Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद् विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)* | 2015-16 |

1. Details of the Institution

1.1 Name of the Institution | Shivaji College, University of Delhi |

1.2 Address Line 1 | Raja Garden |

Address Line 2 | Ring Road |

City/Town | New Delhi |

State | - |

Pin Code | 110027 |

Institution e-mail address | shivajicollege.ac@gmail.com |

Contact Nos. | 011-25116644 |

Name of the Head of the Institution: | Dr. Shashi Nijhawan |

Tel. No. with STD Code: | 011-25116644 |

Mobile: +91-9868183049

Name of the IQAC Co-ordinator: Dr. Anita Kapur

Mobile: +91-9899068060

IQAC e-mail address: iqac.shivajicollege.ac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   -

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC (SC)/09/A&A/60.1

1.5 Website address: shivajicollege.ac.in

Web-link of the AQAR: http://shivajicollege.ac.in/wp-content/uploads/2015/06/Annual-Quality-Assurance-Report-3.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.06	2015	2020
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   03/02/2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)-* **NA**

   i. AQAR _____ _____ (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
  iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

   University   State ☐   Central ☐   Deemed ☐   Private ☐

   Affiliated College   Yes ☐   No ☐

   Constituent College   Yes [√]   No ☐

 Autonomous college of UGC   Yes ☐   No ☐

  Regulatory Agency approved Institution   Yes [√]   No ☐

 (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education [√]   Men ☐   Women ☐

                          Urban [√]   Rural ☐ Tribal ☐

   Financial Status   Grant-in-aid ☐   UGC 2(f) [√]   UGC 12B [√]

                        Grant-in-aid + Self Financing [√]   Totally Self-financing ☐

1.10 Type of Faculty/Programme

   Arts [√] Science [√] Commerce [√] Law ☐ PEI (Phys Edu) [√]

   TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

   Others   (Specify)   .

1.11 Name of the Affiliating University *(for the Colleges)*   University of Delhi

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University - **NONE**

University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers   11

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   NIL

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

   community representatives   1

2.7 No. of Employers/ Industrialists   2

2.8 No. of other External Experts   1

2.9 Total No. of members   19

2.10 No. of IQAC meetings held: 12

2.11 No. of meetings with various stakeholders: No. | 12 | Faculty | 9 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | 1 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | √ |

If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 21 | International | 1 | National | 5 | State | - | Institution Level | 15 |

(ii) Themes

INTERNATIONAL LEVEL

S. no.	DEPARTMENT	EVENT
1.	HISTORY	International Seminar on Acculturation: Religion Society Language, from February 17- 18, 2016

NATIONAL LEVEL

S. no.	DEPARTMENT	EVENT
1.	BIOCHEMISTRY, BOTANY, ZOOLOGY & CHEMISTRY	DST sponsored Inspire Science camp, from December 19-23, 2015
2.	BIOCHEMISTRY	A National Symposium on "Lifestyle Disorders: Understanding the Molecular Mechanisms", from January 28-29, 2016
3.	ECO-CLUB	National Seminar on "Water and Air Quality of Urban Ecosystem", March 22, 2016
4.	COMMERCE	UGC Sponsored National Conference on "Globalization, Economic Development and Sustainability" March 29, 2016
5.	NSS & WDC	National Seminar on "Woman, Crime and Law: Protection or Assertion?" March 31, 2016

UNIVERSITY/COLLEGE LEVEL

S. no.	DEPARTMENT	EVENT
1.	BIOCHEMISTRY, BOTANY, CHEMISTRY, ZOOLOGY	Lab Skill Training Program for Laboratory Staff from May 31- June 3, 2016
2.	SHIVAJI COLLEGE	Workshop on "Enhancement of General Administrative Skills in Higher Educational Institutes" for non teaching staff, June 6-10, 2016
3.	BOTANY	Annual Inter-College Academic programme: *FRAGRANCE 2016* on February 19, 2016
4.	BIOCHEMISTRY	One day workshop for the students of Lancer Convent Public School, Prashant Vihar, Delhi on "Molecular Biological Techniques", October 28, 2015
5.	CHEMISTRY	Annual Academic programme, "Rastantrum – 2016", March 17, 2016
6.	COMPUTER SCIENCE	Annual Technical programme "Techelons 2015", March 23-24, 2015
7.	COMMERCE	Annual Academic programme "Optimum – 2016", March 30, 2016
8.	ECONOMICS	Annual Academic programme "Pareto", March 18, 2016
9.	ENGLISH	Annual Academic programme "Litopia 2016", February 25, 2016
10.	GEOGRAPHY	Annual Academic programme "Shivalik 2016", March 8, 2016
11.	HINDI	Two day Seminar, February 23-24, 2016
12.	MATHEMATICS	Annual Academic programme "Infinity – 2016", February 10, 2016
13.	PHYSICS	Workshop on "Astrophysics, Cosmology & Computation", February 12, 2016
14.	PHYSICS	Annual Academic programme "Invenio-2016", March 9-10, 2016
15.	POLITICAL SCIENCE	Dr. B.R. Ambedkar Memorial Lecture on the Constitution Day, November 26, 2015

2.14 Significant Activities and contributions made by IQAC

S. no.	Plan of Action	Achievements
1.	Physical verification of laboratory	Verification and updation of the equipments and infrastructure
2.	Internal academic audit of the departments	Ensures transparency and verification/checking of smooth functioning of the department
3.	Financial audit of accounts department	Ensures transparency in finances of the institution
4.	Result analysis of the respective departments	Assesses the academic excellence of students and identifying the drawbacks/problem areas
5.	Monitoring the progress of research through College Research Cell (CRC)	Recording the number of publications in peer reviewed international and national journals and monitoring the progress of research project
6.	Motivated the departments to organize seminar/conferences and workshops	Provided a platform to students and faculty members to present their research work/ upgrade their skills/ interact with eminent personalities
7.	Feedback forms are taken from the stakeholders	Steps were taken for the redressal of grievances

2.15 Plan of Action by IQAC/Outcome

The plan of action is chalked out by the IQAC at the beginning of the year and monitors quality enhancement annually

* *Attach the Academic Calendar of the year as Annexure*. (**Annexure 2.15**)

Same as 2.14

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No

Management [ ]   Syndicate [ ]   Any other body [√]

Provide the details of the action taken

The AQAR was placed in the IQAC meeting on 11th of August 2016. The achievements of last year were thoroughly assessed and the action plan for the forthcoming academic year was formalised.

Part – B
Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3			
UG	20		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others (add on courses)				2
Total	23		1	2

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: √ **CBCS**/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	23
Trimester	nil
Annual	nil

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   Students [√]
    (On all aspects)

      Mode of feedback   :   Online [√]   Manual [√]   Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure **(Annexure 1.3)**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> As per university norms

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
116	64	49	-	2 (1- Principal, 1-Librarian)

2.2 No. of permanent faculty with Ph.D. - **75**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
65 ad-hoc and 4 permanent	-	-	-	-	-	-	-	69	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   4 (guest)   65(adhoc)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended :Seminars Workshops	47 1	77 -	5 28
Presented papers	31	58	-
Resource Persons	9	8	19

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The academic year 2015-16 has witnessed a three-tiered structure in its undergraduate programmes. While students entering the fifth semester continued under the restructured FYUP, others entering the third semester remained in the semester mode and the new admissions to the first semester were done under the CBCS programme. We successfully managed admissions, timetable and teaching across three programmes. Our teachers adopted various innovative methods in teaching process. Some of these are:

- 43 eminent dignitaries (Ministers, MLA's, Vice Chancellors, Professors, Scholars and Scientists) visited our college in the current academic year to give talks and interact with the students thereby motivating them in various fields - academic as well as extracurricular.

- National and International Seminars, Conferences and Workshops were organised by most of the departments to give exposure to the students (as enlisted on pg 6-7)
- Around 150 students along with teachers worked on innovation projects. They participated in several National and International Conferences /Seminars / Symposium under the guidance of their respective project investigators. 8 students from innovation project SHC-303, 10 students from innovation project SHC-309, 6 students from innovation project SHC-310, 10 students from innovation project SHC-312 and 5 students from innovation project SHC-313 presented papers/ posters.
- Nine departments organised field visits, study tours and excursions to make teaching learning process more interesting and unconventional.

- Students are regularly motivated to understand science through creative art activities like rangoli, pot painting, slogan writing, salad making and poster making competitions. Such cultural events are regularly organised in college by departments and committees where students are given platform to display their talents in fields other than academics.

- As compared to previous years, more teachers are now using multimedia techniques in classrooms via audio-visual displays and power point presentations. Students also prepare their projects on powerpoint and give presentations in class which are assessed by teachers

- Dr.Tejbir Singh Rana from Department of Geography uploaded 25 of his e-lectures on the topic "Geography of India" on Youtube.

- Multimedia, websites and animations are regularly used in teaching.

- The Eco Club involved many students in maintaining the college Herbal Garden and Paper Recycling Unit.

- The students are given analytical problems to develop their thinking towards application of the concepts. Moreover, the traditional method of teaching made more effective by the use of Z to A approach that explains the application part of the concept first and theory later.

- 5 teachers developed e-content for Institute of Lifelong Learning, University of Delhi.

- The Department of Business Economics organized its annual festival 'Invoke' which saw a panel discussion as the flagship event on "Start-ups: Scope, issues and challenges" involved with the start-ups in India in March 2016. The panel discussion was addressed by Rishi Seth (Founder & CEO, Evoc), Rohit Kumar (Founder & CEO, Chapters App), Vyom Bhardwaj (VRentin Tech) and Ajay Chabbra (Founder & CDO, BGV Digital). Another major event was 'IGNITE', where students across the city participated and presented their business plans. The winners were provided token money to bolster their business ideas and inculcate entrepreneurship spirit within the students. The festival was interspersed with several interesting and fun events like business quiz, treasure hunt, frugal billionaires and ICICI sponsored mock stock competition. The festival celebrated the ten years of academic excellence of the Department in Shivaji College in the presence of Prof Suresh Aggarwal (Dean & Head FASS&H), Dr. Shashi Nijhawan (Principal, Shivaji College), faculty and students of the college along with hundreds of students across the city.

- The Department of Biochemistry organized National Symposium on "Lifestyle Disorders: Understanding the Molecular Mechanisms" from January 28-29, 2016.

- The Department of Chemistry organized the National Level ACT (Association of Chemistry Teachers, c/o Homi Bhabha Centre for Science Education, Mumbai), a concept based test in chemistry for its students on August 31, 2015.

- The Department of Computer Science organized 'Code Cracker' event in collaboration with 'Code Chef', a global competitive programming platform. Students used this event as a platform to showcase their coding skills in the field of computer science. A talk on 'Cloud Computing' by Mr. Ashish Raj, Associate Team Leader, CETPA Infotech was organized on August 13, 2015. An ICT Awareness Campaign was also organized on August 12-14, 2015.

- The Department of Economics organized a Statistical Workshop on "An Introduction to Stata" on September 18, 2015 to provide its students an insight into the use of available statistical softwares as well as to improve their efficiency of research work and analysis. Eminent speakers invited were Mr. Jay Dev Dubey, Consultant with Research and Information System for Developing Countries (RIS) and Mr. Kapil Patidar, Research Officer, Department of Economic Affairs, Ministry of Finance, Government of India.

- The English Literary Society organized a one-day Gender Workshop on September 15, 2015 to help engage students with the concept of gender sensitization through interactive activities. Dr. Sanjay Kumar from Hansraj College, University of Delhi was invited as the workshop facilitator.

- Science Setu Programme : the college collaborated with National Institute of Immunology to bridge the gap between undergraduate education and cutting edge research and technology under the auspices

of Science Setu Program on December 30, 2016. An MoU has been signed for three years.

2.7 Total No. of actual teaching days
during this academic year   -**197**

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
    Double Valuation, Photocopy, Online Multiple Choice Questions)

> Colleges under University of Delhi follow the rules prescribed by the university. In 2015-16, university started grading system of evaluation under the CBCS scheme. Under CBCS, continuous evaluation method was initiated and followed in all practical papers. Students were given credit for their performance in practical class on daily basis. 25% of the marks are evaluated on the basis of internal assessment. Moreover, the papers which come under AECC are evaluated in college itself.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop
6

2.10 Average percentage of attendance of students -63,68% (the attendance for the students enrolled in FYUP was not compulsory)

2.11 Course/Programme wise distribution of pass percentage:

S.No.	Title of the Programme	Total No. of Students Appeared	Division					
			Distinction %	% of I div	% of II div	% of III div	% of Fail	Pass % with ER
1	B.Sc. (H) Mathematics	104	17.30	30.76	0	0	0	100
2	B.Com. (H)	266	7.89	55.64	3.75	0	0	100
3	B.Com. (P)	139	10.07	64.75	7.91	0	0	100
4	B.A. (P)	137	0.73	37.96	21.89	0	0	100
5	B.A.(H) Sanskrit*	12	8.33	8.33	0	0	8.33	91.67
6	B.A. (H) English	61	0	3.28	9.83	0	0	100
7	B.A.(H) History	41	0	17.07	26.83	0	0	100
8	B.A.(H) Pol. Sci.	36	0	5.56	16.66	0	0	100
9	B.A.(H) Hindi	42	0	26.19	11.90	0	0	100
10	B.A. (H) Economics	58	1.72	53.44	17.24	0	0	100
11	B.A. (H) Geography	37	5.40	78.38	5.40	0	0	100
12	B.A.(H) Business Economics	51	11.76	66.67	0	0	0	100
13	B.Sc. (H) Zoology	25	80	68	0	0	0	100
14	B.Sc. (H) Botany	27	40.74	70.37	0	0	0	100
15	B.Sc. (H) Physics	63	19.05	46.03	3.17	0	0	100
16	B.Sc. (H) Bio-Chemistry	23	4.35	56.52	0	0	0	100
17	B.Sc. (H) Chemistry	65	12.31	52.31	0	0	0	100
18	B.Sc. Phy. Sci. with Com. Sci.	65	12.31	50.77	3.07	0	0	100
19	B.Sc. Phy. Sci. with Chemistry	15	6.67	20	0	0	0	100
20	B.Sc. Life Science	76	9.21	44.74	0	0	0	100
21	M.A. Pol. Sci.	6	0	0	66.67	0	0	100
22	M.A. Sanskrit	2	0	0	0	0	0	100
23	M.A. Hindi	19	0	5.26	52.63	0	0	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes?

IQAC monitors and evaluates the entire teaching learning process on a regular basis through academic audits in the college. Each department has to undergo audit by another department under which all the activities and progress of the department and its faculty members are analysed in detail. All the lab equipment are checked and any discrepancies found are rectified to the full satisfaction of the auditor. IQAC holds regular meetings in which these audits and their reports are discussed and evaluated. Result analyses is carried out after every semester at the departmental level and at staff council meetings. Feedback from the students is taken and their grievances are addressed. The suggestions of experts of IQAC is taken and implemented.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	10
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	8
Faculty exchange programme	-
Staff training conducted by the university	9 (non teaching staff)
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	Summer/winter school- 5 workshops- 29
Others: Faculty Development programmes Skill Development Lab skill development (Lab attendants) Office administration (office staff)	10 1 13 11

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	48	12	10	9
Technical Staff	45	16	6	8

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC has been very active through the College Research Cell (CRC) in promoting the research climate among the faculty members and students. Currently there are 15 interdisciplinary innovation projects funded by University of Delhi, which inculcate research culture among undergraduate students. One of these research projects 'Real Time Android Application for Travel Convenience' had been much appreciated. The team was invited to present their work on May 1, 2016, the Foundation Day of University of Delhi. Information and research highlights are posted on notice boards and college website to ensure that the information reaches faculty members and students. This has resulted in increased participation in Conferences, Seminars and Workshops. There have also been several research publications in National and International journals. The CRC also monitors the progress of research projects and timely submission of reports and utilization certificate.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		10.5 lacs		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		15		
Outlay in Rs. Lakhs		75.5 lacs		

S. no.	TITLE	NO. OF STUDENTS INVOLVED	PERIOD [IN YEARS & MONTH (S)]	TOTAL GRANT/FUNDING RECEIVED (RS.)	NAME OF SPONSORING/ FUNDING AGENCY
1.	Efficient photocatalytic degradation of toxic organic pollutants by metal organic complex using a novel green chemical approach	10	One year	5 lacs	University of Delhi
2.	PLGA nanoparticle spacers for targeted drug delivery in cancer treatment	10	One year	7 lacs	University of Delhi
3.	Accessing Microbial Diversity of Yamuna Water: A Step towards Environmental Restoration	10	One year	6 lacs	University of Delhi

4.	Investigation of polymer based electrodes for all solid state high performance super capacitor	10	One year	5 lacs	University of Delhi
5.	Industrial Waste Utilization for Microbial Fuel Production	10	One year	5 lacs	University of Delhi
6.	Application of Biocontrol agents and herbal oils on wheat crop against powdery mildew disease	10	One year	3.5 lacs	University of Delhi
7.	Amelioration of air quality in urban ecosystem of Delhi: Role of avenue trees and use of birds as biomonitors	10	One year	5 lacs	University of Delhi
8.	A dried bloodspot collection study for detection of Brucellosis in bovine population of Indian villages: An ELISA based system specific to Omp25 and Omp28 proteins of *Brucella abortis*	10	One year	5 lacs	University of Delhi
9.	A comparative chemical analysis of commercially available newer brands of edible oils for their highlighted benefits for human consumption	10	One year	4 lacs	University of Delhi
10.	Lifestyle Disorders: Etiology, Awareness & Management	10	One year	5 lacs	University of Delhi
11.	L-asparaginase, an anti-tumor agent: Production, Characterization and Molecular Approaches	10	One year	6 lac	University of Delhi
12.	Comparative analysis of heavy metal toxicity and pesticide contamination in vegetables collected from local sites and organic stores in Delhi	10	One year	6 lacs	University of Delhi
13.	Make your life easy: using smart switch	10	One year	4.5 lacs	University of Delhi
14.	Real Time Android Application for Travel Convenience	10	One year	4 lacs	University of Delhi
15.	Inventory and prospect of water conservation in Western Rajasthan	10	One year	4.5 lacs	University of Delhi

3.4   Details on research publications:

	International	National	Others
Peer Review Journals	41	24	
Non-Peer Review Journals	1	5	
e-Journals	3	13	
Conference proceedings	7	-	

3.5 Details on Impact factor of publications:

Range [　] Average [√] h-index [　] Nos. in SCOPUS [　]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects		DST	10.5 Lacs	
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2015-16	University of Delhi	75.5 Lacs	
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   [9]   Chapters in Edited Books   [19]

ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from - **NA**

UGC-SAP [　]   CAS [　]   DST-FIST [　]

DPE [　]   DBT Scheme/funds [　]

3.9 For colleges   Autonomy [　]   CPE [　]   DBT Star Scheme [　]

INSPIRE [√]   CE [　]   Any Other (specify) [　]

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences   (enlisted in pg 6-7) organized by the Institution

Level	International	National	State	University	College
Number	1	5			15
Sponsoring agencies	ICSSR, ICCR, CBI & UGC	UGC, DBT, ICMR			

3.12 No. of faculty served as experts, chairpersons or resource persons   59

3.13 No. of collaborations-**Nil**   International   National   Any other

3.14 No. of linkages created during this year:

- A highlight of this year has been the 'Science-Setu' Program which is a linkage between Shivaji College and National Institute of Immunology.
- Science Departments, along with the Department of Mathematics, organized the DST sponsored 'Inspire Science Camp' for school students from December 19-23, 2015.

3.15 Total budget for research for current year in lakhs :

From Funding agency   85.5 lacs   From Management of University/College   -

Total   85.5 lacs

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	
International	Applied	Nil
	Granted	
Commercialised	Applied	Nil
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year:

Total	International	National	State	University	Dist	College
7	4	1		2		

3.18 No. of faculty from the Institution
who are Ph. D. Guides   6
and students registered under them   6

3.19 No. of Ph.D. awarded by faculty from the Institution   2

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF ☐ 1 ☐   SRF ☐ 1 ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events:

University level ☐ 17 ☐   State level ☐ 0 ☐

National level ☐ 0 ☐   International level ☐ 0 ☐

3.22 No. of students participated in NCC events:

University level ☐   State level ☐ 47 ☐

National level ☐ 48 ☐   International level ☐

3.23 No. of Awards won in NSS: -**Nil**

University level ☐   State level ☐

National level ☐   International level ☐

3.24 No. of Awards won in NCC:

University level ☐   State level ☐ 7 ☐

National level ☐   International level ☐

3.25 No. of Extension activities organized

University forum ☐   College forum ☐

NCC ☐ 4 ☐   NSS ☐ 7 ☐   Any other ☐

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood donation camp was organised in October, 2015.
- Soft skills training and personality development for students were performed twice in November 2015 and January 2016.
- Tree plantation in college campus was organised on September 7, 2015. Slogan writing competition was organised to create environmental awareness.
- Cancer awareness program was organised in March 2016, in which students and teachers were sensitised to the emotional and medical needs of cancer patients.
- Khadi Diwas was organised in October 2015. Relevance of Gandhi in today's society was discussed with the students.
- Road Safety Awareness program was organised in March 2016 in which students were taught about various kinds of road signs, the importance of helmet and various skills necessary for safe driving.
- Health camp on Lifestyle Disorder was organised on September 28, 2015. Body composition including BMI, resting metabolism of 1200 students was checked.
- World Health Day was celebrated on February 4, 2016 to create awareness regarding obesity and how it effects our skeletal muscles and body fat percentage.

- World Asthma Day was celebrated on May 3, 2016. Oxygen saturation was checked for approximately 800 students

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20,235 m^2 (Academic block) 20,235 m^2 (Sports ground)	-	-	-
Class rooms	41	-	-	41
Laboratories	14	-	-	14
Seminar Halls	1	-	-	1
No. of important equipments purchased	1287	16	University of Delhi	1303
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs. 9,58,078	University of Delhi	Rs. 9,58,078

Others	1. Renovation of Medical centre (WUS) on the college campus
	
	    • Minor OT
	
	    • Separate OPD
	
	    • Pathological test laboratories
		1
		
		1
		
		2
			University of Delhi	Rs. 12,00,000

	2. Development of xerox copier room at college gate					Rs. 2,00,000
		Combined R.O. sytem of 60,000L capacity per day. It supplies water to every section of college		Shivaji College Shivaji College		Rs. 3,00,000

Others:
1. Annual Maintenance Contracts for major equipment and softwares has been done.
2. Cleaning of overhead tanks are carried out thrice a year for maintaining hygiene

4.2 Computerization of administration and library

Annual Maintenance Charges for 2 softwares : student records and TALLY , in college administrative block was renewed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	65923	-	3511	1999938	69434	-
Reference Books	2218	-	26	23650	2244	-
e-Books	138521 through N-LIST		-		138521 through N-LIST	
Journals	2		-		2	
e-Journals	6328 through N-LIST		-		6328 through N-LIST	
Digital Database	Nil	-	-	-	-	-
CD & Video	619	-	36		655	-
Others (specify)	286 Braille books 30 CD for visually handicapped students		5 Angel softwares		286 Braille books , 30 CDs for visually handicapped, 5 Angel softwares	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	150 desktops 936 laptops	4	Wifi enabled campus	1	1	1	17	-
Added	-	-	-	-	-	-	-	-
Total	1086	4	2 modem	1	1	1	17	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- New softwares were added in the computer laboratories.
- One day workshop was held on Tally ERP9 on September 9, 2015 in association with Tally Incorporation to familiarize students with the latest software.
- New software was acquired for time table.
- Laptops were distributed among students.
- Online fee payment module and security refund system has been added to college website to assist students during admissions.
- LAN connection was installed in Computer Laboratory-3
- Eleven access points are available for better wi-fi coverage

4.6 Amount spent on maintenance in lakhs (Rs.) :

i) ICT $\boxed{2,64,000}$

ii) Campus Infrastructure and facilities $\boxed{21,65,938}$

iii) Equipments $\boxed{9,58,078}$

iv) Others $\boxed{13,90,305}$

Total: $\boxed{47,78,321}$

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Online feedback taken from students.
- Financial assistance extended to economically weaker students.
- Add-on courses for development of soft skills were offered.
- The institution publishes its updated prospectus annually.
- Orientation Day was organized on the first day of the academic session of the college for welcoming freshers and making them aware of the traditions of the college. The students were also aquainted with the co-curricular activities in which they can participate. Further a departmental orientation was held on the same day and the students were apprised of the CBCS course structure and various facilities available in the college.
- Ensuring the maintenance of digitilized records of the students.
- Regular display of attendance and marks of internal assessment on college website.
- Ensuring the college website is regularly updated.
- In case of any problem/discrepancy the parents are directly contacted.
- Each teacher mentors 20 students and counsels them.
- Academic calendar is uploaded on the college website at the beginning of the session.
- Special care is taken of the needs of physically handicapped students. The college offers the following support system to the visually/physically challenged students:
  a) 1 Lex software for reading Braille literature
  b) 1 Scanner kit and laptop for scanning Braille literature exclusively
  c) 2 of Angel Recording System for hearing impaired students
  d) 10 I-pods for visually challenged students
  e) 2 Braille kits for the visually challenged students
  f) 286 Braille books and 30 CD's of Braille Literature
  g) 29 Tape Recorders for the visually challenged students
  h) OPAC feedback system, especially for physically challenged students
  i) Physical support system in the form of two staff members to provide continuous assistance to physically challenged students
  j) Special cubicle for blind students with computer facility.

5.2 Efforts made by the institution for tracking the progression

- Continuous assessment and evaluation is conducted for students for tracking their progression and results are uploaded online.
- The results are presented and analyzed in staff council meeting.
- Departments maintain the data of their students to track their progression after graduation.
- Alumni meets are conducted regularly.

5.3 (a) Total Number of students

UG	PG	Ph.D	OTHERS
3623	70	Nil	Nil

(b) No. of students outside the state

1379

(c) No. of international students

18

Men	No.	%
	14	77.78

Women	No.	%
	4	22.22

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2091	577	97	844	26	**3635**	2007	545	105	938	28	**3623**

Demand ratio   **Centralised registration of applications for admissions by University of Delhi**

Dropout %   7.89

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Teachers counsel students for competitive examinations.
- There are question papers and magazines in library for preparation of various competitive examinations.
- Regular monitoring of students is done.
- Question banks are also posted by teachers on ILLL website of University of Delhi.

No. of students beneficiaries   **- 626**

5.5 No. of students qualified in these examinations-

Data not available as the college is primarily an undergraduate college and most of these examinations take place after post-graduation

NET		SET/SLET		GATE		CAT		
IAS/IPS etc		State PSC		UPSC		Others		

5.6 Details of student counselling and career guidance

Placement cell renewed the registration process in the session 2015-2016. Students can now register for placements through a link on the college website. A Facebook page has also been created in this regard.

The following placement drives were organized for campus placement:
- September 22, 2015   :   Ernst and Young
- November 2, 2015   :   Concentrix
- January 21, 2016   :   Genpact
- February 22, 2016   :   Gandhi Fellowship (NGO)
- March 5, 2016   :   S&P Capital IQ

Additionally the college runs two add-on courses namely 'Banking, Finance and Insurance Services' and 'Media and Entertainment' under National Skill Development Corporation for career promotion.

The students of Shivaji College also participated in the following sessions organized by Central Placement Cell of the University of Delhi:

Company	Session
British Telecom India Pvt. Ltd, Vistara (TATA SIA Airlines Limited)	October 2015
Mahindra Comviva	October 2015
WIPRO- WISTA (Wipro Software Technology Academy)	November 2015
British Telecom India Pvt. Ltd.	November 2015
United Health Group, Azim Premji Foundation, Teachersity	January 2016
The Heritage Schools, Tech Mahindra	January 2016
Infosys, Amazon	January 2016
Capacity enhancement session: NSE Motivational Talk	January 2016
ABP News	February 2016
Mazars India, Navig8India	February 2016
Mind Shapers, SRF	February 2016
British Telecom India Pvt. Ltd. IITIIM Shaadi.com	March 2016

No. of students benefitted   56   (Annexure attached)

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	97	56	Not available

5.8 Details of gender sensitization programmes

Shivaji college has a Women Development Cell (WDC) that actively works on the gender issues. The following activities for gender sensitisation were organized in the college
- WDC organized a month-long (October-November, 2015) Self-Defense Workshop for the female students in collaboration with Delhi Police in the college campus.
- Members of WDC visited Gurgaon Gramin Mahila Mandal in August, 2015 in Gurgaon for spreading health awareness amongst the female population. Blood sugar and haemoglobin tests were done along with bone densitometry for the female population of the village.
- WDC Conducted a National Seminar on "Women, Crime and Law: Protection or Assertion?" on March 31, 2016.
- Faculty members interacted with the Commissioner of Police, members of many NGOs and help groups regarding safety issues of women in December, 2015.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level 108   National level 2   International level 1

No. of students participated in cultural events

State/ University level 195   National level 67   International level -

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level 1   National level 2   International level 1

Cultural: State/ University level 12   National level 14   International level -

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	294	782000
Financial support from government	215	1083600
Financial support from other sources	8	46100
Financial support from Delhi University	25	10000
Number of students who received International / National recognitions	-	-

5.11 Student organised / initiatives :

Fairs : State/ University level | √ | National level | - | International level | - |

Exhibition: State/ University level | √ | National level | - | International level | - |

5.12 No. of social initiatives undertaken by the students | > 13 |

- A group of teachers and students visited Gurgaon Gramin Mahila Mandal in August 2015 for spreading health awareness amongst the female population. Blood and sugar tests along with bone densitometry were done for the female population of the village.
- A plantation drive was organized in the college during Van Mahotsav on September 7, 2015. Slogan writing competition was held to spread environmental conciousness.
- A Blood Donation Camp was organized within the college campus in collaboration with Lion's Club in September, 2015.
- Personality development workshops were organized on August 7, 2015 and on January 20, 2016, keeping in mind the specific challenges of the students.
- 2 students attended a workshop "Mansik Rog: Pahchaan aur Ilaaj" (Mental Disorder: Identification and Treatment) at AIIMS, in November, 2015.
- A month-long (October-November, 2015) Self-Defence Workshop for female was organized in collaboration with Delhi police.
- An awareness campaign was organized in March, 2016 to spread awareness on wearing helmet whiledriving motorcycles.
- Khadi Diwas was organized on October 20, 2015 to take up the cause of reviving handicrafts in Indian Society. A lecture was organized where the topic of "Relevance of Gandhi Today" was discussed.
- Soft Skills Program was organized in February, 2016 for spreading the awareness among the students that body language and overall personality needs to be groomed in the right manner.
- A Cancer Awareness Program was organized in March, 2016, so that misconceptions regarding the disease could be questioned and negated.

- An Essay Competition was organized on Shivaji Jayanti (February19, 2016). The topic of the essay was 'Shivaji: A Role Model'.
- Social initiatives taken up by the students of various Innovation Projects are as enlisted below:
  - Organised health camp on lifestyle disorders on September 28, 2015.
  - Celebrated 'The World Health Day -2016' on April 7, 2016, by creating awareness regarding Life style disorders.
  - Celebrated 'The World Asthma Day' on May 3, 2016 by checking oxygen saturation in the blood of the students.
  - An ELISA-based diagnostic kit was developed to detect *Brucellosis* in buffaloes.

5.13 Major grievances of students (if any) redressed:

- **More number of display boards should be added in the college campus.**

  Number of display boards has been increased.

- **There should be no class on Saturday.**

  As per University norms classes have to be held on Saturday

- **CCTV cameras in the college may be increased.**

  Steps are being taken to increase the number of CCTV cameras on the college campus.

- **Remedy for control of mosquitos in the college campus.**

  Number of pest control visits have been increased.

- **The name of teacher on leave should be displayed.**

  Information is regularly displayed on main notice board near Vice Principal's office.

- **Introduce badminton in college.**

  The proposal to introduce badminton in college has been communicated to Physical Education teacher-in-charge.

- **Extra tutorials for poor students.**

  Remedial classes are being planned.

- **There should be stationary shop in the college campus**

  A stationary cum xerox shop has been introduced near the college gate

Criterion – VI

6.1 State the Vision and Mission of the institution

Vision:
Shivaji College aims to attain excellence in all aspects of higher education and aspires to become a premier institution by creating healthy and congenial academic environment and promoting innovation and experimentation. Quest for knowledge, freedom of expression and respect for culture is the hallmark of the college.

Mission:
Shivaji College believes in attaining excellence and lays emphasis on all-round, integrated development of students. The mission of the college is to provide academic excellence in fields of science, commerce and humanities. It encourages the spirit of scientific inquiry by motivating the students and faculty for continuous research and learning. The college encourages competitiveness and a yearning for perfection among all members and nurtures diverse talent among students through various curricular and co-curricular activities.
Shivaji College promotes equality of education irrespective of social class, gender, religion and caste. The college organises various activities to sensitize the students towards social issues, gender bias, nature and environment. With state-of-the-art infrastructure for extracurricular activities and sports, the college promotes physical and intellectual agility among all members of the institution. Parallel education runs deep into the curriculum and to achieve this, the college organizes seminars, conferences, symposia and other events. This facilitates interaction between students and people from all walks of life. The college works towards grooming the students so that they become key role players in building a culturally sensitive and knowledge based society.

6.2 Does the Institution have a management Information System?

Computerised systems and latest softwares are used in various administrative and managerial functions of the College.

- The administrative section of the college uses Student Management Software for managing the data of admissions.
- Online fee payment module and security refund system has been added to college website to assist students during admissions.
- Salaries, PF, leave records of employees, employee attendance and other similar administrative functions are all automated and the systems are well connected and updated.
- Latest software is used for making time table. Software is also used for making time tables and to report, compile, broadcast and analyse all the academic data like internal assessment, results etc.

6.3 Quality improvement strategies adopted by the institution for each of the following:
6.3.1 Curriculum Development

- The departments follow the syllabi designed by the University of Delhi. Faculty members are part of the Board of Studies/Committee of Courses, University Departmental Committees for curricular planning and syllabi designing. In 2015 -16 six faculty members of Shivaji College were involved in curriculum development at university level. The college sends regular feedback on curriculum to the university departments.
- To supplement the classroom teaching and to effectively add value to the curriculum, the departments organize Workshops, Seminars and Conferences at national and international levels. Students are

involved in organising these under the guidance of their teachers so that they get trained to handle projects and events in future.

- In the year 2015-16 the college organized many seminars and workshops in collaboration with university departments, National Institute of Immunology, UGC, ICSSR, Department of Science and Technology (DST) , Tally Incorporation, NGOs and other institutions to enhance knowledge of students in areas like sciences, humanities, environment, gender, culture and society.

List of seminars organized during in the academic session 2015-16:

- The Department of Commerce organized a one-day workshop on Tally ERP9 on September 9, 2015 for B.Com (Hons.) Semester I.

- The Department of Economics organized a statistical workshop "An Introduction to Stata" on September 18, 2015.

- The Department of Mathematics organized a workshop for Mathematics (Hons.) students on October 27, 2015.

- The Department of Political Science organized a Dr. B.R. Ambedkar Memorial Lecture on the Constitution Day, November 26, 2015.

- The Science Departments, along with the Department of Mathematics, organized the DST sponsored Inspire Science Camp for school students from December 19-23, 2015

- The Department of Biochemistry conducted National Symposium on "Lifestyle Disorders: Understanding the Molecular Mechanisms" on January 28-29, 2016.
- Department of History in collaboration with Department of Sanskrit organized an International Seminar on "Acculturation: Religion, Society, Language" on February 17-18, 2016.

- Sahitya Sangam, the literary society of Department of Hindi organized a two-day seminar on February 23-24, 2016

- The Department of Sanskrit organized a one-day seminar under its society 'Nishreyas' on March 14, 2016.

- Eco Club organized a National Seminar on "Water and Air Quality in Urban Ecosystem" on March 22, 2016.

- Department of Commerce organized a National Conference on "Globalisation, Economic Development and Sustainability" on March 29, 2016.

- The Department of Commerce organised a session on "Preparing for Group Discussion" on March 30, 2016.

- The Women Development Cell organized a National Seminar on "Women, Crime and Law: Protection or Assertion?" on March 31, 2016.

- Departments of Biochemistry, Botany, Chemistry and Zoology jointly organized 'Lab Skill Training Program' for laboratory staff from May 31- June 3, 2016.

- Shivaji college organized a Workshop on "Enhancement of General Administrative Skills in Higher Educational Institutes" for non-teaching staff from June 6-10, 2016.

As part of the curriculum, the students are encouraged to take up internships in industry and industrial excursions.

6.3.2 Teaching and Learning

- The College continuously improves its infrastructure and incorporates new technology, tools and aids, to improve the teaching and learning processes. Classrooms and all laboratories are equipped with projectors. Wi-Fi is available across the college campus for teachers and students. Laptops are given to students and systems are also available in library to help students prepare their presentations and get access to e-resources.
- To supplement regular class room teaching, many Workshops, Conferences, Seminars and Educational tours are regularly organized for students and teachers. The students are encouraged to participate in various seminars, festivals, events and research projects not just in Shivaji College but also in other colleges or universities across India.
- The National Institute of Immunology (NII) has signed Memorandum of Understanding with Shivaji College in which the faculty of NII shall interact and monitor undergraduate college under the aegis of 'Science Setu'programme.
- 150 students are involved in 15 innovation projects funded by University of Delhi.
- To develop the leadership qualities, intellectual skills and team dynamics among students, they are encouraged to participate in "Gyanodaya" organised by University of Delhi annually.
- Two add on skill based courses were successfully conducted in the college in 2015-16 (2 semesters), in collaboration with National Skill development Corporation (NSDC) These courses were 'Banking Finance and Insurance Services' and 'Media and Entertainment'. The classes for these were held on Saturday and Sunday.
- To bring about practical understanding of curriculum the departments organize educational tours, lab visits, field trips / excursions etc.

The following trips/ Excursions were done during the academic session 2015-16
- The Department of History organized a Study Tour to the National Museum on October 9, 2015 for its students. A Heritage Walk was also conducted at Kotla Firoz Shah, Purana Qila, Khair- ul Manazil Masjid, Sher Shah's Mandi Gate and the Mausoleum of Abdur Rahim Khan-i- Khanan, on November 2, 2015.

- Eco club organized a field excursion to Yamuna Biodiversity Park, New Delhi, to celebrate World Wetland Day on February 2, 2016.

- Department of Zoology organized a visit to the Delhi Zoological Park to study the various aspects of animal behavior in November 1, 2015.
- Department of Geography organized 2 long excursions to Alwar and Fatehpur Sikri to study depleting wildlife habitat in Sariska Tiger Project on September 11-13, 2015 and to Pernem and Caranzalem, Goa (March 27- April 2, 2016) to study Man and Environment Interaction in Western Ghats.
- Department of Hindi organised an academic trip to Dam Dama Lake, Sohna, Gurgaon on October 31, 2015.
- The Departments of Economics and Business Economics undertook an industrial visit to the Catch Mineral Water Plant, Raison (Manali) on October 24, 2015.

- A few select students of the Department of Physics accompanied by a faculty member, attended the National Science Day Workshop on Accelerator Physics on February 28, 2016 held at National Science Center, Delhi.
- Department of Biochemistry organized a visit to the Institute of Genomics and Integrative Biology (CSIR), Delhi to acquaint its students with research laboratories on October 9, 2015. The final semester students were provided with academic opportunities to receive hands-on training at the following laboratories:
    1. Molecular Cytogenetics Laboratory, Department of Reproductive Biology at All India Institute of Medical Sciences (AIIMS) for Fluorescence in Situ Hybridization (FISH) technique on February 1, 2016.
    2. Central Instrumentation Facility (CIF), University of Delhi, South Campus for Confocal Imaging on February 22, 2016.

The institution has some pre-set and well defined mechanisms to monitor and review the teaching learning process and efforts are made to continuously improve them. These are listed below:

- The time table of each class is displayed on the website as well as outside each lecture room and laboratory. This helps in monitoring the regularity of classes.
- Academic calendar of each department is uploaded on the college website and departmental notice board and is adhered to.
- Teachers-in-charge of the departments hold regular meetings at month end and information is collected on the percentage of syllabus covered by each teacher.
- The Academic Committee of the college constituted by staff council, monitors the workload of each department.
- No teacher on ad-hoc basis is granted an extension without the written report on satisfactory performance by Teacher-in-charge of the concerned department. Quality of teaching is thereby maintained and merit is valued.
- Students' attendance in every subject is also regularly monitored and uploaded on the college website on monthly basis.
- Under the continuous evaluation system, all components of internal assessment marks of the students are displayed on the website.
- Weaker students are reassessed by giving them an additional opportunity to improve their internal assessment result and if needed, parents of such students are apprised of their performance.
- Moderation of internal assessment is done by the moderation committee of the department and college before final submission to the university.
- The semester result of each department is discussed and analysed in detail to identify the weak areas and take corrective actions.
- The summary of results of each department for every semester is presented in the staff council. The suggestions of the staff council in this connection are implemented in the college.
- The Principal and the Vice- Principal regularly take rounds of the college to ensure regularity of classes.
- The college has latest software for time table. Latest software is also used to report, compile, broadcast and analyse all the academic data.
- A system for assessment of teachers by the students through on line feed-back form has been introduced in the year 2015-16. This was done manually in earlier years.
- At end of every semester each department has to undergo an academic audit by another department under which all the activities and progress of the department and its faculty members are analysed in detail. This leads to quality assurance.

6.3.3 Examination and Evaluation

- The rules and regulations concerning the evaluation process are displayed on the college website.
- Students are also informed about the distribution of marks of internal assessment on the departmental orientation day and during regular classes as well.
- The departments hold regular meetings to ensure that the teachers take regular class tests, assignments, presentations etc. as a part of the initiative taken by the college for effective evaluation of the students. Use of websites, animations and multimedia is on integral part of teaching now. Lectures on Youtube are used for value addition.
- The attendance and internal assessment marks(assignments, tests and projects) are uploaded on the college website. The uploaded information can be accessed and verified by the student as well as by parents at any time. Any queries or discrepancies are resolved out to the full satisfaction of students and teachers.
- A moderation committee is set up in each department which holds its meeting in each semester and carefully analyses the internal assessment marks submitted by the teachers.
- The college also has an Internal Assessment Monitoring committee. Students can approach teachers and moderation committee members for any query and clarifications.
- A detailed form provided by the University of Delhi is to be filled by each teachers in every semester indicating which papers are currently taught by them so that their names occur in the evaluation schedules of these papers in the evaluation centre. The centralized evaluation schedule of the university is communicated to the teachers. The entire schedule is also displayed on the university website. It is mandatory for all faculty members to participate in the central evaluation process.

6.3.4 Research and Development

Within the rules of UGC, study leave with full remuneration is provided to staff for PhD, post-doctoral research work, duty leave is granted for attending workshops and training programmes. They are encouraged to attend conferences and seminars and undertake research projects. The teachers are also granted sabbatical leave for academic pursuits and for writing books. Lab visits to other institutes are arranged for students to give them exposure to latest research and technology.

The College Research Cell (CRC) encourages and supports the faculty to take research projects. This cell performs the following major functions:

- Provides information and guidance to faculty about the various research funding agencies.
- Encourages interdisciplinary research
- Motivates the faculty of each department to publish articles.
- Monitors the progress of innovation project sanctioned to the College. Half yearly presentations were organized on March 11, 2016 to review the progress of the projects and utility certificate.

The CRC has submitted three proposals to the CIIDRET, University of Delhi for Expansion of existing research facility.

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY
- Shivaji College has a fully automated library with air conditioned reading hall for students and teachers.

- The library has 65,923 books. In the academic session 2015-16, 3511 books were purchased. The library has a subscription of over 23 magazines and 27 newspapers.
- All books are bar coded and can be tracked easily through Online Public Access Catalogue (OPAC). All the academic journals can be accessed and obtained online via the university networking system. Students use these resources and enhance their knowledge by spending quality time in the healthy environment of the library in the college
- For the visually impaired students, Braille kits consisting of 286 Braille books with CDs are available in the library, along with 10 iPods, and 29 recording devices.
- All students and teachers are provided separate login IDs to have access to the INFLIBNET e-journals within and outside the campus. INFLIBNET e-journal facility is available round the clock to about 6328 e-journals and 138521 e-books on various fields related to undergraduate and postgraduate courses.
- The library has installed the NETLIB software which includes facilities of library administration such as acquisition of books, cataloguing, circulation, membership facilities, article indexing, serials, barcoding and the importing of data.
- The college library is equipped with twenty five computers and five printers. The library is also in possession of two bar-code printers with readers and two receipt printers. The college has a band width of 30mbps provided by the University of Delhi.
- The library has a collection of syllabi and past year university question papers of undergraduate and postgraduate courses offered by the University of Delhi, the ordinance of the university, governance of colleges, Swaminathan's rule books pertaining to the various laws and policies of the government of India are also available.
- There are over 300 CDs of various books available in the library. 35 CDs are also available for the Foundation Courses for the undergraduate courses. The college has appointed one computer trained staff who manages the entire e-learning system in the library. The Delhi University (Central Library System) e-resource online access provided by the Central Reference Library is also available to the students.
- Steps are being taken to implement the Radio Frequency Identification (RFID) technology in the library to keep pace both with the changing times and rapidly advancing technological innovations.

ICT FACILITY
- Projectors are installed in almost all classrooms and labs in the college. These are effectively used by the faculty to deliver lectures. Regular maintenance of projectors is done
- The college premises are Wi-Fi enabled and the students and teachers access internet facilities in the college.
- The college has four well equipped computer labs and all science departments have their own laboratories equipped with latest technology and facilities. Regular purchases are made to upgrade the facilities available in the science labs.
- The college acquired its own licensed version of highly scientific software MATHEMATICA. In addition, Matlab software is also used for project work. Geography department has its own technical GIS software like Geomedia software (5 units) and a Mapinfo Software (10 units). The Department of Geography also uses open-source GIS software Q- GIS. The department of Economics has acquired a statistical software STATA for econometric analysis. Accounting software TALLY is also installed in computer labs for students of Commerce.
- Each department has been assigned a laptop with wi-fi facility, computer and printer.
- Administration and accounts department are automated and have e-records of all the information of the college.
- The staff salary and provident funds accounts are completely computerized.

6.3.6 Human Resource Management

Human resource is an integral part of an organization and the college takes utmost care to manage this resource very efficiently and carefully. The roles and responsibilities, interests and rights of the staff are respected and protected within the purview of the rules Apart from following all rules of remuneration, leave and perquisites, emphasis is laid on the welfare and development of the staff. In addition to the welfare schemes and facilities for staff enumerated in section 6.4, following measures are adopted for managing human resource:

- Confidential performance appraisals are regularly filled and used positively for future improvement. Personal files and data are well recorded and maintained.
- The college has computerized account keeping and administrative system. Pay-slips and PF statements of employees are transmitted electronically. The superannuation benefits are also provided promptly.
- Each employee in the administrative office is given latest modular work area.
- Bio-metric attendance system ensures regularity and fair assessment of non-teaching staff.
- To motivate employees and to honour sincerity, cash award and certificate of appreciation for best worker is given every year to one member of non-teaching staff of the college.
- A Thrift and Credit society managed by members runs successfully in the college.
- All leave rules as per the University of Delhi statutes are adhered to.
- The leadership provides a very congenial environment for efficient working.
- The authorities have an open door policy to listen to grievances and problems of employees and efforts are made to redress the same promptly.

6.3.7 Faculty and Staff recruitment

- Shivaji College initiated the process of permanent appointments to ensure that the best faculty is appointed in all departments. Permanent faculty has been appointed in the Departments of Geography and Economics in the academic session 2015-16.
- The permanent posts are advertised in national newspapers and on the college and university websites. Eligibility criteria for teachers are determined as per UGC norms and guidelines. The selection committee for the permanent and ad-hoc appointments is formed as per the rules and regulations of the University of Delhi.
- Both the permanent and ad-hoc posts are created according to the roster system and after careful evaluation of the workload of the college by the academic committee.
- Best efforts are made to retain all well qualified and competent teachers and the college ensures that its faculty, whether permanent or ad-hoc, gets its due rights.
- Ad-hoc teachers get summer salary and leave as per university rules specified.

6.3.8 Industry Interaction / Collaboration

- Staff Council appoints Placement Committee in the college that works to provide students with exposure to industry and employment opportunities. Companies are invited by the college to give preplacement talks, conduct interviews and hold discussions. Companies also offer internships to second year students during summer break. The Placement Cell works for increasing industry interaction, networking with corporations and providing corporate exposure to the students.
- Workshops, Seminars, Awareness Programmes are organized regularly. These involve eminent resource persons from industry and institutes of higher learning. The college encourages and helps students to take summer training in research institutes and industries.
- The students and faculty involved in the innovation projects have benefited from the expertise of the mentors associated with them. The mentors belong to institutes of repute such as The Academy of

Scientific and Innovative Research, CSIR, University Science Instrumentation Center (USIC), University of Delhi, Institute of Genomics and Integrated Biology (IGIB) and the parent departments at University of Delhi. The students avail the research facilities present at these institutes.

- The National Institute of Immunology (NII) has signed Memorandum of Understanding with Shivaji College under aegis of 'Science Setu'programme.
- Under the Science Setu Programme, Shivaji College organized a lecture on February 8, 2016. Dr S. Natesh, consultant advisor at National Institute of Immunology, delivered a talk on 'Plants that changed the course of history'.
- In 2015-16 Shivaji College successfully conducted 2 add-on skill based courses in collaboration with NSDC viz. 'Banking Finance and Insurance Services' and 'Media and Entertainment'. The classes for these were held on Saturday and Sunday .
- The college sports ground is being developed to the international standards in collaboration with Infinity Optimal Solutions under public private partnership (PPP).

6.3.9 Admission of Students

- The admission process in Shivaji College is highly transparent and consistent. The rules and regulations of the University of Delhi are strictly adhered to.
- The entire admission process is published in the college prospectus.
- The admissions are purely merit based. For admission to any course in the college, the candidates are required to fill the university centralized application form.
- The cut-off lists of various courses are displayed on the college and university websites. The same are also displayed on the college notice boards and all leading national newspapers.
- The admission form and procedure of the college is completely online. The college has a fully computerised admission management system.
- Each application is processed and analysed very carefully at many levels. The applications are judged on merit and marks are verified through internet and CDs of various boards provided by the university.
- Women students are given 1 % relaxation in the cut-offs for admission.
- The college strictly follows the reservation policies of the Government of India for admission of students from SC/ST, OBC, PwD categories and Armed Forces/Foreign Students/Sports quota.
- Nominees of Nepal Government/Royal Government of Bhutan are given a maximum relaxation of 5% in the minimum marks for admission to various courses.
- Not more than 5% of total intake in each course is filled under sports quota as per university rules.
- Sports committee formulates guidelines, organizes trials and monitors the admission process for candidates seeking admission under the sports quota in alignment with rules and regulations set by the university.
- To maintain transparency and quality, experts are invited to judge the trials and participate in the selection process. Videography of the selection process is done. Sports trials are conducted centrally by University of Delhi.
- The admission process is reviewed and necessary amendments are made, wherever required, by the staff council on an annual basis.
- Each student and his/her parents sign an undertaking regarding attendance rules and anti-ragging activities.

6.4 Welfare schemes for

Teaching and Non-teaching

Following welfare schemes and facilities are provided to teaching and non- teaching staff of the college:

- Health services: The College has in its premises, the west unit of World University Services Health Centre. Camps for preliminary health screening are conducted to monitor cardiac health, blood sugar, and bone density for teaching and non-teaching staff. Awareness seminars on socially relevant issues like AIDS, drugs etc. are also conducted.
- Medical Reimbursements: As per the guidelines of the university and UGC, medical reimbursements are given to employees.
- Group Insurance Scheme (GIS): GIS is available to all members.
- Ward Quota: The College has a quota for admissions of eligible wards of employees.
- Pantry: A well maintained pantry for teachers is successfully running in the staff room.
- Academic Facilities: Dedicated computer rooms in library and staff-room with Wi- Fi facility and e-resources are available for the employees. Each teacher is entitled to get twenty five books and non-teaching staff can get six books issued in their name.
- Allowances: As per the university rules the college gives allowances to its employees- ward education allowance to all the employees, washing and uniform allowance to class IV staff .
- Leave: Emplyees are governed by university rule book.
- Thrift and credit society: A cooperative thrift and credit society managed by the staff is successfully running in the college.
- Staff Quarters: The college has 16 flats for teaching faculty, 4 for non-teaching and 1 Principal's bungalow in the residential area of the campus.

Total number of staff availing welfare facilities/schemes in 2015-16

Facility	No of staff members
WUS health	65
Thrift and Credit Society	140
Group Insurance scheme	143
Staff Quarters	12

Welfare schemes and facilities for Students:
Academics:
- The college provides laptops and Wi-Fi passwords to the students.
- Remedial classes, career counselling, and spoken English classes are organized from time to time. A full time training and placement officer shall be hired in 2016.
- College library has a total of 65923 books related to diverse disciplines and subjects with 3511 books added during the current session. The library subscribes to periodicals, popular magazines (23), encyclopaedia and newspapers (27). The library has a huge well-lit reading hall and computer terminals for students. They are provided with library cards for getting books issued.
- Laboratories have installed state-of-the-art technology and equipment.

- A fee-concession committee comprising of faculty members recommends and ensures timely implementation of fee concession scheme to the deserving candidates. A well-defined procedure is followed to scrutinise and select the candidates.
- The fee concession committee sought and obtained permission from the governing body of the college to enhance the money available for extending financial help to needy students. This was done by creating a fund in which members of the teaching and non-teaching staff voluntarily deposit any amount of money to be used for needy students. A sum of Rs. 50,000 has been raised under this head so far.
- The college assists the students in getting bus and railway travel concession passes.
- The college has two photocopying machines in the campus; one in the library and another near the front gate.
- 'Best Student Award' was instituted in this session to encourage students who excel in academics as well extra / co-curricular activities. In addition, scholarships are given to meritorious and needy students.
- An Equal Opportunity Cell for differently abled students is functioning in the college. This cell makes every possible effort to make the college friendly for Persons with Disability and ensures that required infrastructural facilities are provided.
- Shivaji College is the first college in the university to provide Accidental/ Life Insurance Policy of Rs. 1 Lac per student at nominal premium.

Cultural/ sports:
- The college encourages students to participate in intra/inter-college cultural and sports competitions. Musical instruments, dresses and props are provided to students who participate in various university and national level events.
- Playground and sports equipment are made available to students for games such as football, cricket, basketball, volleyball, chess, table-tennis and athletics. They are also given regular practice sessions and training.
- Every year the college organises its annual cultural festival 'Vibrations' in which students from University of Delhi and other universities compete in events like Dance, Music, Street Play, Fashion Show, Debate, Rangoli Making, Photography and Painting Competition.
- Kits, uniforms and refreshment are provided to NCC, NSS volunteers participating in competitions and events at various levels.

Health:
- A medical card is provided to students at a nominal fee of Rs.120/- per annum, which entitles them to use all facilities available in the WUS Health Centre.
- Following camps, seminars and talks on health issues were organised for the students in 2015-16:
  - Health camp on lifestyle disorders on September 28, 2015
  - National Symposium on "Lifestyle Disorders: Understanding the Molecular Mechanisms" by the Department of Biochemistry on January 28-29, 2016. Specialists from AIIMS, Ganga Ram hospital delivered talks on life style diseases and gave tips to students on healthy living.
  - Celebrated 'The World Health Day' on April 7, 2016, by creating awareness on lifestyle disorders.
  - Celebrated 'The World Asthma Day' on May 3, 2016 by checking oxygen saturation in the blood of the students.

Women Development Cell:

This cell organizes events which create awareness regarding socio-cultural, political and biological complexities. Thought provoking discussions and debates are organised to expose students on issues related to gender equality, social behaviour, societal attitudes etc.

6.5 Total corpus fund generated

Rs 19, 88,060/-

6.6 Whether annual financial audit has been done   ✓ Yes   ☐ No

The last audit was done for the financial year 2014-15 by the university nominated auditor and auditor of Delhi Government.

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	No	-	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?   **Not Applicable.**

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable.

6.11 **Activities and support from the Alumni Association**

An Alumni Meet was held on May 22, 2016. More than 200 alumni attended the meet. Alumni Achievers were felicitated and they shared their experiences and memories. Alumni feedback was also recorded.

6.12 **Activities and support from the Parent – Teacher Association**

The college does not have a formal Parent-Teacher Association. However, the college ensures a healthy interaction with the parents. At the onset of the academic year, parents of first year students are invited to attend

the oßrientation programme. Departments also organize their departmental orientation for an interactive dialogue with students and parents.

The college took the initiative of organizing a Parents' Meet on May 14, 2016. The event was well attended by parents. The Principal and faculty interacted with parents to know more about their problems and expectations. Many of their queries were answered. Parents were asked to sponsor awards and help the college in arranging internship and placement opportunities for students. Parent's written feedback on the institution and its working was also taken.

6.13 Development programmes for support staff

- A Soft Skills Training Workshop for non-teaching staff was organized on August 11, 2015.

- A workshop titled 'Enhancement of General Administrative Skills in Higher Educational Institutes' was organised on June 6-10, 2016.
- The college encourages the support staff to attend workshops and training program conducted by competent authority.
- Games are organized for the teaching and nonteaching staff on Annual Sports Day to forge a healthy working atmosphere.

6.14 Initiatives taken by the institution to make the campus eco-friendly:

- Students, teachers and non-teaching staff take a pledge to "Protect and Plant a Tree" on September 7, 2015.

- The Eco club has a paper recycling unit and e-waste collection centre.

- Recycling of waste paper is done to make handmade paper on the campus.

- Waste water is re-used for irrigation of plants in the campus. A water harvesting pit in the low lying area of the garden is used to harvest rain water.

- The college has huge open and green spaces to absorb carbon emission. There is a recreational/ornamental garden and a herbal garden in the premises.

- Seminars and workshops are often organized to educate about environment and sustainable development. The college has an active Eco Club for organising such programs and activities.

- The Eco Club initiated a 'Sparrow Conservation Project' and installed nests in the college premises.

- There is a vermicomposting pit in the garden to help generate manure.

- Fallen leaves are collected in a pit for decomposition and recycling.

- Microbial culture is always autoclaved after use for disposal.

- Lithium batteries are bought through exchange policy.

- Energy efficient LED lights are used in the college to save electricity power.

To create awareness about environmental sustainability, pocket books titled 'A B C of Sustainability' were distributed free of cost among students on March 29, 2016. These books were compiled and printed by the Department of Commerce and sponsored by the NGO SCOPE PLUS.

Criterion – VII
7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The college introduced a number of innovations in this academic session. These are listed below:

- Inspire Internship Camp:

Science Departments, along with the Department of Mathematics, organized the DST sponsored Inspire Science Camp from December 19-23, 2015. More than 250 students from standard XI from 21 schools (across Delhi) participated in it. The aim of the programme was to expose young and bright children to the exciting world of science and research and motivate them to pursue science as a career.

Eminent Speakers who participated in the INSPIRE camp were:

- Prof. Anil K. Tyagi, Vice Chancellor, G.G.S.I.P.U.
- Prof. Dinesh Singh, Former Vice Chancellor, University of Delhi.
- Prof. Deepak Pental, Former Vice Chancellor, University of Delhi
- Prof. A.P.Singh, Dean, Department of Mathematics, Central University of Rajasthan.
- Prof. M.D. Sharma, Head, Department of Mathematics, Kurukshetra University
- Prof. Debi P. Sarkar, Department of Biochemistry, University of Delhi
- Prof Ved Prakash Gupta, School of Physical Sciences, JNU.
- Dr. Rintu Nath, Scientist F, Head Publication, Vigyan Prasar Science Portal.
- Dr. Asha Srivastva, Forensic Psychology Division, Central Forensic Science Laboratory, New Delhi
- Prof. K. Srinivas, National University of Educational Planning and Administration
- Prof. Karmeshu, School of Physical Sciences, JNU.

- Science Setu Programme

    As a part of its extension activities, the college collaborated and signed an MoU with National Institute of Immunology to bridge the gap between undergraduate education and cutting edge research and technology under the aegis of Science Setu Program on December 30, 2016. Activities done under this programme are as follows:
    - The teaching faculty attended a talk delivered by Nobel Laureate, Dr. Gerald P. Schatten on "Can Regenerative Medicine involving Stem Cells conquer Diseases and Ageing" and interacted with him at NII campus on January 14, 2016.
    - Students and teachers participated in a workshop in Hindu College, University of Delhi. During this workshop on DNA Fingerprinting (on January 22), our students participated in a paper

writing competition on Stem Cell Science and Applications: Hype and Reality and poster making competition on DNA fingerprinting.

- A lecture was delivered by Dr. S. Natesh, Advisor, NII on February 8, 2016 titled "Plants that changed the course of History".
- Through this programme the college aims at providing summer training and mentorship to students and teachers.
- Many informative talks, discussions and brain storming sessions through interactions at various levels shall bring students and faculty to a better understanding of innovations in science and cutting edge technology.

- On Line Student Feed Back Form:
  A system for assessment of teachers by the students was introduced on line.
- Student Scholarship fund: The teaching and non-teaching staff of the college got together to contribute money to raise a fund that shall help the poor students to pay their fees. It was decided that contributors may actually adopt a student to pay for his/her fees for an entire period of undergraduate education.

- Workshop for school children conducted by Biochemistry Department:
  The Department of Biochemistry conducted a workshop for 25 students of Lancer Convent on October 25, 2015 to give hands on training on biochemistry experiments. The workshop got a very good response.
- Soft Skills Workshop for non-teaching staff

  A soft skills workshop was conducted for the non- teaching staff on August 11, 2015.

- Workshop on enhancement of General Administrative Skills in Higher Educational Institutes
  A workshop was conducted for the administrative staff of higher institutions from June 6-10, 2016 at Shivaji College. There was a wide participation of administrative staff from many colleges of Delhi.
- Health camp on Lifestyle Disorder on September 28, 2015.
  In this camp the students of Shivaji College were made aware of the body composition parameters-BMI, resting metabolism and body fat composition. 1200 students were checked for these body parameters.
- World Health Day was celebrated on February 4, 2016
  Awareness regarding obesity and how it effects our skeletal muscles and body fat percentage was created.
- World Asthma Day was celebrated on May 3, 2016. Oxygen saturation was checked for approximately 800 students

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the

beginning of the year

S. no.	Plan of Action	Achievements
Action Taken Report (ATR) of IQAC		
1.	Physical verification of laboratory	Verification and updation of the equipments and infrastructure
2.	Internal academic audit of the departments	Ensures transparency and verification/checking of smooth functioning of the department
3.	Result analysis of the respective departments	Assessing the academic excellence of students and identifying the drawbacks/problem areas
4.	Monitoring the progress of research through College Research Cell (CRC)	Record of publications in peer reviewed international and national journals
5.	Motivated the departments to organize Seminars/Conferences/Workshops	Provided a platform to students and faculty members to present their research work/ upgrade their skills/ interact with eminent personalities
6.	Infrastructure audit of the college	Ensures physical verification of the infrastructure
7.	Feedback forms are taken from the stakeholders	Steps were taken for the redressal of grievances

Activities of Women Development Cell			
S. No.	Event	Plan of Action	Execution of Plan
1.	Visit to Gramin Mahila Mandal in Gurgaon for spreading health awareness amongst the female population	May, 2015	August 18, 2015
2.	Blood and Sugar test along with Bone Densitometry was done for the female population of a village.		
3.	Personality Development Workshop	August, 2015	November, 2015
4.	One-month Self-Defence workshop was conducted for girl students by the Delhi Police	February, 2015	October-November, 2015
5.	Interaction of Faculty members with the Commissioner of Police, Women from many NGOs and Help groups concerning safety issues of women.	September, 2015	December, 2015
5.	Soft Skills and Interview skills Workshop	November, 2015	February, 2016
6.	Cancer Awareness Program	November, 2015	March, 2016
7.	National Seminar on "Woman, Crime and Law: Protection or Assertion?"	August, 2015	March 31, 2016

Activities of Eco Club			
S. No.	Event	Plan of Action	Execution of Plan
1	Initiation of Sparrow Conservation Project	July, 2015	August, 2015
2	Pledge to Plant, Adopt & Protect, ATree Campaign	July, 2015	September 7, 2015
3	Field excursion to Yamuna Biodiversity Park to celebrate World Wetland Day	November, 2015	February 2, 2016
4	National Seminar on Water and Air Quality in Urban Ecosystem	October, 2015	March 22, 2016

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Best Practices: The two best practices adopted by the college are:

1. Promotion of environmental consciousness:

Goal:

Environmental consciousness is an attempt to balance relations between human beings and various natural systems, in such a way that all the components should be in proper degree of sustainability.

The Practice:

- In August 2015, a Sparrow Conservation Project aimed at conserving the population of house sparrow *Passer domesticus*, was initiated and nests were installed within college premises.
- The Vermicomposting Unit produced excellent quality of compost from organic waste which is being utilized in college garden as a manure. Some of it was also distributed among teaching and non-teaching staff.

- The Paper Recycling Unit manages and collects waste paper generated from the college and converts it into recycled paper for reuse in laboratories.

- On September 7, 2015 a poster making and slogan making competition on Pledge to Plant, Adopt and Protect a Tree Campaign was organized and a signature campaign was also held. On Diwali, students were urged to pledge to say 'No to Fire Crackers'.

- A field excursion to Yamuna Biodiversity Park, New Delhi, was organized to celebrate World Wetland Day on February 2, 2016.

- World Water Day was observed on March 22, 2016 by organizing a 'National Seminar on Water and Air Quality in Urban Ecosystem' which was inaugurated by Dr. C.R Babu, Professor Emeritus, University of Delhi., Shri A.K. Gosain, Professor, IIT, Dr. Rita Kumar, Scientist Emeritus, IGIB, Delhi, Shri B. Sengupta, Former Member Secretary, Central Pollution Control Board (CPCB), Delhi, Shri G. V. Subrahmanyam Scientist G (Rtd.) MoEFCC, Delhi, Shri Balakrishnan Menon, Professor, V. P Chest Institute, University of Delhi were the eminent speakers at this seminar.

- Department of Commerce organised a National Conference 'Globalization, Economic Development and Sustainability' March 29, 2016 which had a plenary lecture by Professor K. V. Bhanu Murthy on 'Environmental Sustainability: Global Disparity and Global Environmental Degradation'.
- To create awareness about environmental sustainability, 400 copies of the pocket book titled 'A B C of Sustainability' were distributed free of cost among students on March 29, 2016.

2. Sensitization and creating gender awareness:

Goal:

Gender awareness and sensitization leads to erasing gender bias and gender inequality. It is important to understand the gender differences in an organization as well as society.

Practice:

To achieve the above mentioned goal college organized many activities:

Women Development Cell (WDC) of Shivaji College organized following activities:

- A group of teachers and students went to Gramin Mahila Mandal in Gurgaon for spreading health awareness among the female population on August 18, 2015. A blood and sugar test along with bone densitometry was done for the female population of the village.
- Personality Development Workshop was organized in November, 2015
- A one-month long Self-Defense Workshop was conducted for girl students by the Delhi Police in October- November, 2015.
- Faculty members interacted with the Commissioner of Police, women from many NGOs and help groups regarding safety issues of women in December, 2015.
- A Soft Skills and Interview Skills Workshop was organized for students in February, 2016.
- A Cancer Awareness Program was organized, so that many misconceptions regarding the disease could be questioned and negated in March 2016.
- A National Seminar on 'Women, Crime and Law: Protection or Assertion?' was organized on March 31, 2016. The Chief Guest for this event was Ms. Swati Maliwal, Chairperson, Delhi Commission for Women and the Guest of Honour was Ms. Anju Pandey, Programme Head, UN Women MCO for India, Bhutan, Maldives and Sri Lanka, respectively.

- Jijabai Award instituted by Shivaji College is gaining popularity. Following are the names of Jijabai Awardees for the year 2015-16:

  1. Ms. Nalini Shekhar, Co-founder, Hasiru Dala, Bangalore

  2. Ms. Anuradha Koirala, Maiti, Nepal

  3. Ms. Surinderjeet Kaur, ACP, Delhi Police

  4. Ms. Sonali Khan, Mission Hazaar, Delhi

  5. Mr. Pyare Lal, Lecturer, Government Senior Secondary School, Kirthan, Hissar, Haryana

7.4 Contribution to environmental awareness / protection:

Same as 7.3 part (1)

7.5 Whether environmental audit was conducted?

The college proposes to set up a committee to carry out environmental audit.

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

Strength

- Regular feedback is taken from students and efforts are made to resolve the shortcomings pointed by them.
- There is a constant effort by the Principal to identify and redress the complaints of the staff.
- College continuously upgrades the laboratory and other infrastructural amenities to ensure effective teaching and learning.
- There is a rich library with a large collection of books and is well equipped with latest technology support.
- Science departments have their own departmental library.
- Administrative functioning of the college maximizes efficient use of technology where transparency is ensured at every level.
- Time-table and attendance record of students is in public domain as the relevant information is put on the college website.

Weakness
- Introduction of any new academic programme is restricted due to limited resources and infrastructure.
- There is a need to increase the number of permanent faculty and the process has been rather slow during the last few years due to reasons beyond the control of the college.
- Availability and generation of financial resources is often a constraint in the expansion of infrastructure as well as for organizing activities like seminars and conferences.
- There are limited research facilities.

Opportunities

- College is planning construction of a new academic block in near future. This block has provision of additional classrooms, seminar halls & research laboratories and it will give impetus to research activities.
- There is scope for developing consultancy services that will add to the financial resources of the institution. Expanding these services will also encourage the faculty to take up consultancy work that will add to their practical experience.

Threats

- Academic activities of the college are dominated by teaching. Therefore research gets a relatively low priority. There is a need to strike a balance between teaching and research activities carried out in the institution.
- Due to the need for approvals from multiple authorities, effort of the college to construct new building block has slowed down.
- A stiff competition is faced by the college from other institutions that have better infrastructure and facilities.

8. **Plans of institution for next year**

- To achieve better results.

- To have more placements.

- Attempt to attain D.B.T Star College Scheme.

- Create linkages for more internships/ short-term summer training programs with institutions of higher learning and industry.

- To start more research projects.

- Implementation of RFID in library.

- To have an electrical substation.

- To digitize and diseminate information more effectively.

- Appointment of a training and placement officer.

- To manage and recycle waste more effectively.

- To tie up with more NGOs to address social concerns of society in general and women in particular.

Name _Dr. Anita Kapur   Name Dr. Shashi Nijhawan

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

_____***_____

Abbreviations:

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

UPSC - Union Public Service CommissionAnn

ANNEXURE-2.15 (ACADEMIC CALANDER 2015-16)

July 2015
20 - Orientation Day
28 - NSS
September 2015
5 – Eco Club
11- DUSU Election
16 – Eco Club
October 2015
2 – Swach Bharat Abhiyan
3 – Eco Club
31 – Ekta DIwas
November 2015
4 – Spic Macay
December 2015
19-23 INSPIRE Camp
January 2016
15 - Community Service
February 2016

2 – World Wetland Day
3-4 Vibrations
8 – Science-Setu Lecture
9 – Sports Day
12 – WDC
17-18 ACCULTURATION Religion Society Language
19 – Shivaji Jayanti
March 2016
4 - NCC
21 - NSS
22 – World Water Day
April 2016
7 – Annual Day
22- World Health Day
May 2016
14- Parent Teacher Interaction
23 – Alumni Meet
31- 3 Lab Skill Training Program
June 2016
6 – 10 Work shop for non-teaching

ANNEXURE-1.3 (FEEDBACK ANALYSIS)

Students Feedback Analysis Report (2015-16)

Parameters	Expected % value of sum of excellent, v.good, good	Obtained Value (sum of excellent, v.good, good)	Students Remark	Redressal of the Remarks
Teaching Methodology	>60%	90.5%	• More number of display boards should be added in the college campus.	Number of display boards has been increased.
Examination Pattern	>60%	89.6%	There should be no class on Saturday.	As per University norms classes have to be held on Saturday
Satisfied with the infrastructure of sports	>60%	80.9%	CCTV cameras in the college may be increased.	Steps are being taken to increase the number of CCTV cameras on the college campus
College infrastructure and environment	>60%	88.0%	Remedy for control of mosquitos in the college campus.	Number of pest control visits have been increased.
College administration in maintaining the discipline	>60%	87.6%	The name of teacher on leave should be displayed.	Information is regularly displayed on main notice board near Vice Principal's office
Library and Lab.Staff	>60%	86.7%	Introduce badminton game in college.	The proposal to introduce badminton in college has been communicated to Physical Education teacher-in-charge
Proud to be Shivajian	>60%	87.3%	Extra tutorials for poor students. There should be stationary shop in the college campus.	Remedial classes are being planned. A stationary cum xerox shop has been introduced near the college gate

Criteria for evaluating the feedback

90% and above- Excellent

80-90%- very good

70-80%-Good

60-70%- Average

below 60%- Action is required to be taken

Parents Feedback Analysis Report

Parents Remarks /suggestions	Redressal of the Remarks/ suggestions
Parents Teacher Meeting should be held twice in a year	Steps have been taken to hold parent teachers' meeting twice in a year
Require more books in library	The library committee has divided and allocated funds to different departments in accordance to number of students. The relevant books are purchased on the recommendation of teacher In charge. Almost entire allocated budget is utilized annually. The Parent's concern has also been forwarded to library committee for its consideration
Break is required in time table	Proposal for break has been submitted to time-table committee.
Praised the teaching learning process in the college	-

Alumni Feedback Analysis Report

Alumni Remarks /suggestions	Redressal of the Remarks/ suggestions
Alumni meet must be held in any working way of the week	Communicated to Alumni Committee members.

- It was a general perception by most of the alumni that the college has improved by leaps and bounds since their time
- Alumni have pledged to help in development of college through financial support and job market networking