YEARLY STATUS REPORT - 2022-2023

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 principaldcac@gmail.com

- Alternate e-mail principal@dcac.du.ac.in

- Address Netaji Nagar

- City/Town New Delhi

- State/UT Delhi

- Pin Code 110023

2.Institutional status

- Affiliated / Constitution Colleges Constitution College

- 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 | **Prof. 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) | https://dcac.du.ac.in/allaqar

4.Whether Academic Calendar prepared during the year? | **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: | https://dcac.du.ac.in/academic_ca lendar

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/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Delhi College of Arts & Commerce	**OH-36 & OH-31**	**University Grants Commission**	**2022-2023**	**3191.90**
Delhi College of Arts & Commerce	**Graint-in- aid**	**Delhi Government NCT of Delhi**	**2022-2023**	**44 .00**

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   08

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

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)

*Academic :Initiative for organising FDP , Initiative for Mentor - Mentee route for holistic development of the students , Promotion of the human resources, initiating capping on the strength of students in optional papers as per the norms of the university and availability of infrastructure , timely submission of APAR by the human resources of the institution *Infrastructure :Initiating the technical and related process of augmentation of infrastructure for multipurpose academic requirements ; refurbishment of the existing Multipurpose Hall ; purchase of 30 new Computers for the lab ; installation of solar street lights through MOU ; setting up of state of the art seminar rooms ; development of at least one smart class room for each department , refurbishment of old committee room for appropriate academic usage , technical upgrade of the library and CCTV surveillance of the institution be completed as soon as possible *Appropriate MOU for the development and generation of resources through the sports related infrastructure of the institution. *Encourage students for entrepreneurship.

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
Providing comprehensive guidance to the students towards their UG completion journey	The college has executed a mentor-mentee program with a view of providing guidance to the students for their holistic development
To identify the need of training amongst the faculty members	The college has encouraged all the faculty members for the timely submission of APAR and organized an one week offline Faculty Development Program (FDP) to update their skills
Providing technological advancement to update pedagogical skills	The college has provided each department at least one smart class room.
Continuous Infrastructural development to provide best of the facilities	The college has refurbished the existing Multipurpose Hall, purchased 30 new Computers for the lab, installed solar street lights through MOU, set a state-of-the-art seminar room, refurbishment of old committee room to be used for any of the academic purposes.
Participation in NIRF 2022 Rankings	NIRF Data Submitted and College ranked 84 in the 2022 rankings.
Creation of opportunities with a view of financial assistance	The college has generated resources through MOU of sports related infrastructure of the institution.
Bridging the gap between theoretical and practical knowledge	The college has organized webinar and seminar respectively to equip the students with information regarding selection of various career opportunities and preparation for interview such as "Emerging Trends in the Manufacturing Sector & its Impact on Employment in India'; Why choose UPSC CSE as Career and Strategy; How to handle

	interview for placement etc.
To promote the rich Indian Heritage amongst the stakeholders	The college has organized workshops on 'Preservation and Promotion of Indian Heritage "; "Indian Heritage through your Lens" which was attended by numerous students.The visit to Humayun's Tomb and Sundar Nursery was also organized.

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	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	principaldcac@gmail.com
• Alternate e-mail	principal@dcac.du.ac.in
• Address	Netaji Nagar
• City/Town	New Delhi
• State/UT	Delhi
• Pin Code	110023
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• Type of Institution	Co-education
• Location	Urban
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13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2024	20/03/2024

15.Multidisciplinary / interdisciplinary

The Undergraduate Curriculum Framework (UGCF 2022) at the University of Delhi acknowledges the holistic and multidisciplinary approach of the New Education Policy (NEP 2020). The college has implemented NEP 2020 in its academic year 2022-2023, introducing Value Added Courses (VAC), Skill Enhancement Courses (SEC), and Generic Courses (GE) to promote soft skills such as communication, discussion, and debate among students. The college incorporates the liberal arts concept, aiming to develop all capacities of human beings in an integrated manner.

VAC courses include Linear Programming, Gandhi and Education, Sports for Life, Culture and Communication, Digital Empowerment, and others, focusing on the development of humanistic, ethical, constitutional, and universal values in the student. It makes the student aware of different aspects of life and promotes holistic development.

GE includes Film Appreciation, and Financial Management for Beginners, Obesity Management, Understanding International Relations, Governance: Issue and Challenges, Hindi Cinema aur Uska Adhyan, and others are the rich variety of papers offered by different departments of the college. It provides students with an opportunity to study different disciplines apart from their core discipline.

Skill Enhancement Courses (SEC) include Business Communication, Museum and Museology, Patkatha Lekhan, Innovation and Entrepreneurship, Basic IT Tools, Negotiation and Leadership, and others focus on the development of industry-specific skill sets that helps the student to survive the dynamic needs of the market and society.

Apart from the variety of academic richness there are various societies in the college that promote students' opportunities to sharpen their leadership and presentation skills, focus on extracurricular activities and improve their soft skills. The *Cultural Society* of DCAC consists of seven societies that operate 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). *The Adroit (Advertising Scoiety)* aims at broadening the horizons of its students by educating them about the field of advertising and marketing through various activities and events. These include Ad-Mad (making an ad of a product through skit), Pro-Mix (creating a promotional mix for a company's brand), Ad-Retrocia (designing a print ad in a retro manner), and others. The MUN *& Youth Parliament Society*'s primary function is to represent DCAC in all Model United Nations and Youth Parliaments organised across the country. The society members in Model United Nations are trained in Foreign Policy, procedures and Constitution of International Bodies like the UN, WTO, BRICS, the EU, NATO, etc. *Vyapaar (Entrepreneurship Cell) is* an endeavour to exhibit the latent entrepreneurial spirits in young minds and provide them a platform to nurture the same. The college is aiming to add more courses in the near future.

16.Academic bank of credits (ABC):

ABC shall provide a variety of services such as credit accumulation, credit verification, credit redemption, credit exchange and authentication of academic awards from one program to another providing an opportunity to the student for multiple entry and multiple exit. It provides a flexibility to the

students to choose their own learning path to attain a Certificate/Degree/ Diploma/ etc. for a lifelong at their own pace. It will The UGCF 2022 curriculum has framework for earning and accumulation of credits in the Academic Bank of Credits (ABC). Academic Bank of Credit (ABC) is a national-level credit-based, student-centric, and highly flexible digital platform for students to store their academic credits earned from various recognized Higher Educational Institutions (HEIs).enable them to choose the other course in other university/institution across the nation.

Delhi College of Arts & Commerce is one of the constituent of University of Delhi and college formally implement the Academic Bank of Credits (ABC) as soon as the University makes it available.

17.Skill development:

The college is actively promoting vocational education and soft skills amongst the students. The college has integrated life skills into its curriculum offering various Value-Added Courses (VAC) such as Financial Literacy, Emotional Intelligence, Gandhi and Education, Digital Empowerment, Ecology and Literature, Vedic Mathematics, Ethics, and Values in Ancient Indian Traditions. Organizing webinars and seminars is another way to enhance soft skills among students. These events cover a wide variety of topics from different disciplines and provide a platform for students to learn from the experts and interact with professionals, thereby improving their soft skills. Regular assessment and feedback are essential for assessing the progress of students in acquiring vocational skills and soft skills. The college has mechanism in place for evaluating these skills and providing constructive feedback to help them continually improve. Counselling and guidance services are offered to help students in their personal and career development. A counsellor is available in person between 10 a.m. and 11 a.m. for consultation in Room no. 6 of the college on all the working days.

The college's initiative to offer short-term certificate courses in foreign languages and a digital marketing certificate course is a commendable step towards achieving this goal. Key elements that can help further promote vocational education and ensure its integration into the mainstream include career guidance and counselling, financial assistance, placement services, and the National Service Scheme (NSS) Unit. These events broaden students' horizons and encourage critical thinking. Various

departments of the college organize webinars, workshops, seminars and industrial field visits to provide students with a holistic understanding of various topics and promote value-based education.

The National Service Scheme (NSS) plays a crucial role in instilling the value of "Not Me, But You" in students. It promotes community service and encourages students to actively participate in various activities like Yoga Week, Van Mahotsav, World Nature Conservation Day and Indian National Sports Day. Mental health awareness is an essential aspect of overall well-being and the college collaborates with the Institute of Liver and Biliary Science for health awareness sessions. *Enactus DCAC* focuses on practical solutions to address social issues through entrepreneurship, aligning with the college's commitment to social responsibility and value-based education. *The Prakriti (Environment Society)* raises awareness about environmental issues among the students, fostering a sense of responsibility towards the environment and sustainability. *The Friday School of Economics* provides students with the practical insights into applying economic theory to real-world situations, preparing them for the challenges of the contemporary world and bridging the gap between academic knowledge and its practical application.
The Skill Development Committee plays a pivotal role in nurturing and honing the abilities of the students within the college. The primary objectives of the committee includes skill enhancement, knowledge dissemination, and interactive learning. Students are encouraged to participate in discussions, debates, and group activities that help them refine their skills and broaden their horizons.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college is home to the North-East Students Society, which aims to teach students about traditional knowledge and its practical applications. To spread positive messages, the society organises workshops and promotes cultural assets such as folk songs. The Department of Commerce's "Vangati" society also host events such as Among Us 2022 and Commfete 2022. The Department of Political Science has scheduled a screening of Indian System and Nukkad Natak in 2022.
The college holds frequent training sessions for professors and all the other staff. College has a large percentage of faculty fluent in regional languages such as Punjabi, Haryanvi, Bhojpuri, and Rajasthani, enabling them to aptly deliver bilingual lectures

when necessary. The Hindi course is offered as a mix of BA prog courses, and B.com prog students are given Hindi language papers as a Generic Elective. The college possesses a unique collection of rare books that serve to propagate ancient traditional knowledge. Students receive education on the significance of Indian cultural heritage, emphasizing traditional art forms, folk art, and tribal art from India. To facilitate this, the college arranges study tours for students. The college has various societies that organizes diverse cultural programmes to foster and celebrate Indian culture and traditions. The college has a cooperative approach to instruct young individuals from diverse ethnic backgrounds in utilising their cultural assets to promote community messages against societal issues through Nukkad Natak and cultural events. It further promotes the idea of incorporating ancient Indian knowledge systems into our modern lifestyle through the National Service Scheme (NSS) and organising various workshops and training programmes.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Capturing outcome-based education (OBE) in teaching and learning practices requires a comprehensive approach that encompasses various strategies and efforts by the college. Overall, capturing OBE in teaching and learning practices is a dynamic and ongoing process that involves curriculum redesign, faculty development, assessment alignment, and a commitment to continuous improvement. It aims to ensure that students not only acquire knowledge but also develop the skills and competencies needed for success in their chosen fields. The college is affiliated with the University of Delhi; thus, it has adopted the New Education Policy curriculum designed by the university.NEP 2020's vision is to promote multidisciplinary education and create well-rounded, adaptable graduates. By incorporating multidisciplinary education, colleges are not only aligning with the NEP 2020 but also preparing students to thrive in an increasingly interconnected and complex world. NEP practices flexible curriculum, allowing students to choose courses from various disciplines beyond their primary area of specialisation, interdisciplinary projects that promote collaborative and project-based learning, common core courses, integrated learning, faculty development, and assessment methods.

20.Distance education/online education:

The college has collaborated with the School of Open Learning

Centre in the academic year 2022-2023. The School of Open Learning (SOL) is a well-known institution in India, particularly associated with the University of Delhi. It offers distance education programmes at the undergraduate and postgraduate levels, allowing students to pursue higher education through flexible learning options. SOL provides study materials, conducts exams, and offers various courses in fields like arts, commerce, and the humanities. The School of Open Learning provides an alternative pathway to higher education, making it accessible to a diverse group of individuals who have various commitments and constraints. It plays a significant role in expanding educational opportunities in India.The optional SOL classes are held in the college premises every Sunday. The college also served as an examination centre for SOL exams.

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	2461

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	432

File Description	Documents
Data Template	View File

2.3	1025

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1	**107**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**111**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**60**
Total number of Classrooms and Seminar halls	
4.2	**62.52019**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**891**
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

DCAC follows the 'UGCF-22' and the 'LOCF' for its undergraduate programs and adheres to the syllabi prescribed by the University.

Following measures are adopted for systematic and effective

curriculum delivery:

1. Before the academic session begins, the Principal and faculty members hold meetings to ensure an effective implementation of the curriculum.

2. Departments hold meetings to decide the papers to be offered and allocate the papers to the faculty members and plan activities like talks, seminars, and guest lectures.

3. Master timetable and individual timetables are prepared and uploaded on the college website before the commencement of classes.

4. The timetable incorporates a schedule for practical/ laboratory work making education experiential and learner-centric.

5. A continuous and comprehensive evaluation system includes class tests, presentations, assignments, project-work etc.

6. Talks, seminars, and guest lectures are organized to enhance the student's understanding of the key areas.Industrial visits and educational trips are organised which help students gain insight into the real working environment.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.du.ac.in/index.php?page=nep-ugcf-2022-syllabi

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 follows the academic calendar designed by the University, which is revised from time to time. A continuous system of evaluation is in place. Evaluation and compilation of Internal Assessment is done strictly according to the guidelines prescribed by the Examination Branch of the University of Delhi. The syllabiand timing of these assessments are communicated to the students well in advance. In addition to formal assessments, revision work, quizzes and student presentations form an integral part of the teaching-learning process. The Internal Assessment marks obtained by the students

are intimated to them in advance in order to allow them to raise their grievances, if any, with the moderation committee.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.du.ac.in/uploads/new-web/21022023_Notification.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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

5

File Description	Documents
Any additional information	View File
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

184

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

At DCAC, we provide a well-rounded and comprehensive education that goes beyond academic excellence. We understand the importance of addressing cross-cutting issues that shape not only our students' professional lives but also their role as responsible global citizens. To achieve this, we have seamlessly integrated key aspects of Professional Ethics, Gender, Human Values, Environment and Sustainability into our curriculum. This integration ensures that our graduates are not only equipped with the necessary knowledge and skills for their chosen fields but are also well prepared to contribute positively to society and address

the multifaceted challenges of our times. Several papers related to Professional Ethics, Gender, Human Values, Environment and Sustainability are offered by various departments as DSC, DSE, GE, SEC, VAC, etc. See the attached document for details.In addition to these courses, various societies at DCAC work towards several issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability etc. See the attached document for details.

File Description	Documents
Any additional information	[View File](#)
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

8

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
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)	[View File](#)

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

1500

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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

A. All 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)	**No File Uploaded**
Any additional information(Upload)	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/15eoITKLp5 6GxiY6Q-l6-TPAgQJpxhWtAT-c_Q4vXNlo/edit

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

728

File Description	Documents
Any additional information	**No File Uploaded**
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

418

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

Introduction of NEP not only changed the pedagogy of learning but also gave new feathers to the students. Change in the course structure of NEP-UGCF has introduced many Skills Enhancement and Value-Added courses. Students now have the choice of opting for various dynamic courses which would serve as boosters to both advanced learners and slow learners. In the beginning of the semester interactive sessions with students were conducted to explain the structure of NEP and describe the nature of various courses.

Tutorial classes work as a remedial support to the slow learners. Teachers try to explain specific topics and resolve all the doubts of slow learners in tutorial classes.

Pandemic taught us new ways of imparting knowledge, i.e., virtually connecting with various think tank groups. Various talks have been organised online as well as offline to enhance the learning level of students in the college. In addition to that advanced learners are encouraged to participate in inter-college and intra-college competitions, and present papers at various events. They are also guided to generate new ideas of research and get their ideas published in the form of papers, articles, stories

etc. in college magazines and beyond.

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
2461	**107**

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

DCAC provide an effective platform for students to develop the latest skills, knowledge, attitude and values to shape their future. Teachers endeavour to make classes as interactive as possible by imparting lessons through presentations, videos, quizzes,group discussion, role-play, subject quiz, news analysis, questions and answers on current affairs, etc.

Courses such as Ability Enhancement Course papers (AEC), Skill Enhancement Course (SEC) papers, Value Addition Courses (VAC) andGeneric Elective (GE) are designed by the University of Delhi to prioritize a student-centric approach and focus on honing certain skills of students so as to make them job-ready.

The college boasts of impressive cultural societies which provide students the chance to grow personally, develop their skills, engage with others, and build a sense of community and belonging in diverse areas such as debating, poetry, dramatics, music, etc. The college regularly invites industry experts in different areas to interact with the students through workshops, talks.

DCAC considers student participation in administration a crucial initiative. Student representatives are appointed to various committees such as the Internal Complaints Committee and special

cell related to gender based violence. This inclusion in decision-making processes aims to promote transparency and instil a sense of responsibility among students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://dcac.du.ac.in/nss

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

ICT-enabled technologies are used in a variety of ways to improvethe teaching-learning process at DCAC. Digital tools such as videoconferencing platforms, learning management systems, and onlinecollaboration tools have become essential for delivering lessons,engaging with students, and managing coursework.Variousdepartments/courses make use of different software/applicationsbased on their specific requirements. For instance, teachers ofthe Commerce department train their students to use SPSS, MS Exceland Tally ERP 9. Journalism Department teachers introduce studentsto applications/software such as CorelDRAW, Quark Express, AdobeInDesign, Adobe Photoshop, Canva, Audacity, Final Cut Pro andAdobe Premiere Pro.Students of Computer Science learn to use toolssuch as Macromedia Flash*, SQL Workbench and PHP. Apart fromthese, teachers from across departments make use of GoogleClassroom and MS Office for an effective teaching-learningprocess. Students are also informed about and encouraged to joinvarious online courses on platforms such as SWAYAM, e-PGPathshala, Coursera and edX. Teachers also harnessed the power ofYouTube and made videos lessons for the students during onlineclasses and shared it on various digital platforms.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://dcac-opac.tiss.co.in

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

98

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

107

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	[View File](#)

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

71

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

993

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.

Being a constituent college of University of Delhi, DCAC follows the guidelines issued by the University regarding Internal Assessment

During the academic session 2022-23 the pattern of internal assessment for semesters III, IV, V and VIprescribed by the University attributed 5% marks to attendance and 20% marks to quizzes, tests, assignments and projects. Students were made aware of these guidelines during routine interaction with teachers and through college notice boards.

NEP was implemented in the academic year 2022-23 as Undergraduate Curricular Framework 2022 (UGCF). Following this a new component of continuous assessment was introduced for theory and practical examination, which became applicable for students of semesters I and II. The assessment pattern for courses of different credit distributions was notified vide DU Addition to Ordinance VIII dated 10th February, 2023.

The teachers explained to the students the process of continuous assessment of tutorials and criteria used for evaluating tests and assignments related to internal assessment of lectures and provided inputs for improvement. The Internal and external practical examinations were conducted as per DU norms and the communication for the same was made through the college website and College notice-board.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.du.ac.in/uploads/new-web/notifications-2021/15022023-Notification%20-%20Amendment%20to%20Ordinances%20VIII%20passed%20by%20Executive%20Council.pdf

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

To make Internal Assessment (IA) and Continuous Assessment (CA) fair and reasonable, assignment marks were shown to the students of semesters III, IV, V and VI. In some cases, students were allowed to re-submit assignments and take the test on a suitable date. They were given the opportunity to see and sign the final IA marks and raise grievances, if any, which were subsequently addressed before the final submission to the University.

The teachers explained to the students the process of awarding IA and CA marks for semesters I and II. These marks were shown to the students by individual teachers in the classrooms and grievances, if any, were addressed. The final IA & CA sheet was signed by the students before final submission to the University.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.du.ac.in/uploads/new-web/notifications-2021/15022023-Notification%20-%20Amendment%20to%20Ordinances%20VIII%20passed%20by%20Executive%20Council.pdf

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 Undergraduate Curricular Framework 2022 (UGCF) for semesters I and II and Learning Outcome based Curriculum Framework (LOCF) for semesters III, IV, V and VI.

NEP 2020 emphasizes the need for multidisciplinary learning. It calls for inclusion of humanities, crafts, science, mathematics, sports and many more fields in the teaching and learning process

so that all capabilities of a learner can be developed. The goal is to prepare individuals who are ethical, rational, compassionate, and caring, and able to find gainful, fulfilling employment.

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 Department's website. Teachers regularly share the prescribed readings list and revisions made to it with the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.du.ac.in/index.php?page=nep-ugcf-2022-syllabi
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 University of Delhi under UGCF 2022. 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	**No File Uploaded**
Paste link for Additional information	https://www.du.ac.in/uploads/new-web/21022023_Notification.pdf

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

951

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	https://dcac.du.ac.in/documents/Annual_Report/AnnualReport2022.pdf

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)

https://dcac.du.ac.in/documents/AQAR/pdf/pdf22/2.7.1.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)

95000

File Description	Documents
Any additional information	View File
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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://ichr.ac.in/v3/

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

53

File Description	Documents
Report of the event	No File Uploaded
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

68

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

33

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

DCAC makes tremendous effort to impart crucial knowledge related to health, politics, and social issues. We contribute to community welfare by promoting cleanliness, raising all-round awareness, and disseminating information through various programs. Events such as Thalassemia and Blood Donation Daysorganized by NSS and Sattvika Shri Hari Ram Foundation, demonstrate collective commitment to societal well-being. Additionally, commemorative occasions like Kargil Vijay Diwas, Gandhi Jayanti, and Doctor's Day serve as reminders of our shared history and values, fostering a sense of pride and unity. The significance of social justice is underscored during events like the "Social Justice Week," where discussions led by esteemed figures like Sumit Chauhan, Prof. Hebrom, and Dr. Vivek highlight the ongoing efforts to address issues of minority

rights and inclusivity. Dr. Ambedkar's vision of modernity transcending religious barriers resonates strongly with us and we uphold his ideals of emphasizing dignity, unity, and freedom for all citizens. Measures to enforce anti-sexual harassment legislation and promoting gender sensitization are imperative and all efforts are made to put them in place The NSS-backed Indian Swachh Bharat Abhiyan and initiatives like Inaayat 2023 underscore the commitment to hygiene and public health on both national and local levels. In essence, these diverse efforts reflect a collective endeavor towards creating a more equitable, inclusive, healthy society.

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/documents/AQAR/pdf/pdf22/3.3.1.pdf
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

7

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	View File

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

70

File Description	Documents
Reports of the event organized	**No File Uploaded**
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

1500

File Description	Documents
Report of the event	**No File Uploaded**
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

139

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

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

4

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

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 3-storeyed Old Block comprises 50 rooms. They house classrooms, Research and Innovation Centre, Seminar rooms (one well-equipped with smart screen and approx. 48 seats), upgraded Multi-Purpose Hall with new furniture, Medical room, Placement cell, NSS Room, Girls' common room, Counsellor room, Add-on courses room, Record room, Staff room, and Washrooms (including PWD), Media lab, Department & locker rooms, College Examination Control Room.

The New Block houses Administrative & Accounts offices, Principal's office, the Principal's PA room, Establishment & Seminar rooms, Gymnasium, Equal Opportunity Cell, classrooms, RO water coolers, a double-storeyed library with reading rooms, e-resource room & plagiarism-check software, computer labs, IQAC Room cum UGC Resource Centre, server room, department rooms, well-equipped seminar room, classrooms, student washrooms.

The college's robust technology infrastructure includes 180 desktop PCs, 711 laptops, 3 servers, 14 printers, 2 scanners, 2 photocopy machines & support of a dedicated full-time administrator. The campus offers Wi-Fi connectivity for students & faculty. Additionally, there is a stationery shop with a photocopier.

College infrastructure is well-equipped to cater to the academic and administrative needs of all stakeholders. Old Block provides historical foundation & New Block embraces modernity and

innovation. These resources facilitate the integration of information and communication technology into teaching and learning processes.

File Description	Documents
Upload any additional information	[View File](#)
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.

For outdoor Sports campus provides dedicated small-scale football pitch, volleyball court (60x30 feet), synthetic basketball court,2 cricket practice nets & for indoors Carrom Board, Chess, Table Tennis, modern Multi-Gymnasium facility for wellbeing of all, sports equipment storage, range of sports equipment for athletes.

College provides ample space for practice & rehearsals of cultural activities, therefore we have flourishing Dramatics Society (Leher), Photographic Society,Fashion Society (Styluss), Enactus DCAC initiatives like Taaleem and Zaraat, Vivaksha, the Hindi Debating Society, Poetry Society (Maktub), Dance Society (Driftup). These societies enhance the college experience by providing diverse opportunities for personal and skill development.

Other facilities which campus offer to students are Counselling Services (certified counselling sessions are available to students in the designated Counsellor Room), located in the old block of the campus. There are designated spaces for National Service Scheme (NSS), National Cadet Corps (NCC), Placement Cell, and Alumni meetings. For recreational activities,seating areas surrounding the canteen and the Music Room offer students ample space.The institution boasts a substantial parking facility within its premises, ensuring convenience for both students & staff. These facilities & societies contribute significantly to the holistic development of our students, fostering a vibrant and enriching college experience.

File Description	Documents
Upload any additional information	View File
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.

25

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

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)

25.93500

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

4.2 - Library as a Learning Resource

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

College Library is using open-source software KOHA: Integrated Library Management System since 2022 which operates on a cloud server, providing a dynamic and efficient solution for library automation thereby streamlining its operations. Koha encompasses modules for acquisitions, circulation and patron management, cataloguing, serials management, authorities, flexible reporting, label printing, multi-format notices, administration, Web-OPAC, offline circulation (for instances when Internet access is unavailable), and much more.

Key functionalities of KOHA:

- Online Public Access Catalog (OPAC) facilitates patrons' search for books and other publications online using criteria such as author, subject, title, barcode, and keywords.
- 2 WEB OPAC terminals enable access to comprehensive information about the library's collection and services.
- Remote Accessibility is provided to check the availability, accessibility, and location of resources.
- Patron Account Access with which using a Login ID and password , patrons can review all book transaction records from a remote location.
- Access to E-Resources where patrons access the library's collection of open-source and subscribed e-resources, including N-LIST (National Library and Information Services Infrastructure for Scholarly Content). Patrons can visit the N-LIST portal through the library's webpage\Web-OPAC or directly through https://nlist.inflibnet.ac.in/index.php, using their registered email ID and a password provided by the college library.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional Information	https://dcac.du.ac.in/home/library

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)

10.85045

File Description	Documents
Any additional information	View File
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

118

File Description	Documents
Any additional information	No File Uploaded
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. 680 of the 711 laptops accessible at the college are

exclusively for students, and 14 laptops 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 Centre, 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	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

891

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 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)

25.93500

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

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.

The college assumes full responsibility for the ongoing upkeep and maintenance of all infrastructure facilities within campus. The Principal & the administrative team, actively engages in efforts to ensure that the existing infrastructure, facilities & equipments are in optimal condition. Since November 2014, Sulabh has been maintaining cleanliness and hygiene throughout the campus. A dedicated caretaker is employed to oversee the day-to-day maintenance and cleanliness of the college premises. For services such as security provided by individuals like chowkidars, gatekeepers, and security guards, the college opts for outsourcing. A team of skilled and efficient gardeners tends to the plants, trees, and herbs, including the maintenance of the gardens. Furthermore, the college benefits from a specialized computer technical-support expert who specializes in computer systems. This expert is responsible for the routine maintenance and repair of computers and related peripherals across computer laboratories, administrative areas, and other designated sections of the college. To safeguard key equipment and infrastructure against potential damage, the college has obtained necessary Annual Maintenance Contracts (AMCs) and insurance policies. Plumbers and electricians are contracted on an emergency basis.

File Description	Documents
Upload any additional information	[View File](#)
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

13

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

61

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

A. All of the above

File Description	Documents
Link to institutional website	https://dcac.du.ac.in/departments
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

400

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

400

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	*View File*
Details of student grievances including sexual harassment and ragging cases	*View File*

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

286

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

199

File Description	Documents
Upload supporting data for student/alumni	*View File*
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	[View File](#)
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.

12

File Description	Documents
e-copies of award letters and certificates	[View File](#)
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)	[View File](#)

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: Adroit - The Advertising Association, Enactus DCAC, Vyapaar - The Entrepreneurship Cell, Prakriti - The Environment Society,Broadway-

The Placement Cell, etc. There are also the cultural societies of college 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	https://dcac.du.ac.in/departments
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

13

File Description	Documents
Report of the event	View File
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)	View File

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. 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: https://dcac.du.ac.in/home/alumni

Form Link: https://docs.google.com/forms/u/1/d/e/1FAIpQLScJgndLhCI RDKHwaec7Q1GumqL-rFQ4OLyvnDPk1Fu07HZ9PQ/viewform?c=0&w=1

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/home/alumni
Upload any additional information	No File Uploaded

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

Governance and administration of the institution is influenced by its vision and mission to negotiate between traditional values and the possibilities of the modern world, to create a space where students can blossom into confident and sensitive adults. Following the model of quality education, we focus on providing holistic development to students. The college provides equal and non-discriminatory access to education. Thrust of the institution

is to promote undergraduate research, foster entrepreneurial spirit, encourage skill development, build strong linkages with industry, provide ICT-enabled learning environment, impart valuable life skills and ensure development of students as socially responsible citizens. The structure of authority is hierarchical flowing from the University, to the Governing body and the Principal. 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. 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/OBC, NCC in-charge, NSS convener, North-East Committee, Library Committee, Monitoring Committee, Grievance Committee, Prevention of Caste based discrimination Committee, Internal Complaints Committee, PIO, and Gender Sensitisation Cell

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/governing-body
Upload any additional information	No File Uploaded

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

Decentralization and participative management are cornerstones of this institution's philosophy of running a smooth ship. Decentralization has been effective in taking and implementing of decisions. It has helped in initiating new plans and making innovative suggestions. Participatory management approach is practiced at different levels in the college and stakeholders are involved in the process of decision making based on shared insight. The IQAC of the college comprising teaching and non-teaching staff, governing body members and special invitees, is an excellent example of decentralization and participative management. This year the IQAC undertook streamlining of the promotion process. Members of the committee decided that teaching and non-teaching staff may submit their APAR forms every year. Additionally, eligibility guidelines for promotion at each stage were also recorded, including years of service, rules for plagiarism/similarity, publications, research score, UGC listed/peer review proofs. It was decided to initiate timely scrutiny and pre-screening of promotion applications and specific

instructions to administrative staff for fast-track movement of files. The committee also decided to take up individual cases and their issues on priority and pursue their resolution in a timely manner. This has led to expediting the process of promotions via decentralization and participative management in the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In our college it is our continuous quest to meet the needs of students and make their orientation according to the needs of the market and society. In this direction college introduces various customized add-on skill-based industry relevant courses for the upgradation and upskilling of students. This year the college continued offering 'Digital Marketing Certification Course'. This course was designed to train students about digital technologies and their significant intervention in marketing. Students from across courses showed enthusiastic participation by enrolling. Now as on date the course has total enrolment of 206 (2021- 2022, 2022-2023) students and is running in full swing. The course has quickly become self-sustainable and is also creating fund generation for college. Additionally the college plans to introduce two new courses on financial accounting, as part of the strategic plan to initiative new skill-based and self-sustainable courses.

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

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 Governing Body plays a regulative and advisory role in the functioning of the college. It assists the Principal in executing all administrative activities. Meetings of the Governing Body 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 Governing Body. 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 organization 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	**Nil**
Link to Organogram of the Institution webpage	https://dcac.du.ac.in/documents/AQAR/pdf/pdf21/6.2.2.pdf
Upload any additional information	**No File Uploaded**

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	View File
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

Welfare measures for staff include regular campus sanitization, cleanliness and adherence to social distancing protocols, and workshops promoting mental health and well-being. We offer enhanced ICT facilities, such as Wi-Fi, access to computers and the internet for staff and a mobile-friendly website. Various leave types in accordance with University guidelines are provided including maternity and paternity leave, study leave for teaching staff and sabbatical leave as per established rules. Pension benefits include GPF, CPF and NPS. Financial assistance to the staff is provided through PF and PF loans, LTC and benefits in accordance with GoI rules and admission of staff members' children as per University regulations, Children's Education Fund and the access to the Thrift and Credit Society for loans at reasonable interest rates. Health and well-being of staff is ensured with medical reimbursement following established rules, on-campus medical facilities, and yoga sessions. Campus security, power backup, sports facilities, library and e-learning resources, canteen services, photocopy services, dedicated staff rooms, a women-friendly workplace, fire safety measures, clean drinking water facilities and ample parking space within the campus are also provided. Active Staff Association, informal staff sports events and promotion schemes for staff members is aligned with University guidelines.

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

Nil

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)	[View File](#)

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

2

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	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

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 performance appraisal system of the college has been streamlined by the IQAC by laying down relevant guidelines for scrutiny and pre-screening of applications, filing of yearly APARs, recording eligibility guidelines for years of service, publications, plagiarism/similarity, category of journals etc. This year the institution has made 58 permanent teaching appointments, many among them are in the process of filling their APARs for next stage promotion. Additionally, the process of advance increments (for PhD and MPhil) of the teaching staff has been initiated. A number of faculty members have been promoted from Assistant Professor to Associate Professor, and from Associate Professor to Professor in 2022-2023. Additionally timely promotions have been initiated for the non-teaching staff in 2022-2023.

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/staf_form
Upload any additional information	[View File](#)

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 Chartered Accountant duly approved by the Governing Body and University of Delhi panel as per rules of the Government NCT of Delhi. External audit is done as per rules by the Comptroller Auditor General of India (CAG). 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 CAG audit was done till 2022-23.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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)

Nil

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)	[View File](#)

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

Firstly, in the year 2022-2023, the college has strategized and undertaken multiple actions for mobilization of resources and funds via new initiatives, policies and procedures. The College initiated the purchase and installation of solar photovoltaic power plant of 200 KW/DC capacity on selected rooftops of the college for creating a sustainable and self-reliant power resource for the college in the future and to minimize electricity consumption, the benefits of which will be reaped every year. Secondly, the college agreed to install solar street lights in the

campus free of cost as part of the CSR strategy of the sponsoring partner company. These solar street lights come equipped with advertising boards, the rights of which reside with the sponsoring company. Through this the college was able to initiate infrastructure upgrade by getting solar street lights installed free of cost. Thirdly, the college entered into an agreement with a sports academy for development and maintenance of the college ground for various sports facilities, in lieu of leasing the sports ground to the academy for running its coaching academy after hours. In this way the college has managed to generate funds (as lease payment) from the sports academy for the next 5 years, and has also secured the maintenance and upgradation of sports ground facilities without any additional cost.

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

IQAC started a system of mentorship with the aim of providing opportunities for students to benefit from the experience, expertise and wisdom of teachers. Constant interaction with mentors enabled students to develop new skills, sharpen existing ones and equip themselves to pursue career goals. It helped students find an emotional and moral anchor in challenging situations. Each teacher-mentor was placed in charge of eight student-mentees. Mentors met the mentees once every two weeks, enquiring about the difficulties they might be facing and assess their academic progress. The mentor functioned as a bridge between students and the college administration. Mentors also actively motivated mentees to take part in curricular and extracurricular activities and help shape their career goals. Secondly, under the aegis of the IQAC, the Department of Commerce in collaboration with Delhi School of Economics and Business Research Plasma organized a one-week Faculty Development Program/Workshop on 'Data Analytics and Model Building'. This program was to make researchers understand tbasics of research, essentials of good research, developing an understanding of hypotheses and scaling,

and various tools, concepts and strategies of Data Analysis. it equipped participants in producing quality and scientific research while using quantitative approaches.

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/assets/iqac/2022-23_IQAC_minutes_meeting.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

IQAC in its meetings deliberates on various issues regarding structures, methodologies and operations of the teaching-learning process and suggests reforms and anchors their implementation. One such notable institutional review is regarding the NEP and optional papers offered to students. When teachers work with fewer students, the more closely they will be able to adapt their teaching to specific learning styles. A lower student-teacher ratio helps them focus on quality rather than the quantity of their teaching and grading. IQAC decided to put a cap on the number of students for each GE/SEC/VAC course from first semester onwards (November 2022). Secondly, IQAC started a system of mentorship at the college with aim of providing opportunities for students to benefit from the experience, expertise and wisdom of their teachers. Constant interaction with their mentors enabled students to develop new skills, sharpen existing ones and equip themselves to pursue career goals. Each teacher-mentor was placed in charge of eight student-mentees. Mentors met the mentees once every two weeks, enquiring about difficulties they might be facing and assess their academic progress. The mentor functioned as a bridge between students and the college administration.

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/assets/iqac/2022-23_IQAC_minutes_meeting.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	https://dcac.du.ac.in/documents/Annual_Report/AnnualReport2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

DCAC offers various key amenities related to gender equity, including safety-related facilities.

- **Dedicated Girl's Common Roomequipped with amenities such as a sanitary pad vending machine.**
- **Installation of 105 CCTV cameras managed from a central control room.**
- **Medical Room for first aid**
- **Male and female security guards**
- **Counsellor**

Committees in DCAC

1. **An active Women's Development Cell dedicated to the welfare of female students, addressing their grievances, and arranging talks on women-centric topics.**
2. **The Girl's Common Room Committee and the Internal Complaints**

        Committee
  3. Gender Sensitisation Committee

The committees conduct various activities

  1. Film screenings, talks and interactive sessions on issues
     like domestic violence, and sexual harassment at the
     workplace and focusing on prevention
  2. Talks on Gender sensitization, discrimination and the need
     for attitudinal change and female foeticide
  3. Workshops on Self-defence

Additionally, the college collaborates with experts to host events
aimed at raising awareness about women's empowerment, their
safety, and associated challenges.

File Description	Documents
Annual gender sensitization action plan	https://dcac.du.ac.in/documents/AQAR/pdf/pdf22/7.1.1a.pdf
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	https://dcac.du.ac.in/documents/AQAR/pdf/pdf22/7.1.1b.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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

DCAC is committed to waste management and has established a "Green

Committee" for environmental sustainability. Measures include

1. Solid waste management

- Digital platforms are encouraged in college to reduce paper usage
- Paper waste is disposed of through vendors for proper waste management or recycled with a paper recycling machine.
- Waste segregation is done with coloured bins, and garden and wet waste are composted in college
- Non-biodegradable waste is responsibly managed through waste collectors.

2. Liquid Waste Management

- Waste water from RO systems is reused for gardening and cleaning.
- Efforts are made to improve ground-level water through rooftop rainwater harvesting systems.

3. Biomedical Waste Management

Minimal medical waste is handled as solid waste and disposed of properly.

4. E-waste Management

The e-waste which cannot be reused or recycled is being disposed of through authorized vendors. Instead of a new procurement Buy-Back option is preferred for technology up gradation.

5. Waste Recycling System

DCAC has a paper recycling machine and compost pit to recycle the solid waste generated on the college campus.

6. Hazardous Chemicals and Radioactive Waste Management

As DCAC is not a science college, no significant hazardous waste is produced

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://dcac.du.ac.in/documents/AQAR/pdf/pdf22/7.1.3.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	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All 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	View File

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   **B. Any 3 of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

DCAC provides an inclusive environment that fosters tolerance and

harmony among individuals of diverse cultural, regional, linguistic, communal, socioeconomic, and other backgrounds. The stakeholders actively engage in teaching and learning, express themselves freely, and feel protected from abuse, harassment, and unjust criticism.

Here are some institutional efforts/initiatives:

1. College Library: offers dedicated facilities and services to support visually impaired students and faculty members
2. Equal Opportunity Cell: Ensures a fair and just environment for students from socially and economically disadvantaged backgrounds
3. SC/ST and OBC Cell: responsible for the welfare of students coming from SC/ST and OBC backgrounds
4. Northeast Students' Cell: addresses any grievances of the Northeastern students
5. Dr. Ambedkar-Phule Study Circle: Organizes talks on creating an inclusive environment

DCAC aligns with the Government of India and Delhi University initiatives for inclusivity, equity, and accessibility:

- Adheres to prescribed reservation policies for student admissions and staff appointments.
- Conducts bilingual teaching to accommodate students from various linguistic backgrounds.
- Provides fellowships to support students

Further, DCAC Encourages participation in activities, events, and community-based initiatives promoting environmental and ethical awareness, fostering an overall inclusive environment.

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	View File

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

Teaching subjects related to the constitution serves multiple important purposes in educating students about governance,

citizenship, and democratic values. Our college offers the following subjects:

- Constitutional Government and Democracy in India
- Indian Government and Politics

These subjects help students grasp the legal and institutional framework that governs our nation, fostering responsible citizenship and informed decision-making. Understanding the Constitution promotes civic awareness and encourages active engagement in the democratic process. It enables students to comprehend their rights, duties, and responsibilities as citizens, instilling democratic values like equality, justice, liberty, and fraternity.

It teaches students to respect diversity, embrace differing opinions, and work towards a just and fair society. Constitution-related subjects provide students with the knowledge needed to make informed decisions during elections, public debates, and civic engagements. Informed citizens contribute to a well-functioning democracy.

Furthermore, DCAC organizes various talks and events aimed at sensitizing students on these matters.

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

B. Any 3 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	[View File](#)
Any other relevant information	**No File Uploaded**

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

DCAC celebrates various International and National Commemorative Days on its campus, providing significant opportunities for reflection, education, and unity within our diverse community.

International commemorative days offer avenues for connecting with the global community, understanding international challenges, and acknowledging the shared human experience. From International Yoga Day, promoting mental and physical well-being, to World Environment Day, emphasizing environmental stewardship, and World Doctor's Day, honouring doctors' dedication to humanity, these observances transcend borders, uniting us in common causes.

National Commemorative Days allow us to reflect on pivotal moments in our country's history, celebrate its rich cultures, and honour individuals who have shaped our nation. Whether it's Independence Day, Republic Day, Gandhi Jayanti, or Dr. Ambedkar Jayanti, these occasions reaffirm our collective identity as a nation and our commitment to progress, unity, and inclusivity.

Our institute's commemoration of these days goes beyond mere ritual; it signifies our unwavering dedication to education, enlightenment, and social responsibility.

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	View File

7.2 - Best Practices

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

1. Project TanZeal:Educating and raising awareness about environmental and social issues and holistic development of underprivileged children in nearby areas 2. Add-on courses on foreign languages:Offering students the opportunity to learn a foreign language provides them with valuable skills that can enhance their job prospects

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

Delhi College of Arts & Commerce (DCAC) is deeply committed to nurturing comprehensive student development, to foster socially and politically conscious individuals who exhibit responsibility both nationally and globally; through a wide array of co-curricular activities and programs, the college endeavours to instil human values and cultivate respect for socio-cultural diversity.

Holistic development at DCAC encompasses both the external and internal dimensions of student growth. Creative self-expression is actively encouraged through diverse activities such as music, dance, theatre, crafts, photography, and social outreach. Engaging with society is facilitated through various initiatives from TanZeal, ENACTUS, and Prakriti.

DCAC remains responsive to evolving educational trends by continually upgrading infrastructure and library resources to ensure an interactive and diverse learning environment. Setting itself apart from other institutes, DCAC has introduced distinctive add-on courses in foreign languages and digital marketing. Moreover, the college's proactive placement cell facilitates job opportunities, while a mentor-mentee structure provides support for academic and personal matters, including access to dedicated counselling services.

DCAC's holistic approach fosters students who are intellectually capable, morally upright, spiritually inspired, and socially devoted. Their achievements, which include entering administrative services, pursuing higher education, and excelling in various fields, are a source of pride for DCAC.

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

DCAC follows the 'UGCF-22' and the 'LOCF' for its undergraduate programs and adheres to the syllabi prescribed by the University.

Following measures are adopted for systematic and effective curriculum delivery:

1. Before the academic session begins, the Principal and faculty members hold meetings to ensure an effective implementation of the curriculum.

2. Departments hold meetings to decide the papers to be offered and allocate the papers to the faculty members and plan activities like talks, seminars, and guest lectures.

3. Master timetable and individual timetables are prepared and uploaded on the college website before the commencement of classes.

4. The timetable incorporates a schedule for practical/laboratory work making education experiential and learner-centric.

5. A continuous and comprehensive evaluation system includes class tests, presentations, assignments, project-work etc.

6. Talks, seminars, and guest lectures are organized to enhance the student's understanding of the key areas.Industrial visits and educational trips are organised which help students gain insight into the real working environment.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.du.ac.in/index.php?page=nep-ugcf-2022-syllabi

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 follows the academic calendar designed by the University, which is revised from time to time. A continuous system of evaluation is in place. Evaluation and compilation of Internal Assessment is done strictly according to the guidelines prescribed by the Examination Branch of the University of Delhi. The syllabiand timing of these assessments are communicated to the students well in advance. In addition to formal assessments, revision work, quizzes and student presentations form an integral part of the teaching-learning process. The Internal Assessment marks obtained by the students are intimated to them in advance in order to allow them to raise their grievances, if any, with the moderation committee.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.du.ac.in/uploads/new-web/21022023_Notification.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	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

5

File Description	Documents
Any additional information	View File
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

184

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

At DCAC, we provide a well-rounded and comprehensive education that goes beyond academic excellence. We understand the importance of addressing cross-cutting issues that shape not only our students' professional lives but also their role as responsible global citizens. To achieve this, we have seamlessly integrated key aspects of Professional Ethics, Gender, Human Values, Environment and Sustainability into our curriculum. This integration ensures that our graduates are not only equipped with the necessary knowledge and skills for their chosen fields but are also well prepared to contribute positively to society and address the multifaceted challenges of our times. Several papers related to Professional Ethics, Gender, Human Values, Environment and Sustainability are offered by various departments as DSC, DSE, GE, SEC, VAC, etc. See the attached document for details.In addition to these courses, various societies at DCAC work towards several issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability etc. See the attached document for details.

File Description	Documents
Any additional information	View File
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

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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)	View File

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

1500

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	**A. All 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)	**No File Uploaded**
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://docs.google.com/forms/d/15eoITKLp56GxiY6Q-l6-TPAgQJpxhWtAT-c_Q4vXNlo/edit

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

728

File Description	Documents
Any additional information	**No File Uploaded**
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

418

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

Introduction of NEP not only changed the pedagogy of learning but also gave new feathers to the students. Change in the course structure of NEP-UGCF has introduced many Skills Enhancement and Value-Added courses. Students now have the choice of opting for various dynamic courses which would serve as boosters to both advanced learners and slow learners. In the beginning of the semester interactive sessions with students were conducted to explain the structure of NEP and describe the nature of various courses.

Tutorial classes work as a remedial support to the slow learners. Teachers try to explain specific topics and resolve all the doubts of slow learners in tutorial classes.

Pandemic taught us new ways of imparting knowledge, i.e., virtually connecting with various think tank groups. Various talks have been organised online as well as offline to enhance the learning level of students in the college. In addition to that advanced learners are encouraged to participate in inter-college and intra-college competitions, and present papers at various events. They are also guided to generate new ideas of research and get their ideas published in the form of papers, articles, stories etc. in college magazines and beyond.

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
2461	**107**

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

DCAC provide an effective platform for students to develop the latest skills, knowledge, attitude and values to shape their future. Teachers endeavour to make classes as interactive as possible by imparting lessons through presentations, videos, quizzes,group discussion, role-play, subject quiz, news analysis, questions and answers on current affairs, etc.

Courses such as Ability Enhancement Course papers (AEC), Skill Enhancement Course (SEC) papers, Value Addition Courses (VAC) andGeneric Elective (GE) are designed by the University of Delhi to prioritize a student-centric approach and focus on honing certain skills of students so as to make them job-ready.

The college boasts of impressive cultural societies which provide students the chance to grow personally, develop their skills, engage with others, and build a sense of community and belonging in diverse areas such as debating, poetry, dramatics, music, etc. The college regularly invites industry experts in different areas to interact with the students through workshops, talks.

DCAC considers student participation in administration a crucial initiative. Student representatives are appointed to various committees such as the Internal Complaints Committee and special cell related to gender based violence. This inclusion in decision-making processes aims to promote transparency and instil a sense of responsibility among students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://dcac.du.ac.in/nss

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write

description in maximum of 200 words

ICT-enabled technologies are used in a variety of ways to improvethe teaching-learning process at DCAC. Digital tools such as videoconferencing platforms, learning management systems, and onlinecollaboration tools have become essential for delivering lessons,engaging with students, and managing coursework.Variousdepartments/courses make use of different software/applicationsbased on their specific requirements. For instance, teachers ofthe Commerce department train their students to use SPSS, MS Exceland Tally ERP 9. Journalism Department teachers introduce studentsto applications/software such as CorelDRAW, Quark Express, AdobeInDesign, Adobe Photoshop, Canva, Audacity, Final Cut Pro andAdobe Premiere Pro.Students of Computer Science learn to use toolssuch as Macromedia Flash*, SQL Workbench and PHP. Apart fromthese, teachers from across departments make use of GoogleClassroom and MS Office for an effective teaching-learningprocess. Students are also informed about and encouraged to joinvarious online courses on platforms such as SWAYAM, e-PGPathshala, Coursera and edX. Teachers also harnessed the power ofYouTube and made videos lessons for the students during onlineclasses and shared it on various digital platforms.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://dcac-opac.tiss.co.in

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

98

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

107

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	View File

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

71

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

993

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.

Being a constituent college of University of Delhi, DCAC follows the guidelines issued by the University regarding Internal Assessment

During the academic session 2022-23 the pattern of internal assessment for semesters III, IV, V and VIprescribed by the University attributed 5% marks to attendance and 20% marks to quizzes, tests, assignments and projects. Students were made aware of these guidelines during routine interaction with teachers and through college notice boards.

NEP was implemented in the academic year 2022-23 as Undergraduate Curricular Framework 2022 (UGCF). Following this a new component of continuous assessment was introduced for theory and practical examination, which became applicable for students of semesters I and II. The assessment pattern for courses of different credit distributions was notified vide DU Addition to Ordinance VIII dated 10th February, 2023.

The teachers explained to the students the process of continuous assessment of tutorials and criteria used for evaluating tests and assignments related to internal assessment of lectures and provided inputs for improvement. The Internal and external practical examinations were conducted as per DU norms and the communication for the same was made through the college website and College notice-board.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.du.ac.in/uploads/new-web/notifications-2021/15022023-Notification%20-%20Amendment%20to%20Ordinances%20VIII%20passed%20by%20Executive%20Council.pdf

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

To make Internal Assessment (IA) and Continuous Assessment (CA) fair and reasonable, assignment marks were shown to the students of semesters III, IV, V and VI. In some cases, students were allowed to re-submit assignments and take the test on a suitable date. They were given the opportunity to see and sign the final IA marks and raise grievances, if any, which were subsequently addressed before the final submission to the University.

The teachers explained to the students the process of awarding IA and CA marks for semesters I and II. These marks were shown to the students by individual teachers in the classrooms and grievances, if any, were addressed. The final IA & CA sheet was signed by the students before final submission to the University.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.du.ac.in/uploads/new-web/notifications-2021/15022023-Notification%20-%20Amendment%20to%20Ordinances%20VIII%20passed%20by%20Executive%20Council.pdf

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 Undergraduate Curricular Framework 2022 (UGCF) for semesters I and II and Learning Outcome based Curriculum Framework (LOCF) for semesters III, IV, V and VI.

NEP 2020 emphasizes the need for multidisciplinary learning. It

calls for inclusion of humanities, crafts, science, mathematics, sports and many more fields in the teaching and learning process so that all capabilities of a learner can be developed. The goal is to prepare individuals who are ethical, rational, compassionate, and caring, and able to find gainful, fulfilling employment.

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 Department's website. Teachers regularly share the prescribed readings list and revisions made to it with the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.du.ac.in/index.php?page=nep-ugcf-2022-syllabi
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 under UGCF 2022. 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	**No File Uploaded**
Paste link for Additional information	https://www.du.ac.in/uploads/new-web/21022023_Notification.pdf

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

951

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	https://dcac.du.ac.in/documents/Annual_Report/AnnualReport2022.pdf

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)

https://dcac.du.ac.in/documents/AQAR/pdf/pdf22/2.7.1.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)

95000

File Description	Documents
Any additional information	View File
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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://ichr.ac.in/v3/

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

53

File Description	Documents
Report of the event	No File Uploaded
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

68

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

33

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

DCAC makes tremendous effort to impart crucial knowledge related to health, politics, and social issues. We contribute to community welfare by promoting cleanliness, raising all-round awareness, and disseminating information through various programs. Events such as Thalassemia and Blood Donation Daysorganized by NSS and Sattvika Shri Hari Ram Foundation, demonstrate collective commitment to societal well-being. Additionally, commemorative occasions like Kargil Vijay Diwas, Gandhi Jayanti, and Doctor's Day serve as reminders of our shared history and values, fostering a sense of pride and unity. The significance of social justice is underscored during events like the "Social Justice Week," where discussions led by

esteemed figures like Sumit Chauhan, Prof. Hebrom, and Dr. Vivek highlight the ongoing efforts to address issues of minority rights and inclusivity. Dr. Ambedkar's vision of modernity transcending religious barriers resonates strongly with us and we uphold his ideals of emphasizing dignity, unity, and freedom for all citizens. Measures to enforce anti-sexual harassment legislation and promoting gender sensitization are imperative and all efforts are made to put them in place The NSS-backed Indian Swachh Bharat Abhiyan and initiatives like Inaayat 2023 underscore the commitment to hygiene and public health on both national and local levels. In essence, these diverse efforts reflect a collective endeavor towards creating a more equitable, inclusive, healthy society.

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/documents/AQAR/pdf/pdf22/3.3.1.pdf
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

7

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	View File

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

70

File Description	Documents
Reports of the event organized	**No File Uploaded**
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

1500

File Description	Documents
Report of the event	**No File Uploaded**
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

139

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

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

4

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

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 3-storeyed Old Block comprises 50 rooms. They house classrooms, Research and Innovation Centre, Seminar rooms (one well-equipped with smart screen and approx. 48 seats), upgraded Multi-Purpose Hall with new furniture, Medical room, Placement cell, NSS Room, Girls' common room, Counsellor room, Add-on courses room, Record room, Staff room, and Washrooms (including PWD), Media lab, Department & locker rooms, College Examination Control Room.

The New Block houses Administrative & Accounts offices, Principal's office, the Principal's PA room, Establishment & Seminar rooms, Gymnasium, Equal Opportunity Cell, classrooms, RO water coolers, a double-storeyed library with reading rooms, e-resource room & plagiarism-check software, computer labs, IQAC Room cum UGC Resource Centre, server room, department rooms, well-equipped seminar room, classrooms, student washrooms.

The college's robust technology infrastructure includes 180 desktop PCs, 711 laptops, 3 servers, 14 printers, 2 scanners, 2 photocopy machines & support of a dedicated full-time administrator. The campus offers Wi-Fi connectivity for

students & faculty. Additionally, there is a stationery shop
with a photocopier.

College infrastructure is well-equipped to cater to the
academic and administrative needs of all stakeholders. Old
Block provides historical foundation & New Block embraces
modernity and innovation. These resources facilitate the
integration of information and communication technology into
teaching and learning processes.

File Description	Documents
Upload any additional information	[View File](#)
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.

For outdoor Sports campus provides dedicated small-scale
football pitch, volleyball court (60x30 feet), synthetic
basketball court,2 cricket practice nets & for indoors Carrom
Board, Chess, Table Tennis, modern Multi-Gymnasium facility for
wellbeing of all, sports equipment storage, range of sports
equipment for athletes.

College provides ample space for practice & rehearsals of
cultural activities, therefore we have flourishing Dramatics
Society (Leher), Photographic Society,Fashion Society
(Styluss), Enactus DCAC initiatives like Taaleem and Zaraat,
Vivaksha, the Hindi Debating Society, Poetry Society (Maktub),
Dance Society (Driftup). These societies enhance the college
experience by providing diverse opportunities for personal and
skill development.

Other facilities which campus offer to students are Counselling
Services (certified counselling sessions are available to
students in the designated Counsellor Room), located in the old
block of the campus. There are designated spaces for National
Service Scheme (NSS), National Cadet Corps (NCC), Placement
Cell, and Alumni meetings. For recreational activities,seating
areas surrounding the canteen and the Music Room offer students
ample space.The institution boasts a substantial parking

facility within its premises, ensuring convenience for both students & staff. These facilities & societies contribute significantly to the holistic development of our students, fostering a vibrant and enriching college experience.

File Description	Documents
Upload any additional information	[View File](#)
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.

25

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

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)

25.93500

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

4.2 - Library as a Learning Resource

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

College Library is using open-source software KOHA: Integrated Library Management System since 2022 which operates on a cloud server, providing a dynamic and efficient solution for library automation thereby streamlining its operations. Koha encompasses modules for acquisitions, circulation and patron management, cataloguing, serials management, authorities, flexible reporting, label printing, multi-format notices, administration, Web-OPAC, offline circulation (for instances when Internet access is unavailable), and much more.

Key functionalities of KOHA:

- **Online Public Access Catalog (OPAC) facilitates patrons' search for books and other publications online using criteria such as author, subject, title, barcode, and keywords.**
- **2 WEB OPAC terminals enable access to comprehensive information about the library's collection and services.**
- **Remote Accessibility is provided to check the availability, accessibility, and location of resources.**
- **Patron Account Access with which using a Login ID and password , patrons can review all book transaction records from a remote location.**
- **Access to E-Resources where patrons access the library's collection of open-source and subscribed e-resources, including N-LIST (National Library and Information Services Infrastructure for Scholarly Content). Patrons can visit the N-LIST portal through the library's webpage\Web-OPAC or directly through https://nlist.inflibnet.ac.in/index.php, using their registered email ID and a password provided by the**

college library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://dcac.du.ac.in/home/library

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)

10.85045

File Description	Documents
Any additional information	View File
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

118

File Description	Documents
Any additional information	**No File Uploaded**
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. 680 of the 711 laptops accessible at the college are exclusively for students, and 14 laptops 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 Centre, 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	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

891

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

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 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)

25.93500

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
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.

The college assumes full responsibility for the ongoing upkeep and maintenance of all infrastructure facilities within campus. The Principal & the administrative team, actively engages in efforts to ensure that the existing infrastructure, facilities & equipments are in optimal condition. Since November 2014,

Sulabh has been maintaining cleanliness and hygiene throughout the campus. A dedicated caretaker is employed to oversee the day-to-day maintenance and cleanliness of the college premises. For services such as security provided by individuals like chowkidars, gatekeepers, and security guards, the college opts for outsourcing. A team of skilled and efficient gardeners tends to the plants, trees, and herbs, including the maintenance of the gardens. Furthermore, the college benefits from a specialized computer technical-support expert who specializes in computer systems. This expert is responsible for the routine maintenance and repair of computers and related peripherals across computer laboratories, administrative areas, and other designated sections of the college. To safeguard key equipment and infrastructure against potential damage, the college has obtained necessary Annual Maintenance Contracts (AMCs) and insurance policies. Plumbers and electricians are contracted on an emergency basis.

File Description	Documents
Upload any additional information	[View File](#)
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

13

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

61

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	**A. All of the above**

File Description	Documents
Link to institutional website	https://dcac.du.ac.in/departments
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

400

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

400

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

286

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

199

File Description	Documents
Upload supporting data for student/alumni	View File
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	View File
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.

12

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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: Adroit - The Advertising Association, Enactus DCAC, Vyapaar - The Entrepreneurship Cell, Prakriti - The Environment Society,Broadway-The Placement Cell, etc. There are also the cultural societies of college 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	https://dcac.du.ac.in/departments
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

13

File Description	Documents
Report of the event	View File
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)	View File

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. 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: https://dcac.du.ac.in/home/alumni

Form Link:
https://docs.google.com/forms/u/1/d/e/1FAIpQLScJgndLhCI
RDKHwaec7Q1GumqL-rFQ4OLyvnDPk1Fu07HZ9PQ/viewform?c=0&w=1

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/home/alumni
Upload any additional information	No File Uploaded

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

Governance and administration of the institution is influenced by its vision and mission to negotiate between traditional values and the possibilities of the modern world, to create a space where students can blossom into confident and sensitive adults. Following the model of quality education, we focus on providing holistic development to students. The college provides equal and non-discriminatory access to education. Thrust of the institution is to promote undergraduate research, foster entrepreneurial spirit, encourage skill development, build strong linkages with industry, provide ICT-enabled learning environment, impart valuable life skills and ensure development of students as socially responsible citizens. The structure of authority is hierarchical flowing from the University, to the Governing body and the Principal. 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. 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/OBC, NCC in-charge, NSS convener, North-East Committee, Library Committee, Monitoring

Committee, Grievance Committee, Prevention of Caste based discrimination Committee, Internal Complaints Committee, PIO, and Gender Sensitisation Cell

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/governing-body
Upload any additional information	**No File Uploaded**

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

Decentralization and participative management are cornerstones of this institution's philosophy of running a smooth ship. Decentralization has been effective in taking and implementing of decisions. It has helped in initiating new plans and making innovative suggestions. Participatory management approach is practiced at different levels in the college and stakeholders are involved in the process of decision making based on shared insight. The IQAC of the college comprising teaching and non-teaching staff, governing body members and special invitees, is an excellent example of decentralization and participative management. This year the IQAC undertook streamlining of the promotion process. Members of the committee decided that teaching and non-teaching staff may submit their APAR forms every year. Additionally, eligibility guidelines for promotion at each stage were also recorded, including years of service, rules for plagiarism/similarity, publications, research score, UGC listed/peer review proofs. It was decided to initiate timely scrutiny and pre-screening of promotion applications and specific instructions to administrative staff for fast-track movement of files. The committee also decided to take up individual cases and their issues on priority and pursue their resolution in a timely manner. This has led to expediting the process of promotions via decentralization and participative management in the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In our college it is our continuous quest to meet the needs of students and make their orientation according to the needs of the market and society. In this direction college introduces various customized add-on skill-based industry relevant courses for the upgradation and upskilling of students. This year the college continued offering 'Digital Marketing Certification Course'. This course was designed to train students about digital technologies and their significant intervention in marketing. Students from across courses showed enthusiastic participation by enrolling. Now as on date the course has total enrolment of 206 (2021- 2022, 2022-2023) students and is running in full swing. The course has quickly become self-sustainable and is also creating fund generation for college. Additionally the college plans to introduce two new courses on financial accounting, as part of the strategic plan to initiative new skill-based and self-sustainable courses.

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

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 Governing Body plays a regulative and advisory role in the functioning of the college. It assists the Principal in executing all administrative activities. Meetings of the Governing Body 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 Governing Body. 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 organization 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	**Nil**
Link to Organogram of the Institution webpage	https://dcac.du.ac.in/documents/AQAR/pdf/pdf21/6.2.2.pdf
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	View File
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

Welfare measures for staff include regular campus sanitization,

cleanliness and adherence to social distancing protocols, and workshops promoting mental health and well-being. We offer enhanced ICT facilities, such as Wi-Fi, access to computers and the internet for staff and a mobile-friendly website. Various leave types in accordance with University guidelines are provided including maternity and paternity leave, study leave for teaching staff and sabbatical leave as per established rules. Pension benefits include GPF, CPF and NPS. Financial assistance to the staff is provided through PF and PF loans, LTC and benefits in accordance with GoI rules and admission of staff members' children as per University regulations, Children's Education Fund and the access to the Thrift and Credit Society for loans at reasonable interest rates. Health and well-being of staff is ensured with medical reimbursement following established rules, on-campus medical facilities, and yoga sessions. Campus security, power backup, sports facilities, library and e-learning resources, canteen services, photocopy services, dedicated staff rooms, a women-friendly workplace, fire safety measures, clean drinking water facilities and ample parking space within the campus are also provided. Active Staff Association, informal staff sports events and promotion schemes for staff members is aligned with University guidelines.

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

Nil

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)	View File

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

2

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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 performance appraisal system of the college has been streamlined by the IQAC by laying down relevant guidelines for scrutiny and pre-screening of applications, filing of yearly APARs, recording eligibility guidelines for years of service, publications, plagiarism/similarity, category of journals etc. This year the institution has made 58 permanent teaching appointments, many among them are in the process of filling their APARs for next stage promotion. Additionally, the process of advance increments (for PhD and MPhil) of the teaching staff has been initiated. A number of faculty members have been promoted from Assistant Professor to Associate Professor, and from Associate Professor to Professor in 2022-2023. Additionally timely promotions have been initiated for the non-teaching staff in 2022-2023.

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/staf_form
Upload any additional information	View File

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 Chartered Accountant duly approved by the Governing Body and University of Delhi panel as per rules of the Government NCT of Delhi. External audit is done as per rules by the Comptroller Auditor General of India (CAG). 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 CAG audit was done till 2022-23.

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

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)

Nil

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)	View File

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

Firstly, in the year 2022-2023, the college has strategized and undertaken multiple actions for mobilization of resources and funds via new initiatives, policies and procedures. The College initiated the purchase and installation of solar photovoltaic power plant of 200 KW/DC capacity on selected rooftops of the college for creating a sustainable and self-reliant power resource for the college in the future and to minimize electricity consumption, the benefits of which will be reaped every year. Secondly, the college agreed to install solar street lights in the campus free of cost as part of the CSR

strategy of the sponsoring partner company. These solar street lights come equipped with advertising boards, the rights of which reside with the sponsoring company. Through this the college was able to initiate infrastructure upgrade by getting solar street lights installed free of cost. Thirdly, the college entered into an agreement with a sports academy for development and maintenance of the college ground for various sports facilities, in lieu of leasing the sports ground to the academy for running its coaching academy after hours. In this way the college has managed to generate funds (as lease payment) from the sports academy for the next 5 years, and has also secured the maintenance and upgradation of sports ground facilities without any additional cost.

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

IQAC started a system of mentorship with the aim of providing opportunities for students to benefit from the experience, expertise and wisdom of teachers. Constant interaction with mentors enabled students to develop new skills, sharpen existing ones and equip themselves to pursue career goals. It helped students find an emotional and moral anchor in challenging situations. Each teacher-mentor was placed in charge of eight student-mentees. Mentors met the mentees once every two weeks, enquiring about the difficulties they might be facing and assess their academic progress. The mentor functioned as a bridge between students and the college administration. Mentors also actively motivated mentees to take part in curricular and extracurricular activities and help shape their career goals. Secondly, under the aegis of the IQAC, the Department of Commerce in collaboration with Delhi School of Economics and Business Research Plasma organized a one-week Faculty Development Program/Workshop on 'Data Analytics and Model Building'. This program was to make researchers understand tbasics of research, essentials of good

research, developing an understanding of hypotheses and scaling, and various tools, concepts and strategies of Data Analysis. it equipped participants in producing quality and scientific research while using quantitative approaches.

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/assets/iqac/2022-23 _IQAC_minutes_meeting.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

IQAC in its meetings deliberates on various issues regarding structures, methodologies and operations of the teaching-learning process and suggests reforms and anchors their implementation. One such notable institutional review is regarding the NEP and optional papers offered to students. When teachers work with fewer students, the more closely they will be able to adapt their teaching to specific learning styles. A lower student-teacher ratio helps them focus on quality rather than the quantity of their teaching and grading. IQAC decided to put a cap on the number of students for each GE/SEC/VAC course from first semester onwards (November 2022). Secondly, IQAC started a system of mentorship at the college with aim of providing opportunities for students to benefit from the experience, expertise and wisdom of their teachers. Constant interaction with their mentors enabled students to develop new skills, sharpen existing ones and equip themselves to pursue career goals. Each teacher-mentor was placed in charge of eight student-mentees. Mentors met the mentees once every two weeks, enquiring about difficulties they might be facing and assess their academic progress. The mentor functioned as a bridge between students and the college administration.

File Description	Documents
Paste link for additional information	https://dcac.du.ac.in/assets/iqac/2022-23_IQAC_minutes_meeting.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	https://dcac.du.ac.in/documents/Annual_Report/AnnualReport2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

DCAC offers various key amenities related to gender equity, including safety-related facilities.

- **Dedicated Girl's Common Roomequipped with amenities such as a sanitary pad vending machine.**
- **Installation of 105 CCTV cameras managed from a central control room.**

- Medical Room for first aid
- Male and female security guards
- Counsellor

Committees in DCAC

1. An active Women's Development Cell dedicated to the welfare of female students, addressing their grievances, and arranging talks on women-centric topics.
2. The Girl's Common Room Committee and the Internal Complaints Committee
3. Gender Sensitisation Committee

The committees conduct various activities

1. Film screenings, talks and interactive sessions on issues like domestic violence, and sexual harassment at the workplace and focusing on prevention
2. Talks on Gender sensitization, discrimination and the need for attitudinal change and female foeticide
3. Workshops on Self-defence

Additionally, the college collaborates with experts to host events aimed at raising awareness about women's empowerment, their safety, and associated challenges.

File Description	Documents
Annual gender sensitization action plan	https://dcac.du.ac.in/documents/AQAR/pdf/pdf22/7.1.1a.pdf
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	https://dcac.du.ac.in/documents/AQAR/pdf/pdf22/7.1.1b.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	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

DCAC is committed to waste management and has established a "Green Committee" for environmental sustainability. Measures include

1. Solid waste management

- **Digital platforms are encouraged in college to reduce paper usage**
- **Paper waste is disposed of through vendors for proper waste management or recycled with a paper recycling machine.**
- **Waste segregation is done with coloured bins, and garden and wet waste are composted in college**
- **Non-biodegradable waste is responsibly managed through waste collectors.**

2. Liquid Waste Management

- **Waste water from RO systems is reused for gardening and cleaning.**
- **Efforts are made to improve ground-level water through rooftop rainwater harvesting systems.**

3. Biomedical Waste Management

Minimal medical waste is handled as solid waste and disposed of properly.

4. E-waste Management

The e-waste which cannot be reused or recycled is being disposed of through authorized vendors. Instead of a new procurement Buy-Back option is preferred for technology up gradation.

5. Waste Recycling System

DCAC has a paper recycling machine and compost pit to recycle the solid waste generated on the college campus.

6. Hazardous Chemicals and Radioactive Waste Management

As DCAC is not a science college, no significant hazardous waste is produced

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://dcac.du.ac.in/documents/AQAR/pdf/pdf22/7.1.3.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	View File

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**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

DCAC provides an inclusive environment that fosters tolerance and harmony among individuals of diverse cultural, regional, linguistic, communal, socioeconomic, and other backgrounds. The stakeholders actively engage in teaching and learning, express themselves freely, and feel protected from abuse, harassment, and unjust criticism.

Here are some institutional efforts/initiatives:

1. College Library: offers dedicated facilities and services to support visually impaired students and faculty members
2. Equal Opportunity Cell: Ensures a fair and just environment for students from socially and economically disadvantaged backgrounds
3. SC/ST and OBC Cell: responsible for the welfare of students coming from SC/ST and OBC backgrounds
4. Northeast Students' Cell: addresses any grievances of the Northeastern students
5. Dr. Ambedkar-Phule Study Circle: Organizes talks on creating an inclusive environment

DCAC aligns with the Government of India and Delhi University initiatives for inclusivity, equity, and accessibility:

- Adheres to prescribed reservation policies for student admissions and staff appointments.
- Conducts bilingual teaching to accommodate students from various linguistic backgrounds.
- Provides fellowships to support students

Further, DCAC Encourages participation in activities, events, and community-based initiatives promoting environmental and ethical awareness, fostering an overall inclusive environment.

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	View File

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

Teaching subjects related to the constitution serves multiple important purposes in educating students about governance, citizenship, and democratic values. Our college offers the following subjects:

- Constitutional Government and Democracy in India
- Indian Government and Politics

These subjects help students grasp the legal and institutional framework that governs our nation, fostering responsible citizenship and informed decision-making. Understanding the Constitution promotes civic awareness and encourages active engagement in the democratic process. It enables students to comprehend their rights, duties, and responsibilities as citizens, instilling democratic values like equality, justice, liberty, and fraternity.

It teaches students to respect diversity, embrace differing opinions, and work towards a just and fair society. Constitution-related subjects provide students with the knowledge needed to make informed decisions during elections, public debates, and civic engagements. Informed citizens contribute to a well-functioning democracy.

Furthermore, DCAC organizes various talks and events aimed at sensitizing students on these matters.

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	B. Any 3 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	View File
Any other relevant information	No File Uploaded

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

DCAC celebrates various International and National Commemorative Days on its campus, providing significant opportunities for reflection, education, and unity within our diverse community.

International commemorative days offer avenues for connecting with the global community, understanding international challenges, and acknowledging the shared human experience. From International Yoga Day, promoting mental and physical well-

being, to World Environment Day, emphasizing environmental stewardship, and World Doctor's Day, honouring doctors' dedication to humanity, these observances transcend borders, uniting us in common causes.

National Commemorative Days allow us to reflect on pivotal moments in our country's history, celebrate its rich cultures, and honour individuals who have shaped our nation. Whether it's Independence Day, Republic Day, Gandhi Jayanti, or Dr. Ambedkar Jayanti, these occasions reaffirm our collective identity as a nation and our commitment to progress, unity, and inclusivity.

Our institute's commemoration of these days goes beyond mere ritual; it signifies our unwavering dedication to education, enlightenment, and social responsibility.

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	View File

7.2 - Best Practices

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

1. Project TanZeal:Educating and raising awareness about environmental and social issues and holistic development of underprivileged children in nearby areas 2. Add-on courses on foreign languages:Offering students the opportunity to learn a foreign language provides them with valuable skills that can enhance their job prospects

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

Delhi College of Arts & Commerce (DCAC) is deeply committed to nurturing comprehensive student development, to foster socially and politically conscious individuals who exhibit responsibility both nationally and globally; through a wide array of co-curricular activities and programs, the college endeavours to instil human values and cultivate respect for socio-cultural diversity.

Holistic development at DCAC encompasses both the external and internal dimensions of student growth. Creative self-expression is actively encouraged through diverse activities such as music, dance, theatre, crafts, photography, and social outreach. Engaging with society is facilitated through various initiatives from TanZeal, ENACTUS, and Prakriti.

DCAC remains responsive to evolving educational trends by continually upgrading infrastructure and library resources to ensure an interactive and diverse learning environment. Setting itself apart from other institutes, DCAC has introduced distinctive add-on courses in foreign languages and digital marketing. Moreover, the college's proactive placement cell facilitates job opportunities, while a mentor-mentee structure provides support for academic and personal matters, including access to dedicated counselling services.

DCAC's holistic approach fosters students who are intellectually capable, morally upright, spiritually inspired, and socially devoted. Their achievements, which include entering administrative services, pursuing higher education, and excelling in various fields, are a source of pride for DCAC.

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

7.3.2 - Plan of action for the next academic year

- Act upon the recommendations of green, energy, and gender audit reports to improve sustainability and gender inclusivity.
- Procure energy-efficient LED bulbs for sustainable energy use.

- Promote solid waste management and water conservation
- Ensure proper implementation of policies related to environmental sustainability.
- Implement faculty development programs to enhance teaching and research capabilities.
- Utilize technology effectively to deliver high-quality education to students.
- Enhance the availability of ICT-enabled facilities and equipment.
- Encourage faculty members to engage in publishing and conducting high-quality research.
- Support faculty members in applying for research funds from various funding agencies.
- Establish a dedicated research cell to facilitate and promote research activities.
- Extend the academic calendar for each department and ensure follow-up.
- Enhance placement opportunities for students.
- Organize programs for professional development.
- Foster collaboration between departments for multidisciplinary events and initiatives.
- Conduct student training programs focusing on soft skills, career development, and personality enhancement.
- Raise awareness through programs focusing on environmental conservation and women's empowerment.