The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Part – A

Data of the Institution*(data may be captured from IIQA)*

1. Name of the Institution   Hansraj College

- Name of the Head of the institution   Dr. Rama
- Designation   Principal
- Does the institution function from own campus   Yes
- Phone no./Alternate phone no.   +91-11-27667747, +91-11-27667458
- Mobile no.:   +91-9891172389
- Registered e-mail   principal_hrc@yahoo.com
- Alternate e-mail   principal@hansrajcollege.ac.in
- Address   Hansraj College, Mahatama Hansraj Marg, Malkaganj
- City/Town   New Delhi
- State/UT   Delhi
- Pin Code   110007

2. Institutional status:

- Affiliated / Constituent   Constituent
- Type of Institution   Co-Education
- Location   Urban
- Financial Status   Grants-in aid/ UGC 2f
- Name of the Affiliating University   University of Delhi
- Name of the IQAC Co-ordinator   Mr. Sanjay Batra
- Phone no.   +91-11-27667747
- Alternate phone no.   +91-11-27667458
- IQAC e-mail address   iqac.hrc@gmail.com
- Alternate Email address   principal@hansrajcollege.ac.in

3. Website address: www.hansrajcollege.ac.in

Web-link of the AQAR: (Previous Academic Year):   Not Applicable

4. Whether Academic Calendar prepared during the year?   Yes

If yes, whether it is uploaded in the Institutional website: Yes

Weblinks:

University Academic Calender	http://www.hansrajcollege.ac.in/files/Academic_Calender-2018-19.pdf
College Academic Calender	http://www.hansrajcollege.ac.in/iqac/academic_calendar.php

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	A+	3.62	2017	Five years (12th September 2017 to 11th September 2022)

6. Date of Establishment of IQAC: 15/09/2015

7. Internal Quality Assurance System

7.1Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular meetings of Internal Quality Assurance Cell (IQAC)	1.14th June 2017 2. 23rd June 2017 3. 7th Nov 2017 4. Jan 2018 5. April 2018 6. 04th May 2018	Attended by the constituent members
Timely submission of Annual Quality Assurance Report (AQAR) to NAAC	Due on 31st Dec 2018	NA
Collection of Feedback from stakeholders • Students	The link for Feedback is active on the college website all round the academic session. http://www.hansrajcollege.ac.in/feedback/collegefeedback.php	All the students and Faculty members of the College.
• Teachers	Internal process through Staff Council meetings: 8th November 2017 17th May 2018 22th May 2018	
Academic Audit	18th May 2018 (For the session 2017-18)	All 13 Departments of the college participated
Administrative Audit	06/03/2018- 20/03/2018	NA

CAG Audit	06/03/2018- 20/03/2018	NA
Participation in NIRF	2018 http://hansrajcollege.ac.in/files/NIRF-full%20report.pdf	NA
	2019 (result awaited)	
Mentorship Program	July 2017 January 2018	All the students and faculty of the College
Introduction of ICT in all classrooms	Implemented in the session 2017-18	• 39 Classrooms, and 2 seminar halls are now equipped with Projector and Screens to facilitate teaching and learning process. Additionally, a portable projector is available for use by faculty and students. • We are in the process of creating 4-5 smart classrooms. • One new lab set up in 2017-18 with 47 laptops. • Wi-fi enabled campus

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
Hansraj College	Salary & Pension	UGC	2017-18	35,73,85,000
Hansraj College	Non Salary	UGC	2017-18	61,05,000
Hansraj College	Projects	Ministry	2017-18	41,92,343
Hansraj College	-	Management	2017-18	33,41,100

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

http://www.hansrajcollege.ac.in/iqac/members.php

10. No. of IQAC meetings held during the year 2017-18: Six

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.

Yes
http://www.hansrajcollege.ac.in/files/final%20minutes.pdf

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes.

Amount received: Rs. 60,000
Year: 2017-18
Funding Agency: UGC

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

The contributions of IQAC for the session 2017-18 included concrete steps taken towards qualitative improvement in academic and administrative functioning of College. Parallelly, the IQAC team also brainstormed on introducing some innovative practices and is currently in the stage of planning and drafting papers and implement the same in the coming years. It worked in close association with the academic fraternity to discuss and formulate a plan of action which aims to strive for academic excellence. It also shouldered the responsibility to follow up on the successful implementation and monitoring of the academic enrichment activities undertaken by respective departments. It ensured that the quality of teaching-learning processes is not compromised at any stage. Through its efficient guidance and the resources at its disposal, the IQAC served as a facilitator in improvising various aspects of academic and administrative procedures in college these significant initiatives are listed below:

1. **Mentorship Cell**: The Mentorship programme, which began in the session 2016-17, continued to run in the session 2017-18 under the aegis of IQAC. Every faculty member continued to mentor and guide a group of 25 students through the session.

2. **Enrichment Program:** IQAC has been constantly working for enrichment of faculty members as well as non teaching staff. IQAC organized a workshop with Department of Botany on "Computer proficiency in day-to- day work and dealings in work place and public life" for non teaching staff on 6th July, 2017**.**

3. **Feedback System:** The feedback system was established in 2016-17 with an objective to provide a channel of communication between alumni, corporate entities, which visit

college for recruitments, students and the college administration. IQAC worked towards updating and revising the system on a regular basis during the year 2017-18.

4. **Cells and Societies**: IQAC was active in supporting cells and societies in their respective activities. It encouraged the expansion of societies like 'Placement Cell', 'Alumni Association', the 'Haritima', 'Women Development Cell', etc. Not only has there been a rise in the number of societies, student participation in extra-curricular work, but also in the scope of activities of these societies. The emphasis at every stage is to help in the overall development of students, faculty and institute as a whole. IQAC played a crucial role in the conduct of the Internship Fair 2018 organized by the Placement Cell and Neenv - the HRD Cell. It came up with the proposal to organize the fair and proactively followed up the conduct of the fair. It was organized on 9th February 2018. It saw participation from close to 50 companies and was a huge success among students and the companies which visited the campus for recruiting interns.

5. **Mahatma Hansraj Faculty Development Centre:** The IQAC team worked on drafting the guidelines for creating a Faculty Development Centre during the session 2017- 18. As a result of the initiative of IQAC team along with the college Staff Council and Association, the Mahatma Hansraj Faculty Development Centre was successfully inaugurated in the month of November 2018. In a short span of a month, Four different Faculty Development Programmes have been organised by different departments of the college.

13. 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
1. Academic audit to be conducted. 2. To extend facility of creche for the benefits of the staff welfare .it was proposed to make It operational as per the guidelines from June 2018. 3. To encourage faculty to be participative and engaging in Mentorship Program orientation seminar to be conducted and white paper on the program to be produced.	1. Academic Audit completed in May 2018. 2. Creche has started functioning fully from June 2018. 3. A seminar on "Role of Mentorship in enhancement of Students Performance" was conducted by Director, IQAC, Sh. Sanjay Batra for the faculty in first week of January 2018.Internal resource paper on "mentorship" was prepared,

4. For improving the functioning of the various quality circles .it was decided to publish internal white paper of operational societies & calls by the respective convenor/Coordinator.	published, circulated and uploaded on the website.
5. It was planned to shift from manual purchase and procurement system to digital e-tendering ,e-procurement and purchase . .	4. White paper on Enabling Unit documented were prepared and circulated. Copy is uploaded on website.
6. It was planned to approach MHRD to establish a Faculty Development Center under the Madan Mohan Malviya Scheme. The proposal and presentation to MHRD was given for the approval of the scheme.	5. E-tendering, e-procurement system training program was conducted for staff.
7. Introduction of new courses /PROGRAMMES in B.A(h) Philosophy, certificate in Spanish and B.A(H) Psychology was proposed.	The following are now fully functional, implemented and in use. i. GEM (Government e-Marketplace) ii. E-TENDERING iii. E-PROCUREMENT
8. To establish student learning centre for supporting the students beyond class room.	6. MHRD approved the proposal and sanctioned establishment of the Center Madan Mohan Malviya Scheme .The amount received till date for the development of infrastructure, resources and conduct of Faculty Improvement Programs is Rs2.6 crore.
9. To optimize use of resources and to collaborate with Indira Gandhi Open University to establish Teaching Center for IGNOU students.	7. Certificate in Spanish course is introduced. B.A(H) Philosophy AND B.A. (H) Psychology are approved by university for the Center.
10. To have a dedicated laboratory for chemistry and bio sciences for interdisciplinary research.	8. The space is allocated and work for setting up the Resources completed.
	9. Teaching Center of IGNOU is operational.
	10. Space for establishing a Laboratory for Translational Chemistry and Drug Discovery has been provided by the College to conduct interdisciplinary research.

14. Whether the AQAR was placed before statutory body? Yes

Name of the statutory body: Governing Body Hansraj College
Date of meeting(s): 27/12/2018.

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

Yes/No: Yes   Date: 3rd and 4th August 2017

16. Whether institutional data submitted to AISHE: Yes

    Year: 2018   Date of Submission: - 5th June 2018

17. Does the Institution have Management Information System?
   Yes

If yes, give a brief description and a list of modules currently operational.
 (Maximum 500 words)
Yes.

1. Personnel Management System
   This module aims at providing one platform for the management of Faculty & Non-Teaching staff members. All the information and details of the staff are maintained. It includes Information for ID Cards, Faculty Leave Records, leave encashment, LTC, seminars and workshops attended, books authored, research publications and other academic and non academic contributions made by the faculty.

2. Financial Accounting Management System
   The college uses computerized accounting module for all its financial accounting functions like budgeting and allocation of funds, voucher details, bank reconciliation, monthly report generation, payment and receipt records, donations and other such functions.

3. Library Management System:
   It has following facilities:

   RFID for circulation, security, stock verification and other library work
   KOHA - Open-Source Integrated Library Management System (ILMS)
   OPAC (Online Public Access Catalogue)

4. Attendance Management System:
   It maintains the data for student wise attendance, teacher wise attendance and department wise attendance.

5. Student Management System
   It allows management and query based system of students' profile, analysis of Student performance, class participation and more such metrics at class and college level, internal assessment, feedback, e learning and assignments.

6. Web portal:
   The platform has a Service Oriented Architecture (SOA) with following technology stack:

Backend: Spring Boot Micro Services, RESTful Web services in JAVA/J2EE with MySQL database, Redis Caching Framework. The APIs have token-based authentication and are exposed over SSL layer with Captcha based logins. Frontend: Web: Angular JS, HTML5, JS, CSS based custom built responsive Web Portals

7. Document Management System:

It includes internal resources papers faculty's publication details, students attendance records, time table, GE paper submission, University Examination Form, old question papers, etc.

8. Payroll System
It includes Pay register, bank transfer register, bank reconciliation, arrears, advances and loans, allowances, income tax calculations, generation of Form 16, reconciliation of tax payments.
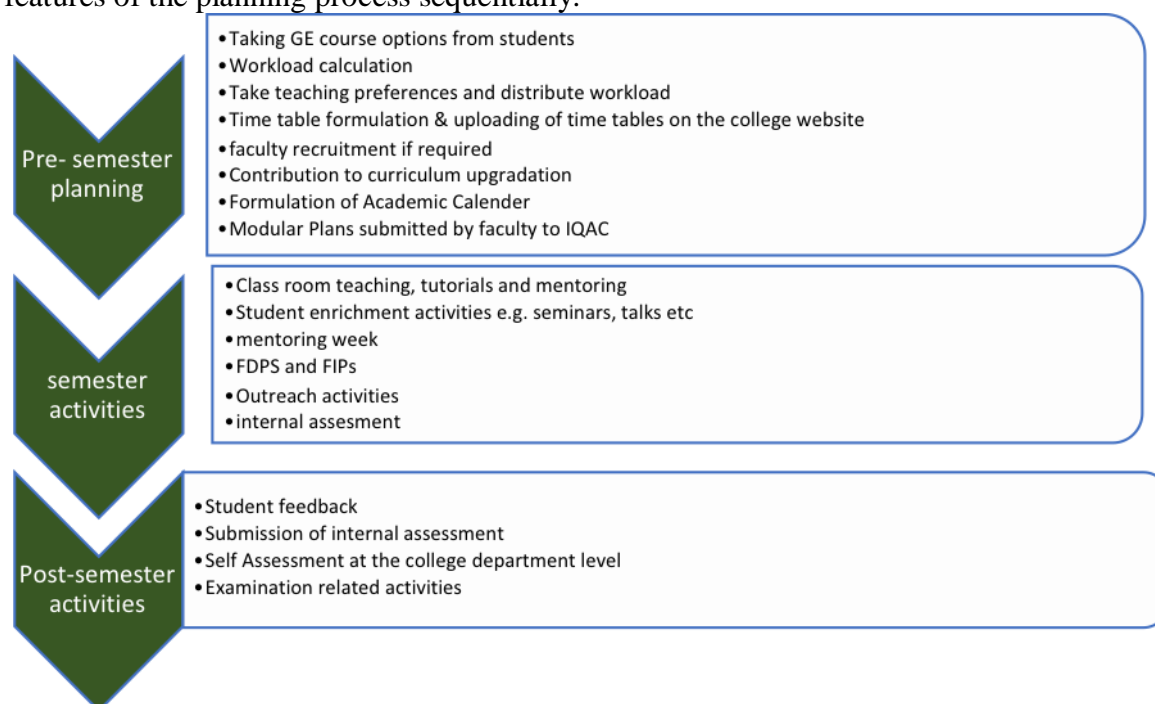
PART B

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

The key to the effective implementation of the University prescribed curriculum is efficient planning. Consequent to the adoption of the Choice Based Credit System (CBCS) by the University we have ensured that the college academic calendar is in place much before the beginning of each semester and preparations for the next semester are complete in time. The following flowchart shows the salient features of the planning process sequentially.

Pre- semester planning
- Taking GE course options from students
- Workload calculation
- Take teaching preferences and distribute workload
- Time table formulation & uploading of time tables on the college website
- faculty recruitment if required
- Contribution to curriculum upgradation
- Formulation of Academic Calender
- Modular Plans submitted by faculty to IQAC

semester activities
- Class room teaching, tutorials and mentoring
- Student enrichment activities e.g. seminars, talks etc
- mentoring week
- FDPS and FIPs
- Outreach activities
- internal assesment

Post-semester activities
- Student feedback
- Submission of internal assessment
- Self Assessment at the college department level
- Examination related activities

The transition to the Choice Based Credit System adopted by the University of Delhi has necessitated the need to provide students with a feasible degree of choice as far as papers chosen and therefore, details of the choices offered. We have, thus, started taking options from students well before the semester begins so that the college departments are well prepared to cater to the student's preferences. Orientation session for GE is held to apprise students of the salient features and future prospects of Generic Electives being offered by each department in a particular semester. This ensures that students make an informed choice. Students are encouraged to meet faculty members and seek more information if necessary. As a college policy, departments are encouraged to accommodate the student's choices.

As an attempt to increase the efficiency of curriculum delivery, the faculty are required to prepare modular teaching plans before the beginning of the semester. The college IQAC monitors this process. Periodic review of curriculum delivery is carried out during department meetings and any mid-course correction done if necessary. Each department strives to ensure that there is efficient curriculum delivery and teachers are encouraged to use innovative teaching learning methods to achieve this goal. The college administration supports the departments in this process in every possible way.

At the end of each semester, teachers submit internal assessment marks in accordance with the department wise guidelines. Moderation of these marks is conducted at the department and the college level. Another important element of post semester activities is collection of student feedback on various

parameters related to curriculum and its delivery. This feedback is a critical input for the IQAC to evaluate the efficacy of curriculum delivery and implement steps to improve it in the next semester.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Diploma in Spanish	16th August 2017, Session for one year	Increases employability	Advance skills in foreign language

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
-	-	**B.A (H) Philosophy (526)**	**APPROVED AND TO BE INTRODUCED DURING 2019-2020**

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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NONE	NA	NA	NONE	NA	NA
Already adopted (mention the year) 2015					

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

	Certificate	Diploma Courses
No of Students	NA	**22 (SPANISH)**

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
a) Radio Jockeying, Anchoring & TV Journalism	a) During 2008-09	a) 35
b)Acting& Film Making	b) During 2014-15	b) 24
c) Mass Communication, Advertising & Marketing	c) During 2014-15	c) 40

1.3.2 Field Projects / Internships under taken during the year

Project/ Trips/Programme Title	No. of students enrolled for Field Projects / Internships (For internship detail see 3.5.2)
Narora Atomic Power Plant UP	08 teachers and 33 students
The Ayurvedic Tibbia College Karol Bagh	02 teachers
Division of Entomology, I.A.R.I	02 teachers and 45 students
National Institute of Immunology	01 teacher and 36 students
Delhi Zoo	02 teachers and 65 students
Sewage treatment plant, I.A.R.I	01 teacher and 65 students
Yamuna Flood Plains near Wazirabad	01 teacher and 45 students
Geology Department Museum University of Delhi	01 teacher and 45 students

1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	**2) Teachers**	**3) Employers**	**4) Alumni**	**5) Parents**
Yes	Yes	Yes	Yes	Yes

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

Yes, feedback is collected from stakeholders formally. Feedback was collected in 2017-18 after each semester. Complete results from student feedback are attached as Annexure 1. Formal feedback is collected on various aspects of teaching and shared with the staff council. Analysis of the feedback data is important information available to the teachers to assess the aspects that need to be worked upon to improve the teaching outcomes. It helps fill an important gap between what works in theory and what actually takes place in the classrooms. We believe that it is one of the most powerful instruments available that makes a teacher student relationship two ways. The IQAC reviews the questionnaire in each semester to minimize errors in data collections. This improves the quality of data we collect. The data is analysed and presented in the staff council for discussion and debate. The essence of the exercise is to help teachers make informed decisions regarding changes that need to be implemented to improve the teaching outcomes.

In addition, informal feedback is collected through college and department Alumni Associations. All feedback is taken and analysed to improve academic outcomes. The feedback results have shown a marked improvement over the years. The IQAC uses the feedback data as a critical input in designing plans for improvement of curriculum delivery.

There is open communication between the students, teachers and the Principal regarding the curriculum. Students are encouraged to give their feedback informally during lectures and tutorials and during mentoring sessions. This feedback is then conveyed to the University department during curriculum review meetings each semester. The feedback is also used to organise talks and lectures by experts to enrich the curriculum. Based on this informal feedback, students are also encouraged to do research projects, write papers and do internships to add value to class room learning.