



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		PGDAV College
Name of the head of the Institution		Dr. M. M. Goyal / Prof Krishna Sharma (Present)
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01129832092
Mobile no.		9871726471
Registered Email		pgdavcollege.edu@gmail.com
Alternate Email		principal@pgdav.du.ac.in
Address		PGDAV College, Nehru Nagar, Ring Road
City/Town		New Delhi
State/UT		Delhi
Pincode		110065

<b>2. Institutional Status</b>	
Affiliated / Constituent	Constituent
Type of Institution	Co-education
Location	Urban
Financial Status	central
Name of the IQAC co-ordinator/Director	Mr. K. K. Srivastava / Ms. Anu Kapoor (Present)
Phone no/Alternate Phone no.	01129832092
Mobile no.	9971781118
Registered Email	pgdav.iqac@gmail.com
Alternate Email	pgdavcollege.edu@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://pgdavcollege.edu.in/datafiles/cms/file/Finalnaac.pdf">http://pgdavcollege.edu.in/datafiles/cms/file/Finalnaac.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://pgdavcollege.edu.in/Datafiles/cms/IQAC/ac1.pdf">http://pgdavcollege.edu.in/Datafiles/cms/IQAC/ac1.pdf</a>

<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	2.74	2016	17-Mar-2016	16-Mar-2021

<b>6. Date of Establishment of IQAC</b>	26-Nov-2015
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Remedial Classes initiated and sustained	03-Nov-2016 14	200
Internship Fair	20-Apr-2017 01	250
Soft Skills Workshop	12-Sep-2016 15	112
Infrastructural additions for improving educational environment.	27-Feb-2017 01	4200
Digital India Summit in collaboration with Computer Society Of India	27-Feb-2017 01	80

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
PGDAV College	Maintenance Grant	UGC	2016 365	220800000
PGDAV College	IQAC	UGC	2016 100	150000
Dr. Gopal Datt	Minor Research Projects (Operators on Function Spaces)	UGC	2016 730	210000
Dr. G. G. Sharma	Minor Research Projects (Brahampuran mein sansidh Rishi, Teerath evam parvon ka shastriya Tatha vyavaharik Adhyayan)	UGC	2016 540	140000
Dr. Manoj Kumar Sinha	Minor Research Projects (Factoring an Alternative Source of Financing)	UGC	2016 730	135000
Dr. Gopal Datt	NBHM Travel Grant (International Workshop on Operator	Govt.of India, Department of Atomic Energy	2016 10	57503

Dr. Gopal Datt	NBHM Travel Grant (International Workshop on Operator Theory and its Applications)	Govt.of India, Department of Atomic Energy	2016 10	48498
Dr. Manoj Kumar Sinha	Innovation Project of DU	University of Delhi	2015 365	150000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View Link</a>
<b>10. Number of IQAC meetings held during the year :</b>	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View Uploaded File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	Yes
If yes, mention the amount	150000
Year	2016
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
Remedial Classes held regularly ensured constant support and encouragement to slow learners and greater challenge and motivation to fast learners improving the overall performance of the students.	
The first Internship Fair conducted through the Placement Cell benefitted students of our college as well as other colleges to bridge the gap between campus and the corporate as over 250 students registered and at least 42 students joined as interns with the sixteen prestigious corporates that visited the college.	
Communication Skills Workshop conducted through the Placement Cell significantly contributed to students personality development.	
Departmental Rooms equipped with the necessary set up for the faculty to pursue their study and work were made functional on 27th Feb 2017.	

The Seminar Hall and Computer Hub became fully functional on 27th Feb 2017.

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

Plan of Action	Achivements/Outcomes
To conduct a workshop through the Placement Cell related to Soft Skills with specific focus on communication skills to equip students to face interviews and interact with the professional world.	The English Communications Workshop not only provided first hand experience of interaction to the students but significantly added to their confidence and personality development also. The Workshop was conducted by Faculty members as well as competent students from our college, consequently, enhancing the skills and interaction abilities of the latter.
To ensure fully functional new Department Rooms for the Faculty members specifically for the purpose of providing a separate dedicated space and environment for pursuit of academic work.	Departmental Rooms became fully functional. Faculty members from each Department were able to use their laptops in the Departmental Rooms as well as utilise the space for uninterrupted reading and work.
Computer Hub to be added, equipped and made fuctional to facilitate students accessibility and exposure to computer related subject areas.	Computer Hub/Lab became fully functional. The students were able to spend more real-time on computers.
Ensuring that the newly constructed Seminar Hall with Elevator becomes entirely functional. Newly constructed rooms to be allotted to Cultural Society, NCC, NSS, Students Union to enhance smoother functioning of these bodies .	The Seminar Hall was initiated into full use with functions smoothly held. Various activities also gained enthusiam and momentum as specific rooms were allotted to various Societies.
To encourage Departments to conduct seminars to ensure additional academic value added activities.	Every department conducted departmental seminars for the benefit of the students and faculty

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Staff Council	27-May-2021

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2017
Date of Submission	13-Apr-2017
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information system has been employed in the PGDAV College for the purposes stated below: 1. PGDAV college is an integral part of the University of Delhi's Management Information System which enables the college to upload various documents such as marks of the practical examinations, internal assessment and evaluation data, and printing student' admit cards etc. 2. MIS system is used for enabling students to submit annual and examination fees online. 3. Admissions to undergraduate and postgraduate courses are facilitated through the University of Delhi's online portal. 4. The college office uses appropriate software, i.e., Excel, to maintain student data pertaining to admissions, annual examinations, and internal assessment. 5. Aforesaid system is also employed for keeping a record of the employees of the college. 6. All notices and communicate to the teachers are sent through emails. 7. The College library is fully automated and uses the latest Library Management Software NETLIB. 8. The library uses the OPAC system for enabling better access to the stakeholders. The software facilitates standard library functioning through various modules, which help cataloguing, circulation, administration, and stock verification. 9. The college is equipped with CCTV cameras for offering a safe environment.</p>

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

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

Being a constituent College of the University of Delhi, PGDAV College strictly follows the curriculum designed by the University. The College adheres to the academic calendar, syllabi and other guidelines given by the University of Delhi. However, the College teachers contribute to the curriculum development and syllabus revision exercises undertaken by the University. The University communicates the curriculum and related guidelines to the College through regular circulars, e-mails and the University website. The College takes several steps for the effective implementation of the curriculum. The Departmental workload and time-table are prepared well before the commencement of the academic session and then implemented as per the curriculum. Time-tables, both faculty-wise and class-wise, are displayed on the College website. Copies of class-wise timetable are also put up at College notice-boards for the convenience of students. An orientation programme is organised in the College on the very first day of the session for all the newly admitted students and their parents. During the orientation programme, the teaching-learning process and co-curricular activities to be held throughout the session are presented and discussed by various conveners and in-charges. Departments organise their separate discipline-specific orientations. Departments also hold monthly meetings to assess the curriculum coverage and discuss related issues. Each class has a class representative to act as a channel of communication between the class and teachers. Special attention is given to address the needs of both the slow and advanced learners through remedial classes held in the last week before the semester end. The academic performance of students is monitored by continuous evaluation and internal assessment through presentations, assignments, written tests, projects, group discussions etc. At the end of each semester, all the teachers are required to submit the internal assessment marks in accordance with the guidelines given by the University. The moderation committee moderates marks attained in internal assessment at the Department and College levels. In addition to the classroom teaching, value-added courses, field projects and trips, seminars, conferences and workshops are actively promoted.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Programme IInd Year (CBCS implemented)	20/07/2016
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Programme	20/07/2016
BCom	None	20/07/2016
BCom	Honours	20/07/2016
BA	Economics	20/07/2016

BA	English	20/07/2016
BA	Hindi	20/07/2016
BA	History	20/07/2016
BA	Political Science	20/07/2016
BA	Sanskrit	20/07/2016
BSc	Mathematics	20/07/2016
BSc	Statistics	20/07/2016
BSc	Computer Science	20/07/2016
BSc	Mathematical Sciences	20/07/2016

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

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Workshop on Communication Skill	12/09/2016	112
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	CRM in Hotel Industry	1
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback is received from all stakeholders: students, teachers, employers, alumni and parents, and used to assess, evaluate and improve the teaching-learning mechanism and overall functioning of the institution. Students can give their feedback through formal and informal channels. They can write emails directly to the Principal and teacher-in-charges of their respective departments. College maintains suggestion/complaint boxes in several prominent locations like the main lobby, library and canteen. Offline forms are also given to all students to collect feedback on a variety of aspects. Days are earmarked in the College calendar for collecting the feedback just before the semester end. Informally, continuous feedback is regularly received during</p>



interactive classroom teaching and through class representatives and students' union office bearers. Teachers play a vital role in collecting and communicating feedback to the College authorities, informally. Employers also give formal feedback to the College during and after the placement process about students' performance. The College maintains a strong bond with its alumni. Alumni Association of the College is a registered body that holds regular meetings, functions and get-togethers in the College premises. Formal feedback is also collected from them on a regular basis. Alumni are also represented in the IQAC. Parents are encouraged to interact with the faculty members regarding their wards and any other College related issues along with their valuable suggestions and remarks. Parents are invited to meet with the faculty members on the Orientation Day. Feedback received is evaluated by departmental bodies and College committees for pedagogical, administrative and other improvements. The Staff Council of the College regularly discusses the feedback received and the ways and means, to incorporate it into the institutional functioning.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics	39	85	51
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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	3966	73	168	0	26

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
168	82	14	20	0	11
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The College has made an effort to put a robust and effective Student Mentoring System in place. We have endeavored to work on the suggestion given in the previous NAAC report and have made mentoring an essential component of the college life. 1. The effort has been to increase the number of contact hours. 2. The mentor meets students in a group. Individual students can approach the mentor as and when needed. 3. To provide effective guidance and counseling, the mentor and the students are also encouraged to form a Whatsapp group so that the students can ask for advise beyond the College hours. 4. Consistent effort has been going on to

provide students not only educational support but personal and professional guidance as well. 5. The mentors have been advised to recognize the slow learners and enhance their status. At the same time, advanced learners are to be encouraged. The focus in 2016-17 has been to put in place certain basic guidelines that will strengthen the mentoring system and make it more student centric. It is based on mutual trust and respect that has resulted in a constructive interaction and has brought value addition to the overall environment in the College as well.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4039	168	1:24

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
158	114	44	0	63

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Mr. Vishal Chauhan	Assistant Professor	An international scholarship named STEAM scholarship Classic Training Grant for doctoral studies offered by the the Birmingham City University, Birmingham, UK.
2016	Ms. Bhawana Miglani	Assistant Professor	Exemplary efforts in teaching by NCWEB, DU
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Programme	I	12/11/2016	27/04/2017
<a href="#">View Uploaded File</a>				

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

The College holds regular and continuous internal evaluations. 1. Various departments conduct internal evaluations as per their own requirements. 2. Various assessment methods are used including written tests, project/research based work, group discussions, seminar format etc. 3. The schedule and participation expectations are communicated to the students in advance. 4. Assessment marks are shared and results discussed. Students are allowed time

for addressing their issues and grievances. 5. Based on the result certain critical topics are discussed again. This is also an opportunity to recognize the slow and advanced learners. 6. Previous years question papers are discussed. 7. Any students who may be representing college at various forums like Cultural and Sport competitions, NCC camps or any another activity are given a chance to make up for the evaluations they might have missed. The College also tries its best to help students who might have missed a test due to valid medical/personal reason.

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

The College is an integral part of the University of Delhi, we as institution follow the Academic Calendar set by the University. Within the guidelines and dates provided by the University calendar we plan the College's academic co-curricular and extra-curricular activities. The academic calendar is prepared every year at the start of the session and the students are apprised of it. The schedule of assignments and examinations is given in the calendar. All departments adhere to the calendar in terms of the exam schedule and activities to be organised. The departments are encouraged to plan their own calendars and share with the students. College festivals and cultural activities are held in a manner that provide least disruption to the academics. They are planned usually towards the end of the week so that the weekend provides a natural break. Activities and meetings are planned post noon so as to cause less disturbance to classes. The calendar also clarifies the schedule of holidays in accordance with the University calendar. The calendar also advises the teaching faculty regarding timeline for submission of timetables, attendance submission and evaluation work. The College adheres strictly to the calendar provided by the University. Changes made, if any, are done by the Head of the institution, in accordance with directives from the University.

## 2.6 – Student Performance and Learning Outcomes

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

<http://pgdavcollege.edu.in/Datafiles/cms/IQAC/lo123.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
501	BA	Programme	243	216	88.88

[View Uploaded File](#)

## 2.7 – Student Satisfaction Survey

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

<http://pgdavcollege.edu.in/Datafiles/cms/IQAC/sss2017.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Minor Projects	730	UGC	2.6	2.1
Minor Projects	540	UGC	2.05	1.4
Minor Projects	730	UGC	2.2	1.35
Minor Projects	365	DU (Innovation Project)	4.5	1.5
<a href="#">View Uploaded File</a>				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
No file uploaded.				

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

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

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Environmental Studies	6	7.19
<a href="#">View Uploaded File</a>			

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

Department	Number of Publication
Computer Science	2
<a href="#">View Uploaded File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Emerging trends in photo0degradation of petro chemical waste	Dr. Pradeep Singh	Environm ent Science and Polution Research	2016	0	Department of Chemistry, IIT (BHU), Varanasi	0
<a href="#">View Uploaded File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2016	0	0	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	15	2	0
Presented papers	13	15	0	0
Resource persons	1	4	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Kora Kaghaz	ENACTUS, PGDAV College	2	24
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
E-waste Disposal through e-parisara	SATARK, PGDAV College	Dispose 100 kg of e-waste to government approved recycler E-parisara	4	10
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
382.5	425

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
<a href="#">View File</a>	

## 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NETLIB	Fully	3.0.3	2001

### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	92413	14648587	2691	1341785	95104	15990372
<a href="#">View File</a>						

### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Phool Chand	19 Modules in International Finance	e-PG-Pathshala	31/03/2017
Ms. Anindita Goldar	Module 11: Industry Analysis Module 12: Competitor Analysis Module 15: Value Chain Analysis Module 17: SWOT Analysis and Module 21: Generic Competitive Analysis	e-PG-Pathshala	14/06/2016
Ms. Jyoti Kathpalia	<a href="http://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/S000013EN/P001456/M019883/ET/1496139043Paper103B.Paper10Module173BEText.pdf">http://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/S000013EN/P001456/M019883/ET/1496139043Paper103B.Paper10Module173BEText.pdf</a> Module no 17: E text Mythical Archetypal Criticism - An Introduction CONTENT REVIEWER	e-PG-Pathshala	23/02/2017
Ms. Arti Mathur	Content Reviewer, CCL Humanities, University of Hyderabad, Module 20, Art for Art Sake	e-PG-Pathshala	23/02/2017
Dr. Phool Chand	3 Modules in	e-PG-Pathshala	20/03/2017

International  
Business

[View File](#)

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	190	4	2	1	0	20	0	1000	6
Added	40	1	0	0	0	0	20	100	0
Total	230	5	2	1	0	20	20	1100	6

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

0 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<a href="#">NA</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
45.55	1012667	22.85	3485947

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

The college ensures proper maintenance of the physical, academic and support facilities so that they are optimally utilized by the respective stakeholders. The infrastructural facilities are maintained and repaired on the recommendations of the Caretaker Committee. In addition, there are Staff Council Committees for maintenance of infrastructural facilities like Lawns and Garden Committee, Library Committee, Sports Committee etc. Infrastructure like Lifts, Computers, Printers, Fire Extinguisher, and RO Systems etc. are maintained through AMCs. There are non-teaching staff members to carry out electrical, plumbing, carpentry and other housekeeping work on timely basis. A non-teaching staff member is deputed on every floor to ensure discipline and no damage/pilferage of these facilities. The process of utilization of the facilities is governed by the stipulated code of conduct and is therefore, streamlined and transparent. Once the date of any event is finalized, the students write an application for all the requirements, which is duly recommended by the Teacher-in-charge (in case of Departmental event) or the Convener (in case of Society event) and finally approved by the Principal.

<http://pgdavcollege.edu.in/Datafiles/cms/IQAC/422.pdf>

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION



## 5.1 – Student Support

### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession, Cash Prizes, Help to Blind Students, BPL, PwD Students by the college	417	1218900
Financial Support from Other Sources			
a) National	Scholarships by Individuals	69	58150
b) International	Not Applicable	0	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skills Session by EY	09/08/2016	146	Ernest Young
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Weekly Series of Lectures under Career Counselling Club	0	0	0	0
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	45

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

Ernst Young	Nil	23	Ernst Young	Nil	2
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	8	Bcom	Commerce	SOL, Symbiosis Institute of International Business	MA (PR and Event Management), MBA, MCom, BIMM
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
NET	10
GATE	2
CAT	4
Any Other	48
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Group Folk Dance	Inter-college / National	15
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Gold	National	1	Nil	0000	Mukun Mirdeulkar
<a href="#">View File</a>						

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

PGDAV encourages the participation of student representatives for upholding the high academic standards, carrying out co-curricular and extra-curricular activities, and conducting programs for the all-round development of the students in the college. Representatives are democratically elected every year through student elections according to the norms and directives of the university. Four student representatives are elected: President, Vice-President, Secretary and Joint Secretary. Two student Union Advisors and a Cultural Coordinator from the teaching fraternity support and guide the student

council. In addition to that, the student volunteers assist them in planning, organising and executing various student-oriented activities. They act as a link between students and teachers to share, discuss and solve sundry obstacles they face. They work as a team for the smooth functioning of the college. They are responsible for facilitating a vibrant array of activities through the working of different societies-Departmental and college. Every department organises an annual festival that encapsulates academic and extra-academic activities and events. Besides, the Departmental Societies arrange diverse activities such as workshops, seminars, webinars, paper presentations, debates, group discussions, reading circles, short-term certificate courses, orientation programmes, fests, and talks. Students and teachers associated with these Departmental Societies work tirelessly to make a difference in the professional and personal lives of the students. Following are the departmental societies- Eclectica-The English Department Literary Society, Commercium- The Commerce Society, The Equilibrium- The Economics Department Society, Dharaohar- The History Department Society, Samvaad-The Political Science Department Society, Parikalan-The Computer Science Department Society, and Sankhyiki- The Statistics Department Society. Apart from departmental events, the College Societies in tandem with the students, conduct various cultural activities. Hyperion: The Cultural Society of PGDAV college comprises multiple societies such as Navrang-Theatre and Film Society, Diversity-Western Dance Society, Chanakya- The Intellectual Society, Iris-The Photography Society, Raga-The Indian Music Society, Rudra-The Street Play Society, Techwiz-The IT Society, Conundrum-The Western Music Society, Impression- Fine Arts Society, The annual college festival 'Aghaz' and 'Exploranza' also work in that direction. The college provides various platforms for all-round developments, on the one hand, and also sensitise students for nation-building and social values, on the other. PGDAV has a thriving National Cadet Corps (NCC) and National Service Scheme (NSS) units. NCC Cadets and NSS volunteers represent the college at various events at the state and national levels. Similarly, the college cherishes constitutional values of social justice and equality and, through Grievance Cell, it ensures implementation of the same. Students can approach the cell for any concern or complaint. Lastly, for further enhancing the safety of girl students, the college also has an Internal Complaint Committee (ICC) that looks into the complaints of sexual harassment of women staff and students. The committee has representation from teachers, supporting staff and the students as well. The proceeding of the committee is kept confidential. The college continuously strives for offering best of the environment for learning and overall development of the students.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association strengthens the bond between the alma mater and the current batches. It shares updates about the developments and events in the college. Alumni Association meets regularly it also organises family dinners and fests for cherishing the PGDAV bond. The Association support the PGDAV family in more than one way- non-financial as well as financial. Alumni regularly visit campus to support the current batch of students in planning and organising events and guidance. Alumni Association conducts group discussions, informal interactions, and formal talks to encourage and motivate students and prepare them for the life beyond the college. They up-bridge students with current market trends and share their experiences in different walks of life. Alumni engage with wards to discuss a variety of opportunities after college. For example, entrepreneur alumni discuss their experiences in the business and the broader field of operations. They encourage the students to think out-of-the-box and be innovative and creative as it is better to be a job provider

than a seeker. In a way, they do informal career counselling for the students. Alumni Association is the bridge that connects the PGDAV family to its alma mater.

5.4.2 – No. of enrolled Alumni:

432

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

1000000

5.4.4 – Meetings/activities organized by Alumni Association :

- 3-6-2016 Executive meeting
- 23-7-2016 Executive meeting
- 10-8-2016 freshers welcome
- 14-9-2016 executive team meeting
- 7-10-2016 seminar on leadership qualities
- 24-12-2016 Executive meeting
- 15-1-2017 family get together lunch
- 10-3-2017 executive team meeting
- 17-3-2017 executive meeting
- 28-3-2017 executive meeting
- 2-4-2017 annual day dinner
- 13-5-2017 executive meeting

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

The PGDAV College is committed to decentralization and participative functioning. Almost all the academic and administrative responsibilities of the college are distributed among faculty members. Every year Staff Council of the college formulates various committees, which facilitate the smooth functioning of the college. The Staff Council forms the Apex and the Academic Committee with representation from all the departments. These two committees take crucial decisions on the academic functioning of the college. The Apex committee comprising of the teachers-in-charge of all departments makes the colleges academic calendar. The Apex committee also creates the library committee of the college, which looks after the requisition and maintenance of the library. The Academic Committee recommends and implements important decisions related to the academic matter. It also deliberates and decides on the application of academic leaves applied by faculty members. This committee, along with the apex committee, organizes the annual programs of the college such as Annual Day, Sports Day etc. The student admission process is fully decentralized in the college, and a duly constituted committee of teachers from different departments completes this task. The respective members of the departments decide the cut-off percentage for admission in various courses. The Admission Committee runs a help desk, grievance cell, marks verification cell during admissions. Apart from the committees mentioned above, there are committees formulated for managing tasks essential for the colleges smooth functioning, such as preparing timetable, maintaining discipline, infrastructure management, lawns and garden maintenance, handling purchases and stock verification, preparing the internal assessment, etc. Most of these committees have members from almost all the departments. The senior-most member of the committee is appointed as convener, collaborates with other faculty members. The college also ensures that the students participate in various co-curricular activities. We have various entities like music and dance society, dramatics society, environmental awareness club, photography club, debating society, painting club, and consumer awareness forum. The cultural committee, constituted by the Staff Council, mentors all these societies. The college also has an NSS and NCC unit, which engages in community service. These student societies and entities have a teacher as a convener and student office bearers. All the societies organize various programs in the college throughout the year. Our annual college fest is one such event organized in February-March under the overall

guidance of the cultural committee. All the departments and the other committees also participate in the festival to make it a success. Further, each department conducts regular faculty meetings to discuss academic and students related matters. The departmental societies are formed for each department, which organizes seminars, public meetings, discussions, and festivals. The college also has a placement cell, women development cell, gender sensitization cell, and an alumni association with a teacher in charge.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	<p>The Placement Cell of PGDAV college works throughout the year to guide students in the recruitment process and to help them secure jobs. This year, around 300 students are placed in reputed corporate institutions, including Ernst and Young, Concentrix, Genpact, Larson and Toubro, AON Hewitt, British Telecom, Royal Bank of Scotland etc. Many students are also selected for internships in various organizations such as Teach India, Waggy Taggy, City Furnish, The Indian Economist etc. In 2016-17, placement cell organized workshops/seminars on various topics such as the importance of body language while facing interviews and group discussions, writing a powerful resume, English language skills, turning your passion into a career, etc. The resource persons for these seminars are people at influential positions in industry and senior faculty members from our college. From this year, the Placement Cell has started organizing the Internship Fair. Sixteen companies have participated in the event. The internships are offered in content writing, data analysis, marketing, graphic designing, photography, blogging, public relations, HR, etc. Around 250 students from different colleges have registered for the fair, and 70 students are shortlisted, and eventually, 42 students are hired by companies.</p>
Human Resource Management	<p>Human resource is an integral part of an organization, and PGDAV College takes utmost care to manage this resource very efficiently and carefully. The institution does not</p>

have a separate department to oversee Human Resource Management. However, the needs and well-being of every member of the PGDAV community, including faculty, administration and support staff and students, is taken care of very seriously. The roles and responsibilities of teaching and non-teaching staff are well defined, and their interests and rights are respected and protected within the purview of the rules. Various committees have been constituted that look into matters pertaining to the well-being of human resources at PGDAV college. These include the Thrift and Credit Society, Coffee club, Internal complaints committee, SAF committee, etc. Regular IQAC meetings, staff council, and staff association meetings are held to ensure that the college adopts various practices and processes to help both employees and the organization achieve their goals. The teaching and the non-teaching staff are encouraged to participate in training, refresher, orientation program, workshop, induction programs organized by different colleges and universities. The spirit of egalitarianism is central to the functioning of this college. The North-East, OBC, SC/ST and PWD cell ensure that this spirit is always maintained. The cell 'SWASHRIT' takes care of the needs of differently-abled students and teachers. The authorities have an open-door policy to listen to grievances and problems of employees and students, and efforts are made to redress the same promptly.

Library, ICT and Physical Infrastructure / Instrumentation

PGDAV College library provides access to a rich collection of books, journals, magazines, newspapers and other study material for its students and faculty members. In the year 2016-17, 2691 books and journals are added to the library. The total collection of books till 30th March 2017 is 95104. The library has an online public access catalogue (OPAC) to locate library resources. It provides access to various national and international journals and books through Delhi University Library System, eSS (e Shodh Sindhu) and N LIST. There is a well-maintained computer lab for faculty and students. The library also has a computer lab,



'SWASHRIT' for differently-abled students with five workstations. To assist in the teaching and learning process in college, the library provides access to various assistive instruments/devices, including MP3 recorders, ANGEL DAISY recorder, Zoom Ex instant text recorder, Lex scanner and camera and text to speech software JAWS. Projectors are available in 10 classrooms, and an internet facility is available throughout the college. The seminar hall of the college is well-equipped with ICT facilities. Further, on-demand Projector and Screen are available for use for faculty and students. Similarly, on-demand laptops can be obtained from the library by faculty and students. It has in all 1543 laptops for this purpose. In addition to this, 23 netbooks are available for PWD students at the college. In 2016-17, the library organized a user awareness programme on 'How to use e-resources?' and 'Know your library'. It has also organized an FDP on the 'use of e-resources in humanities'.

Research and Development

Research and Development is one of the major priority areas for us. This college persuades its faculty to undertake major and minor research projects funded by premier institutions like ICHR, ICSSR, UGC, DU etc. During 2016-17, our faculty had undertaken a major research project funded by Delhi University and titled "Jan Dhan Yojana and Financial Inclusion". The college had extended funds, during 2016-17, to its faculty to attend various seminars, conferences and workshops to enhance their pedagogy. The college participates in organising seminars, conferences, workshops and Faculty Development Programmes (FDPs) to enrich the overall academic atmosphere. Our Library conducted one such FDP on 'Use of Electronic Resources in Humanities'. The college has subscribed to most contemporary peer-reviewed research journals, approved by departments and always ensures that they are easily accessible to students, both online and offline. Our faculty encourages and trains their students to undertake research in future.

Examination and Evaluation

The examination and evaluation

process in college is carried out as per the guidelines provided by the University of Delhi. The internal assessment incorporates university assigned criteria of regular attendance in classes (lectures, labs and tutorials) and continuous assessment in the form of tests, viva-voce, assignments, presentations and projects for every course. Continuous assessment at the college ensures that the student is regular, attentive and can develop analytical and presentation skills. Semester exams for all courses are conducted and evaluated centrally as per the university guidelines.

Teaching and Learning

The college constantly works for improving teaching infrastructure, adopts new teaching methods, and encourages student participation to ensure quality teaching-learning processes. The college seminar hall, computer labs and 20 classrooms are well equipped with ICT facilities. Wi-Fi is available across the college. Our library provides access to various national and international journals and books through Delhi University Library System, eSS (e Shodh Sindhu) and N LIST. There is a well-maintained computer lab for faculty and students in the library to access e-resources. Further, on-demand laptops can be obtained from the library by faculty and students. Our faculty strives to provide a healthy classroom environment where students can freely raise questions and initiate discussions. Classroom teaching is based on conventional and innovative teaching methods such as case discussion, role plays, film and documentary screening etc. Students are evaluated based on assignments, tests, projects and classroom presentations. Many departments organize educational trips for students to supplement classroom teaching. Our students enthusiastically organize and participate in seminars, lectures, workshops, talks, and other departmental activities. Such activities help in building their confidence and soft skills. The practice of Taking Academic trips to Parliament, Museums, and other academic and research institutions also make value addition to the teaching learning process.



Curriculum Development	Faculty members from all departments participated in the curriculum development of Choice Based Credit System (CBCS) by way of actively contributing to the deliberations and curriculum formulation process in the General Body Meetings (GBMs) of teachers from the concerned departments of the College and in meetings of different paper specific committees conducted by the University Departments from time to time. Some faculty members also contributed in the capacity of being a member of the Committee of Courses (CoC) in this exercise.
Admission of Students	PGDAV College is a constituent part of Delhi University, and thus it follows all the norms and guidelines issued by the University, with regards to admission of students, from time to time. The college offers thirteen undergraduate disciplines and four postgraduate disciplines for admission to students. The undergraduate disciplines on offer are from Arts, Commerce, Computer Science and Mathematical Sciences while the postgraduate disciplines that the college offers are Commerce, Hindi, Mathematics and Political Science. The admission to students is made purely on merit basis. The college adheres strictly to the University's timeline of the admission process, decides cut-offs for admission in advance. The cut-offs are displayed on the college website as well as sent to University in advance. To minimise the gender gap, a one percentage concession in cut-off is granted to girl candidates seeking admission in undergraduate courses. Maximum five percentages of the total available seats are reserved for admission seekers under Sports and Extra-Curricular Activities (ECA). The whole admission process is managed by the Principal, the Admission Committee, the non-teaching staff, and the student volunteers from NSS and NCC.

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

E-governance area	Details
Planning and Development	The college uses e-tendering and e-procurement for the purchase of goods. The tenders, quotations and proposal for the purchase of goods and services are routinely advertised and invited on

	the college website. In the session, tenders were advertised to design and install the air conditioning in Computer Hubs and New Seminar Hall.
Administration	The college uses e-tendering and e-procurement to purchase goods and services to improve and fasten administrative work in the office.
Finance and Accounts	To ensure correctness, availability and long term storage of data, the college has a computerised office and accounts section. Accounts department uses MS-excel and MS-word for management of its accounts. Further, e-compliance to regulatory authorities is done whenever required.
Examination	All information related to exams, internal Assessment, date sheets, seating plans is regularly updated in advance to keep the students and faculty informed about the upcoming theory and practical examination schedules. Marks of the internal and the practical examinations are uploaded to the university portal on a timely basis.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Ms. Shikha Manani	FDP on Time Series Analysis	Aryabhatta College (DU)	2500
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	FDP on Using MS Excel for Business Mathematics Problems	NA	21/01/2017	21/01/2017	50	Nil
2016	FDP on Use of	NA	24/01/2017	24/01/2017	55	Nil

Electronic  
Resources  
in  
Humanities

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Time Series Analysis at Aryabhatta College (DU)	1	28/04/2016	30/04/2016	3

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>As per the guidelines of the University and UGC, medical reimbursements are given to employees. This year Rs. 55,72,607/- was given as medical reimbursements. Group Insurance (GIS) of Rs. 8,00,000/- is available to all the members. As per the university rules, the college gives various allowances to its employees. The ward education allowance is given to all the employees. This year for the Children Education Scheme Rs 7,15,500/- is disbursed. Dedicated computer rooms in the library and staff room with Wi-Fi facility and e-resources are available for the employees. The college has a quota for admission of eligible wards of employees. In the staff room, a well-</p>	<p>As per the guidelines of the University and UGC, medical reimbursements are given to non-teaching employees. This year Rs. 19,32,080/- was given as medical reimbursements. Group Insurance: GIS is available to all the members. For Group B and Group C, it is rupees four lakhs and two lakhs respectively. As per the university rules, the college gives various allowances to its employees. The ward education allowance is given to all the employees. This year for the Children Education Scheme Rs 3,76,420 is disbursed. Washing allowance and uniform allowance is given to class IV staff. Rs 18,900/- is given as washing and uniform allowance. Leave rules of the</p>	<p>The College has a SAF that recommends and ensures timely implementation of the scheme to the deserving candidates. A well-defined procedure is followed to scrutinize and select the candidates. The Fee Concession Committee has extended help to students from economically weaker sections of society this year. The committee recommends students for relevant Government Schemes, scholarships, assistance from NGOs and other private organizations. This year the committee disbursed an amount of Rs 9,06,000 amongst 294 needy students. The teachers of the College also extend financial help to students in need of assistance. Teachers came forward to pay the fees</p>

maintained pantry is successfully running.

Leave rules of the University are adhered to, and employees are granted leave as per their entitlement. A cooperative thrift and credit society managed by the staff is successfully running in the college. A cooperative Teachers' welfare society managed by the staff is successfully running in the college. New departmental rooms and new seminar hall are inaugurated in this year. Teachers now can prepare for their lectures and study in the workplaces in the new department rooms.

University are adhered to, and employees are granted leave as per their entitlement. A cooperative thrift and credit society managed by the staff is successfully running in the college.

of many students in part or whole. The College has disbursed an amount of Rs 2,15,000 amongst 44 students as Help the Blind Foundation Scholarship. The College provides laptops and WiFi to the students so that they may use technology while learning. Timely distribution of these is ensured. This year the College has 23 Netbooks amongst PWD students. Book bank facility is maintained in the library for economically disadvantaged students. Remedial classes, career counselling, and spoken English classes are organized from time to time. The College assists the students in getting bus and railway travel concession passes. The College provides photocopying facilities at subsidized rates. Two photocopying machines in the campus are there in the campus, one in the library and another near the front gate. The Student of the Year award is given to encourage students who excel in academics and extra co-curricular activities. Many scholarships are given to meritorious and needy students. Equal Opportunity Cell for differently-abled students makes every possible effort to make the campus friendly for persons with disabilities and ensures that every required infrastructural facility is provided. Also, a doctor is available for students in the College for six days in a week to attend to the students medical issues. The anti-sexual

harassment committee and Internal complaint committee are there in the College to redress students' grievances. Kits, uniforms, and refreshments are provided to NCC, NSS volunteers participating in competitions and events at various institutes and levels. Seminars/webinars are conducted for students for their awareness of various issues/topics.

#### 6.4 – Financial Management and Resource Mobilization

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

Yes. The College conducts internal and external financial audits as per the requirement of the University of Delhi and UGC. The governing body arranges the internal auditors. Internal audit was conducted by S. Agarwal Co. (office address - 123, Vinobapuri, New Delhi 110024) for 2016-17. The external audit of the same period was conducted by Shruti Gogia Associates Chartered Accountants (office address - 18/12 Geeta Colony, New Delhi 110031). The audited statements are available with the accounts department.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
PGDAV COLLEGE, MANAGEMENT COMMITTEE	3032626	5 Percent Governing Body Share
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

4032626

#### 6.5 – Internal Quality Assurance System

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

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

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

NA

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

NA

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

1. Remedial Classes - initiated and sustained held from 3/11/2016 to 10/11/2016

and 17/04/2017 to 24/04/2017. 200 students benefited. 2. Internship Fair was held on 20/04/2017. Around 250 students participated and 46 students were selected as intern. 3. Soft skill Workshop held on 5/09/2016 to 19/09/2016. 112 students attended the workshop and 8 students were taken as intern and they conducted the workshop.

#### 6.5.5 – Internal Quality Assurance System Details

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

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Remedial Classes - Initiated and Sustained	03/11/2016	03/11/2016	10/11/2016	200
2016	Internship Fair	20/04/2017	20/04/2017	20/04/2017	250
2016	Soft Skills Workshop	12/09/2016	12/09/2016	28/09/2016	112
2016	Infrastructural Additions for Improving Educational Environment	27/02/2017	27/02/2016	27/02/2017	4200

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### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Jaaneman: A play on the lives of third genders.	10/03/2017	10/03/2017	93	107

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

Percentage of power requirement of the University met by the renewable energy sources

- i. The Korakagaz Project: Waste paper collection and handmade crafts: diaries, notebooks etc. made by the community, guided by team Enactus.
- ii. Tagging of Trees: Identification of plants and trees in the college campus through

tagging. Through this environmental awareness programme, students are provided with knowledge of plants and their use as well as conservation. iii. Tree Plantation Drive (Azadi-70): To mark the celebration of the 70th Independence Day of India, the Geo- Crusaders society organized mass plantation drives from 9th to 23rd August, 2016. iv. Okhla Bird Sanctuary Visit: Students of PGDAV college, pay regular visits to Okhla Bird Sanctuary to study wetland ecosystem and to identify winter migratory bird species as a compulsory activity under their course work. v. Sanjay Van Restoration Programme: Students of Geo- Crusaders have been actively participating in the restoration of Sanjay Van, Mehrauli City Forest since 2014. vi. Kitchen Waste Management: The kitchen waste generated from the canteen is collected in the pit dug next to it and turned into manure.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	67
Provision for lift	Yes	67
Ramp/Rails	Yes	67
Braille Software/facilities	Yes	35
Rest Rooms	Yes	67
Scribes for examination	Yes	35
Special skill development for differently abled students	Yes	67
Any other similar facility	Yes	67

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	14/09/2016	01	The food: Pesticide and Plastics in it.	Adulteration in food	9

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
University Code for Professional Ethics Nil Our college religiously follows the University's 'Code for Professional	20/07/2016	Our college religiously follows the University's 'Code for Professional Ethics' and immediately introduces any change



Ethics' and immediately introduces any change made by the university. A copy of the Code is also kept with the Administrative Office		made by the university. A copy of the Code is also kept with the Administrative Office for reference. The Code of Conduct is also uploaded on the College website to access faculty members and other stakeholders conveniently.
Internal Complaints Committee	20/07/2016	Internal Complaints Committee Nil Following the UGC guidelines, we have an actively working Internal Complaints Committee (ICC) in our college to ensure a healthy environment for female students and employees on the campus.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Talks organized by Sanskrit Department on Vedic Culture: Ved Vyakhyan Manjari	17/04/2017	17/04/2017	100
<a href="#">View File</a>			

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

1. Rain Water Harvesting System
2. Compost Pit
3. Azadi-70 Plantation drive (to celebrate India's 70th year of Independence)
4. LED Lights
5. Diverted 4.18 tons of recyclables from landfill for the period of 20.05.2017-21.05.2017

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Best Practice I 1. Title of the Practice Creation of a Knowledge Society 2. Objectives of the Practice The prime objective of this practice is to enable our students to grow as aware, sensitive and socially responsible individuals. We work to instill environmental consciousness among our students and encourage them to actively work for the preservation and protection of the environment. By engaging them in various social works, we aid them in becoming independent individuals with leadership capabilities who help the weaker sections of our society. Our institution believes in equality and practices non-discrimination. We endeavor to inculcate these values in our students who become tolerant and accept all, irrespective of gender, caste, class, racial or religious identities. 3. The Context An educational institution is largely capable of influencing major social changes. Our college plays a significant role in the all-round development of students who can bring favorable changes in the society. They are encouraged to look beyond the textbooks and engage themselves



with the people. By inculcating humane values, we help them to grow as responsible citizens of the nation who believe in empowering others, along with themselves. Our students become sensitive and socially responsible individuals as working for social upliftment preserving the environment become a part of their day to day lives.

4. The Practice

- i. Our students are taught to be sensitive to the environment. An e-waste drive was conducted in the academic year 2016-17 to create an awareness regarding the hazardous impact of disposing of e-waste inappropriately and motivating students and faculty members to dispose of them with SATARK, the Consumer Club of PGDAV College.
- ii. A poster presentation competition was held on 6th September 2016 to make students aware of the chemical contamination of foods. They became aware of the fact that chemicals used to boost production are also toxic in nature and can have adverse health effects when consumed by humans in large amounts. In this way, the students learnt to adopt an ethical approach towards the chemicalization of foods.
- iii. To spread consumer awareness, we celebrated 'Jaagruti Mela' (a consumer fare) in the academic year 2016-17. The aim of this event was to educate students about consumer rights, redress mechanisms and business ethics in the digital age. The theme was the same as that of World Consumer Rights Day, which was, 'Consumer Rights in the Digital Age.' This event provided a platform for students across different colleges to share their views through the medium of various competitions. They learnt how to build a digital world that a consumer can trust.
- iv. Our project Korakagaz aims to provide an entrepreneurial platform to the women living in the slums of Nehru Nagar. Our project involves these women, who emerged as survivors of gender-based violence, in the process of making spiral-bound notebooks.
- v. A gender sensitisation programme was conducted by the college to develop a more inclusive ambience and to eradicate gender discrimination. Navrang, the theatre society of PGDAV College, performed 'Janeman'—a play on the life of trans-genders in the year 2017. It was directed by National School of Drama (NSD) director Waman Kendre. It helped our students to grow as responsible citizens who accept people of all sexes, including the LGBTQI (Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex) community and explore a world where they are not tied down to stereotypes.

5. Evidence of Success

- i. The members of SATARK collected 100kg of e-waste, which was disposed of with E-Parisara, an authorized e-waste recycler. One of our students interned with Consumers India from 10th December 2016-16th January 2017 on the topic, 'Rivers and Consumer' where he accessed the pollution of water bodies and analysed its regulatory framework in India.
- ii. Regarding adulteration of food and the harmful effects of beauty products, we had taken two initiatives: 'The Food: Pesticides and Plastics in it!' on 14. 09.2016 and 'Cosmetics and Beauty Products: At What Health Cost?' on 6.10.2016.
- iii. Jaagruti Mela's activities were added to Consumer International's interactive map and photos were published on their live blog.
- iv. Notebooks are developed by this target community, aiding them to earn their livelihood sustainably. Our team Enactus provides the required skill, technical expertise, marketing and business opportunities. A report entitled 'PGDAV gets a standing ovation for its staging of NSD play' was published in 'The Times of India' on 11th March, 2017.

6. Problems Encountered and Resources Required: Since the goal of these endeavors is to make our students aware of the practices that harm the environment as well as the society, these initiatives demand energy, time and resources. Unconditional commitment is required on the part of the faculties to motivate the students. As we sometimes needed to travel a long distance to accomplish these projects, it was challenging to convince students to accompany us. Sometimes the teachers used their vehicles to escort students and sometimes, only the students staying nearby the area were involved in the activities. Initially, it was very difficult to convince students to contribute their e-waste for recycling as they could easily sell those to the ragmen. After a lot of effort, awareness was spread and students as well as the teachers could

overcome their initial reluctance. The paucity of funds was another challenge.

This challenge was overcome by procuring resources through corporate sponsorships. Best Practice II 1. Title of the Practice Placement and Internship 2. Objectives of the Practice In Your Ambition, Our Aim, our vision has been to help students in fulfilling their ambition by bridging the gap between the corporate world and the campus. The prime objective is to get students placed in reputed multinationals, government organisations, NGOs' and the private sector. We also provide placement and internship opportunities indiscriminately to students across the country through our annual flagship event 'Converge' and help students take their initial steps into the corporate world. 3. The Context In today's world, having a degree and attaining high scores are not enough for securing the desired job offers. Pertinent work experience is now just as valuable as degrees and exam results when it comes to building a successful career. As a result, internships have become an essential way to help candidates make them stand out. Moreover, internships offer practical experience along with a platform for a career path. By offering internship opportunities, we not only open up a world of possibilities for our students but also provide them with the chance of becoming aware of the fields of work they may be attracted to. Through internships we train our students to put into practice their theoretical knowledge. 4. The Practice Ever since its inception, The Placement Cell of our college has played an integral role in every student's life by providing placement and internship opportunities and giving the students an insight into the corporate world. It has also been actively organizing various seminars, soft skills workshops, and group discussions. We try to provide as diverse profiles as possible so that students are able to find their area of work. The Placement Cell also organized the 1st edition of its Annual Summer Internship Fair, Converge 17'. The Placement Cell looks after:

- Corporate grooming of the students by conducting soft skills workshops
- Conducting various grooming sessions from industry experts
- Conducting guest lectures and seminars
- Providing internships to the students
- Providing final placement to the final year students.

One of our institution's best practices is our annual flagship event-converge (The Annual Internship Fair). We provide a whole world of internship opportunities to students from various universities across the country. The event aims to bridge the stringent gap between the corporate world and the academia by helping the students take their initial steps into the corporate world. 5. Evidence of Success The placement session 2016-17 saw 10 companies coming to the campus for providing campus placements to our students and a total of 174 students were placed in companies like Ernst Young, Genpact, Aon Hewitt, ICICI Prudential, etc. with an equal number of male and female candidates. The year 2016-17 marked the 1st edition of our flagship event, which was a milestone in itself as we were able to get 200 registrations and more than ten companies were on boarded for the event. The event saw a total of 72 students getting selected as interns at reputed companies like GTT, Apollo Munich, Turning Stones, etc. Moreover, it gives us immense pleasure to bring to your notice that The Annual Flagship event- Converge resulted in the selection of 72 students, amongst which 35 candidates were female. The Placement Cell also organized the 1st edition of its Annual Summer Internship Fair, Converge 17'. The event saw participation from 52 companies, a footfall of 1000 students and 40 profiles being offered to the students. 6. Problems Encountered and Resources Required Sometimes it becomes difficult to convince students that internships will not affect their studies adversely. We convince the students that the internship make them ready to enter the workforce.

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

<http://pgdavcollege.edu.in/Datafiles/cms/IQAC/bp2017.pdf>

### 7.3 – Institutional Distinctiveness

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

Recycle of E-Waste At PGDAV, we have always felt the need to mould students who can give direction to society and address real-life issues. The very words Anglo and Vedic in PGDAV stress building a student's character that is open to new ideas and eager to unlearn to relearn better ways. Addressing the worldwide problem of global warming we focused on e-waste disposal. We started organizing yearly lectures to make students aware of the hazards of e-waste. In 2013, Mr. Jayant Narayan from GIZ, sensitized students that dumping e-waste into landfills was a major cause of toxic metals and chemicals like arsenic, lead, cadmium, cobalt polybrominate, beryllium, nickel and so on, to leach into the environment. He told them how we do not hesitate to throw our old electronic gadgets as most do not know to fix them and the market-led desire to urge us to upgrade our gadgets by buying new ones, leading to tons of e-waste. We organized an e-waste drive in our college and encouraged students to collect e-waste instead of selling it to kabadiwalas for few bucks. And our efforts did show results. Students and teachers brought different types of electronic waste material such as wires, pencil cells, torch, fused bulbs, music systems, mobile phones, damaged keyboards etc. from their homes and dumped it in our e-waste box. All the e-waste collected was sent to authorized e-waste recyclers. The pledge taken in 2013 continues and e-waste is disposed to E-Parisaraa every year without fail. We continued with our Talks in 2014, 2015 and 2016 and disposed e-waste responsibly. There are not enough recyclers in the world, especially in developed countries to handle all the electronics we are throwing away. After an intensive search, we zeroed in to tie hands with E- Parisaraa Pvt. Ltd, authorized by Karnataka State Pollution Control Board to handle hazardous waste. From 2016-17 Manoj Kandpal from E-Parisaraa, sensitizes students, and we dispose of our e-waste to his company every year. We successfully recycled 100 kg of e-waste in the academic year 2016-17. It gives us immense pleasure to bring to your notice that we received a certificate of appreciation from Pom-Pom Recycling Pvt. Ltd. on 08.06.2017, for the recycling of 4.18 tons from landfill for the period 20.05.2017 to 21.05.2017. Enactus is a platform dedicated for creating a better and sustainable world. In the year 2016-17, it undertook Project Korakagaz. Team Enactus collected wastepaper through their Collection Drives in the College. The wastepaper was traded for recycled paper. The recycled paper was given to individuals from the slums of Nehru Nagar, who the students identified had an entrepreneurial spirit. This group transformed the paper into spiral notebooks, which they sold to generate income, aiding them to earn their livelihood. The Team Enactus PGDAV provided them with technical expertise, skill, marketing and business opportunities. Apart from holding a great appeal to its user, the notebooks produced under Project Korakagaz are environment friendly as they fulfil the principle of 3R's (reduce, reuse and recycle).

Provide the weblink of the institution

<http://pgdavcollege.edu.in/Datafiles/cms/IOAC/731.pdf>

### 8.Future Plans of Actions for Next Academic Year

The college is looking forward to celebrating its Diamond Jubilee with full vigor through impeccably planned events in 2017-2018. Preparations to invite the Visitor of Delhi University, i.e. Honorable President of India are to be set in motion. In keeping with the spirit and level of excellence in the jubilee year, Departments are encouraged to continue with faculty and student enrichment activities and academic festivals. Ankur Magazine also plans to launch a special issue called 'Amalgamations', or 'Samanvay' that will reflect the glorious PGDAV

culture as well as include among other creative aspects, translations from Sanskrit, Hindi and English together to reflect the rich cultural diversity of India and promote harmony, rather than the traditional format of separate sections for the three languages. The Placement Cell, keeping in mind this year's successful outcome of the internship fair and relevant workshops, plans to form tie-ups with prestigious corporates/ associations to facilitate our students with qualitative internships, skills, corporate experience and on-campus recruitments. The college intends to play a very active and meaningful role in transforming into a green campus. Various societies are coming forward with plans to enhance the aesthetics and eco-friendly measures in our campus. Some of the initial important steps in this direction are to be initiated in the next year by the Lawns and Gardens Committee including the development of small herbal gardens. These will not only grow useful herbs which are helpful in curing ailments but also create awareness about the uses of different herbs for varied purposes. The committee will also undertake planting of other green areas in and around the campus of the college keeping in view the pollution in the city. Geo-Crusader, the Environment Society will endeavour to further spread awareness about environmental issues and create a healthy relationship with nature. The society is planning to participate in Asian Waterbird Census-2017. Among other measures, the college plans to open a fitness center/gym which can be used by both faculty members and students with a view to create an environment with a sound balance of a healthy mind in a healthy body. The Gym will mainly have two kinds of facilities i.e., Fitness Training and Human Resource Assessment.