially)

Fully Automated

? Version	
Version 3.03(Updated in 2017)	
? Year of Automation	
Year 2007	
File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://dcac.du.ac.in/Pages/Facilities/Library/service.php
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
3,05,059	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

9

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

As part of their education, students and faculty members now have access to computers and the internet. Students are given a Wi-Fi authorized user ID and password that allows them to access the internet through their devices because the entire campus is Wi-Fi linked. 653 of the 711 laptops accessible at the college are exclusively for students, with the remaining 14 computers allocated for faculty. For students and staff with impairments, the college's EOC (Equal Opportunity Cell) is equipped with 17 laptops (all with JAWS) and 10 desktop PCs. Only faculty members have access to the UGC Resource Center, which has ten desktop computers with Internet access, printing, and scanning capabilities. The college library has several computers that are both connected to the Internet and capable of printing. There are four computer labs within the college, each with CCTV cameras and LAN access. The college's Administrative Block (AB) is equipped with scanners, printers, and internet connection in addition to being completely computerized. Each of the College's four computer laboratories is outfitted with the most up-to-date servers, printers, desktop computers, laptops, LCD projectors, and scanners. In the aim of transparency, the College maintains a well-designed website that allows it to communicate timely information to the public. The website is frequently updated to bring students and professors up to date on essential information.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

881

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

25.75

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

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

All infrastructure facilities are under the College's regular care and maintenance. Efforts are being made by the principal, with the assistance of administration, to ensure that the available infrastructure, facilities, and equipment remain in good operating condition.

Cleanliness and hygiene are Sulabh's primary responsibilities at the campus. The services of Sulabh have been engaged since November 2014. The college employs a caretaker who is in charge of the day-to-day upkeep of the campus building. The services of following individuals: Chowkidars, gatekeepers, and security guards are outsourced.. To keep the college's garden in a good condition, the college has a crew of highly skilled and efficient gardeners. In addition, there is a technical assistant (computers) who is also in charge of the day-to-day repair and upkeep of computers and related accessories in the four computer laboratories, the office, and other college locations. There are AMCs and insurance policies in place to protect the college's critical equipment and infrastructure from damage. The Public Works Department (PWD) is in charge of overseeing all construction, maintenance, and repair activities at the campus. The institution also engages plumbers and electricians on a need-based emergency.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

21

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

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

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

15

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

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

61

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

276

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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

0	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
<p>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.</p>	

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

No. However, the Alumni Association has been active since its inception in 2010-2011. The Annual Alumni Meet is held on the last Sunday of February under the supervision of Alumni-Committee. Many DCAC alumni occupy prestigious positions in the field of education, corporate houses, media and administration. One college alumni is part of the college IQAC. An online registration form is available on the college website, for the purpose of obtaining and updating the information from our alumni. Alumni members also help the placement cell of the college to connect with various companies. For further information, kindly see the link:
<http://dcac.du.ac.in/Pages/Alumni/alumni.php> Form Link: <https://docs.google.com/forms/d/e/1FAIpQLScJgndLhCIRDKHwaec7Q1GumqLrFQ4OLyvnDPk1Fu07HZ9PQ/viewform?c=0&w=1>

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/Alumni/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college believes in participative management and promotes collaborative governance. Every stakeholder is involved at various levels and in various forms in the management of the institution and its processes. The teachers are involved in decision making processes through various committees and roles as GB members, members of various Staff Council Committees, Bursar, Deputy Superintendent of Exams, Liaison Officer of SC/ST: Liaison Officer of OBC: NCC incharge, NSS convener, North-East Committee, Library Committee, Monitoring Committee, Grievance Committee, Prevention of Caste based discrimination Committee, Internal Complaints Committee, PIO, the Gender Sensitisation Cell and ICC

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/documents/Committee/Staff-Council/Staff%20Council%20Committees%202019-2021.pdf
Upload any additional information	View File

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

The GB plays a regulative and advisory role in the functioning of the college. It assists the Principal in executing all administrative activities. Meetings of the GB are held to take strategic decisions for the infrastructural and academic development of the institution. The Principal, being the Chief Executive and Administrator, takes decisions pertaining to the day to day working of the college. The Staff Council, under his Chairmanship, forms various committees to assist him. However, these committees are independent with respect to their functioning and decision making. The decisions taken by the committees are forwarded to the Principal who implements these recommendations after taking due approval from the GB. At the departmental level, decisions pertaining to academic and extra-curricular activities are taken by the TIC, in consultation with other members. The Students' Council/Union and other units (NCC, NSS, Prakriti, enactus etc.), in consultation with the Principal, the Students' Council/Union Advisor and concerned teacher in-charges, take decisions regarding sponsorship and the organisation of various events and activities. Apart from the above the Principal co-ordinates with the IQAC to identify the problems and explore various alternatives, choosing the best course of action.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/IQAC/igac.php http://dcac.du.ac.in/documents/Committee/Staff-Council/Staff%20Council%20Committees%202019-2021.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Due to Covid, the process of updating library resources was accelerated. Students and teachers were granted subscription to e-sources on inflibnet. Accessto inflibnet was provided by DULS. This was helpful for teachers and students in the teaching-learning process.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

The GB plays a regulative and advisory role in the functioning of the college. It assists the Principal in executing all administrative activities. Meetings of the GB are held to take strategic decisions for the infrastructural and academic development of the institution. The Principal, being the Chief Executive and Administrator, takes decisions pertaining to the day to day working of the college. The Staff Council, under his Chairmanship, forms various committees to assist him. However, these committees are independent with respect to their functioning and decision making. The decisions taken by the committees are forwarded to the Principal who implements these recommendations after taking due approval from the GB. At the departmental level, decisions pertaining to academic and extra-curricular activities are taken by the TIC, in consultation with other members. The Students' Council/Union and other units (NCC, NSS, Prakriti, enactus etc.), in consultation with the Principal, the Students' Council/Union Advisor and concerned teacher in-charges, take decisions regarding sponsorship and the organisation of various events and activities. Apart from the above the Principal coordinates with the IQAC to identify the problems and explore various alternatives, choosing the best course of action.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/About/governingbody.php
Link to Organogram of the Institution webpage	http://dcac.du.ac.in/Pages/NAAC/pdf/6.2.2.pdf
Upload any additional information	View File

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Delhi College of Arts & Commerce implements several policies that support the welfare of the teaching and Non-teaching staff.

1. During the COVID- 19 pandemic, the college installed hand sanitizer dispensers in the premises of the college.
2. There is a counsellor has been appointed by the college for the well- being of the staff and students.
3. Ward Quota Scheme for eligible wards (as per University rule) of staff seeking admission in various undergraduate courses at DCAC college.

4. A dedicated reading room is available in the library.

5. The Staff Association provides a platform for grievance redressal to all staff.

6. The Institution provides various welfare schemes to teaching and non-teaching staff such as: Children Education Allowance, Medical Reimbursement, HTC, LTC, GISS, GPF, NPS, PF Loan, Leave Encashment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

0

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

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

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

50

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

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

The teaching and non-teaching staff filled their APAR. Performance appraisal system for teaching staff at DCAC college is based on the UGC- Career Advancement Scheme (CAS, 2018)

guidelines. The faculty members filled a self- appraisal form. It measured their performance on 3 indices: Teaching, learning and evaluation related activities, Co- curricular, extension and professional development related activities, and Research and Academic contribution. The faculty filled APAR for Stage I and II, and Stage II and III. Teachers who were eligible for promotions also filled their PBAS forms.

The performance of the administrative staff was assessed through the Annual progress Appraisal Report (APAR). This is a multi-layered appraisal system where the staff member first did a self- appraisal, and was then further assessed by his/ her reporting/ reviewing officer. The final assessment was done by the reviewing officer who in case of AO was the principal. This is an ongoing process.

A total of 33 faculty members were promoted to various academic levels.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/NAAC/pdf/6.3.5.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The college conducts all 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 its 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

Delhi College of Arts and Commerce receives 95% funds from the UGC as maintenance grant and 5% from Delhi Government for its recurring expenditure. The college has fixed deposits and also receives sponsorship to conduct festivals. Funds are also generated from students' fees. The college receives fees from add-on courses. The college allows faculty to apply for projects or carry out collaboration with the industries or get engaged with other governmental organisations and to draw project grants.

Funds are utilized towards academic payments, administrative and general expenses. Conveners of societies and teachers-in-charge also utilize the funds for organizing co- and extracurricular activities. The procedure for procurement of funds is as per the GFR and as per the budget allocated for each department and student societies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The academic year 2020-21 proved to be particularly challenging for the teaching-learning process owing to suspension of physical classes as a result of the pandemic. IQAC of the college rose to the occasion by organizing workshops for faculty members to better equip them with online teaching tools. University G-Suite faculty accounts were utilized for conducting online classes and Google workspace user accounts were created for all faculty members with classes of more than 100 students.

The timetable committee in consultation with the IQAC of the college prepared the timetable for online classes of all courses and the same was displayed on the college website. All students and teachers were assigned institutional email ids for proper functioning of the teaching-learning process. Online classes in 2020-21 prompted teachers to use more ICT enabled tools than ever before.

University exams were conducted in the Open Book mode for the first time, for which the students were trained through mock tests. The college also extended the option to students of utilizing ICT facilities at the college to take the Open Book Examination from the campus.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/NAAC/pdf/1.1.1.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

Implementation of Teaching-Learning Reforms: The outbreak of COVID pandemic facilitated a ICT-powered classroom. All classes were taken on Google meet during the COVID lockdown. Online platform ZOOM, GOOGLE MEET was also used for the same. Study materials were uploaded on Google meet. This interface allows teachers to upload recorded lectures, assign quizzes and assignments. An optimised learning experience is provided by using tools such as slides, spreadsheets, YouTube videos, and subject specific software. System of LMS was streamlined and GCL was adopted for online classes. All students and teachers were assigned institutional email ids for proper functioning of the teaching-learning process. Online classes in 2020-21 prompted teachers to use more ICT enabled tools than ever before.

Various departments/courses make use of different softwares/applications based on their specific requirements. For instance, teachers of the Commerce department trains their students to use SPSS, MS Excel and Tally. Journalism Department teachers introduce students to applications/softwares such as CorelDRAW, Quarkxpress, Adobe InDesign, Adobe Photoshop, Canva, Audacity, Final Cut Pro and Adobe Premiere Pro. The Economics Department of the College organized an online workshop titled "From Data to Insights: A Hands-on Training Program" from 14 October to 17 October 2020.

File Description	Documents
Paste link for additional information	http://dcac.du.ac.in/Pages/NAAC/pdf/2.3.2.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://dcac.du.ac.in/Pages/NAAC/pdf/6.5.3.a.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college takes gender equity very seriously and has a Women's Cell that organizes various activities around gender issues from time to time. Some of those sessions have been on the issues of domestic violence and sexual harassment at the workplace, awareness regarding statutory provisions relating to harassment among others.

The college also has an Internal Complaints Committee in accordance with Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013(14 of 2013) to look into the complaints of sexual harassment at the workplace from the women students and employees. In addition, the college has a Gender Sensitisation Committee.

An online lecture on "The POSH ACT" was conducted by the Gender Sensitisation Committee and the ICC in collaboration with the IQAC on December 15, 2020. The speaker, Advocate Niyati Sharma explained the act and its aim to foster a safe and secure working environment for women.

International Women's Day was celebrated on March 8, 2021. An online interactive session was organized on "Crime against women in professional and personal spaces - the awareness and behavioural propensity". The purpose was to make students aware of the policies/options available towards equality and women

empowerment .	
File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://dcac.du.ac.in/Pages/NAAC/pdf/7.1.1.pdf
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
As part of being environmentally aware, the college has color-coded dustbins to ensure segregation of degradable and non-degradable waste at source. However, as DCAC is not a science college, there is no significant hazardous waste produced as such in the college.	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://dcac.du.ac.in/Pages/NAAC/pdf/7.1.3.pdf
Any other relevant information	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

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

E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

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

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

The college has an SC/ST cell for the welfare of students coming from SC/ST background and aims at redressing the grievances of these communities. It ensures the implementation of guidelines on reservation policy issued from time to time by UGC and Delhi University.

The cell conducted a webinar on "The Need and Relevance of Dr. Ambedkar's Educational Philosophy in 21st Century", on April 13, 2022 via Google Meet.

The college also has a Northeast Students' Cell. It works towards addressing any grievances northeastern students may have and facilitates interaction between students from the northeast and principal regularly, as well as interaction with students from other parts of the country. Its stated objectives include:

- To facilitate understanding between students from Northeast and other parts of India who are studying in DCAC.
- To enhance and provide knowledge/information regarding Northeast to other students who are keen on doing research or project on the northeast.
- Encouraging students and teachers to visit and know more about northeast to enhance peaceful coexistence and harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words.

Various competitions and awareness activities were organized during the Road Safety Awareness Drive in January 2021.

Project Sensitisation of the NSS undertook many campaigns through various social media platforms to create awareness on issues like acceptance of transgenders in the society, menstrual hygiene, information on various schemes initiated by the Government of India. They also celebrated International Women's Day, Vigilance Week and worked towards creating awareness about Covid 19 precautions as well as the importance of the vaccine

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

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

4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

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

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

Gandhi Jayanti was celebrated over a week where various competitions were organized and a webinar was organized for the Tanzeal children. Mr. Manas Ghoshal talked to the children about Gandhi's life, and the ideals and values he stood for. It was an interactive session where children shed their inhibitions, asked questions and got an insight into the life of the Mahatma.

On October 31,2020, Rashtriya Ekta Diwas was celebrated where the achievements and contributions of Sardar Vallabhbhai Patel were highlighted. Poster making competition was also organised.

NSS also released posters for celebrating the International Women's Day.

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

7.2 - Best Practices

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

<http://dcac.du.ac.in/Pages/NAAC/BestPractices/BestPractices2020-2021.pdf>

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

7.3 - Institutional Distinctiveness

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

Students of different departments bring out

newsletters/brochures under the mentorship of teachers. The societies of various departments, under the leadership of elected student representatives, organise academic and extra-curricular activities like talks, seminars and film screenings. The various societies within the cultural committee organise plays, debates, photography competitions, fashion shows etc. Extra-curricular activities like Mock Parliament, Model United Nations and entrepreneurial activities are also organised. Students participate in social outreach programmes under NSS, Prakriti, enactus etc. • The college recognises that technological innovation/upgradation is essential and uses ICT in the teaching-learning process. Upgradation of technological infrastructure is an ongoing process. For example, it has established a Media Lab for the students of BA (Hons.) Journalism. • The college plans all its academic and extra-curricular activities in advance to ensure the completion of syllabi as well as to give ample opportunities to students to participate in these activities. • The college is conscious of the fact that social inclusion is important for the holistic development of society. Providing scholarships and freeships are means of attaining this goal. • The college tries to appraise the students of social issues through units like NCC, NSS, EOC, the North-East Society etc.

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

7.3.2 - Plan of action for the next academic year

1. The college plans to create additional rooms along with toilet facilities.
2. The college library plans to install RFID and KOHA.
3. The college has planned to repair and restore the existing infrastructural and physical facilities.
4. The college has planned to procure more furniture such as chairs and tables.
5. The college plans to procure more desktop computers and UPS.
6. For E-governance and automation, the college plans to buy

new software for the Admin and Account sections of the college.

7. The college plans to start a skill-based add-on course in digital marketing from the academic year 2021-22.

8. To create an alternate source of energy, the college has planned to install a Solar Power Unit on the campus.

9. For waste management and water conservation, the college plans to install a Sewage Treatment Plant.

10. The college plans to procure and install more CCTV cameras on the campus.

11. The college plans to get the Alumni Association registered.

12. To deal with COVID 19 related problems, the college plans to procure a UV disinfection machine and install more automatic sanitiser dispensers at appropriate locations on the campus.