



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Shivaji College			
• Name of the Head of the institution	Prof. Shiv Kumar Sahdev				
• Designation	Principal				
• Does the institution function from its own campus?	Yes				
• Phone no./Alternate phone no.	01125116644				
• Mobile no	9999993000				
• Registered e-mail	shivajicollege.ac@gmail.com				
• Alternate e-mail	principal@shivaji.du.ac.in				
• Address	Raja Garden, Ring Road, New Delhi				
• City/Town	New Delhi				
• State/UT	Delhi				
• Pin Code	110027				
2.Institutional status					
• Affiliated /Constituent	Constituent				
• Type of Institution	Co-education				
• Location	Urban				
• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of Delhi				
• Name of the IQAC Coordinator	Dr. Aparna Jain				
• Phone No.	01125116644				
• Alternate phone No.	01125155551				
• Mobile	9868416665				
• IQAC e-mail address	iqac@shivaji.du.ac.in				
• Alternate Email address	jainaparna@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.shivajicollege.ac.in/files/accreditation/NAAC%20SSR%20SUBMITTED%20OLD.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.shivajicollege.ac.in/files/academics/Academic%20Activities%20Calendar%202020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.06	2015	14/09/2015	13/09/2020
6.Date of Establishment of IQAC	03/02/2015				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Shivaji College	Recurring Grant	UGC	2020-21	44,25,08,486.00	
Shivaji College	DBT Star College Scheme	DBT	2020-21	14,00,000.00	
Shivaji College	Recurring Grant	Delhi Government	2020-21	56,00,000.00	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				
• Upload latest notification of formation of IQAC	View File				
9.No. of IQAC meetings held during the year	5				
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	Yes				

website?	---
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

11. Significant contributions made by IQAC during the current year (maximum five bullets)	
• The IQAC enhanced the teaching-learning process through Academic Coordinators.	
• The IQAC strengthened the research ecosystem in the college.	
• The IQAC fostered an environment to strengthen diversity and inclusivity.	
• The IQAC ensured a robust redressal mechanism.	
• The IQAC worked towards shaping public perception by strengthening media presence of the college.	

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

Plan of Action	Achievements/Outcomes
Enhancing teaching-learning process through Academic Coordinators	The Academic Coordinators conducts audit of the teaching-learning processes. The auditors check and ensure the fulfilment of parameters in teaching-learning such as lesson planning, timely distribution of time tables, internal assessment and moderation of marks, mentor-mentee meetings, and so on. The auditors also ensure that documents related to teaching-learning are uploaded on SPACE (Shivaji Platform for Academic Connect and Empowerment) - an online digital ERP system that integrates all academic and administrative data.
Enhancing research	The erstwhile College Research Cell was reconstituted and was named as Research and Innovation Cell. This Cell has organised webinars on research opportunities, research proposals, academic writing, and publication ethics. The college - through the RIC - has also instituted a minor research project scheme (with a funding of Rs 30,000/-) to encourage and support faculty and students in pursuing their research interests. The RIC has also compiled a handbook of information on research grants and opportunities by several funding agencies; and it outlines the procedures for application of the same.
Inclusive practices	Shivaji College promotes practices of inclusive action in its classrooms and beyond. To assist students who are weak in communication, a Remedial Cell has been constituted to provide assistance to students who need extra-support. Centre for Promotion of Inclusivity (CFPI) has been constituted to provide a forum for discussion of diversity and inclusivity and to promote civic learning amongst Students. The North-East Counselling Cell also provided a good support base to the students during the COVID times. They assisted several students in completing the formalities of scholarship application while they are still in their hometown.
Robust redressal mechanism	There is a mutually interactive process of feedback and redressal in the college through feedback mechanism. Feedback from various stakeholders is effectively utilized to enhance teaching-learning environment and college infrastructure. A Help Desk on campus is also set up for students and visitors to provide immediate assistance.
Shaping Public Perception	Shivaji College has strengthened its media presence by regularly promoting the upcoming events and reports and photos of activities in the college. A Social Media committee was particularly constituted to oversee the media presence on platforms such as Twitter, Instagram, and Facebook. Such media presence will contribute in shaping and strengthening public perception.
Student progression	Students were encouraged to take initiatives in several co- and extracurricular activities. They were also encouraged to participate in faculty-guided intramural projects. Disha Society has also been constituted to give direction and career guidance to students who are UPSC aspirants. Student progression forms have also been created to identify the sectors where outgoing batches of students have either taken admissions or have taken up employment opportunities.
Environmental sustainability	Green audit and environment audit was conducted by an external agency to review the mechanism for environmental sustainability in college. The audit also shows new directions and ways to improve the facilities and practices for environment conservation.
ICT-based teaching-learning experience	Teaching-learning transitioned to virtual platform since the outbreak of COVID pandemic. Tools such as Microsoft Teams, ZOOM, and Google Meet are used for teaching-learning purpose. In addition, teachers use tools such as PPT, YouTube video, and subject specific software to optimise learning experiences.
Alumni network	The college is continually finding platforms to engage its alumni in the functioning of the college. The Alumni Relations Cell was constituted to build robust relationships with distinguished alumni in various fields and acts as a connecting link between the former and current students. Several programmes were organised by the ARC that informed and oriented students towards prospects of employment and future goals.
Increasing collaboration	The College has signed MoUs with Himalayan Degree College, Jammu and Kashmir; Sikkim Government College, Sikkim; and DAV College, Muzaffarnagar under the aegis of Vidya Vistar Scheme, to share resources and knowledge with the partner colleges.

13. Whether the AQAR was placed before statutory body?	Yes
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• Name of the statutory body	
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Name	Date of meeting(s)
Governing Body	16/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	16/03/2020

Extended Profile

1. Programme	
1.1	558
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student	
2.1	3939
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		953
File Description		
Data Template	Documents	
	View File	
2.3 Number of outgoing/ final year students during the year		1148
File Description		
Data Template	Documents	
	View File	
3.Academic		
3.1 Number of full time teachers during the year		191
File Description		
Data Template	Documents	
	View File	
3.2 Number of sanctioned posts during the year		196
File Description		
Data Template	Documents	
	View File	
4.Institution		
4.1 Total number of Classrooms and Seminar halls		42
4.2 Total expenditure excluding salary during the year (INR in lakhs)		69.27
4.3 Total number of computers on campus for academic purposes		1319

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curricular aspects of courses followed in Shivaji College are governed by the Ordinance and Guidelines of the University of Delhi. The college strives for excellence and ensures timely preparation of academic calendar and timetable; distribution of workload; availability of adequate facilities and periodic assessment and review. The college strictly follows the teaching, learning and evaluation schedules notified by the University. Annual internal audits were conducted by the Academic Coordinators, under the aegis of the Internal Quality Assurance Cell (IQAC) to verify adherence to the academic calendar and timely completion of syllabi.

The College enabled a seamless transition to online teaching through virtual platforms like MS Teams and Zoom and training sessions for both teachers and students were carried out. Teachers not only shared relevant e-content, access to e-resources of DU Library system, ICT initiatives by MHRD, with their students, but also recorded lectures for students who faced internet connectivity issues. Faculty members attended various Faculty Development Programs to become proficient as educators in the online mode. Feedback from stakeholders was taken to further enhance the teaching-learning process.

File Description		Documents
Upload relevant supporting document		View File
Link for Additional information		Nil

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

The Academic Calendar is prepared by all the departments of Shivaji College at the beginning of the session, based on the University of Delhi's academic calendar. This is included in the college prospectus and is strictly adhered to. At the beginning of the session, the Teachers-in-Charge of each department allocate papers to the faculty members and obtain a teaching plan from them, outlining the expected progress of the course during the semester. Departmental meetings are held to take feedback regarding the completion of course as per the teaching plan. The faculty members also upload their teaching plan and progress on Shivaji College's ERP software- "Shivaji Platform for Academic Connect and Empowerment" or SPACE. The students are evaluated throughout the session through tests, assignments and presentations, whereafter the faculty members upload the Internal Assessment (IA) marks obtained by the students on the website. Due to the ensuing pandemic, all assessment was done online and students uploaded their assignments/test sheets/presentations on portals like Google Classroom and MS Teams for evaluation by teachers. Academic coordinators conduct departmental audits in each semester to verify timely completion of syllabi as per teaching plan and uploading of IA by the faculty members of each department.

File Description		Documents
Upload relevant supporting document		View File
Link for Additional information		Nil

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

23

File Description		Documents
Any additional information		No File Uploaded
Minutes of relevant Academic Council/ BOS meetings		View File
Institutional data in prescribed format (Data Template)		View File

1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
5	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
161	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>Enrichment through Curriculum:</p> <p>Gender Sensitization:</p> <ul style="list-style-type: none"> Political Science: (i) Women, Power and Politics (ii) Feminism: Theory and Politics English: Women's Writing (ii) Contemporary India: Women and Empowerment <p>Human Values:</p> <ul style="list-style-type: none"> History: (i) Inequality and Difference Hindi: (i) Asmitamoolak Vimarsh aur Hindi Sahitya (ii) Asmitamoolak Adhyan aur Hindi Sahitya Sanskrit: (i) Indian Social Institutions and Polity (ii) Indian Culture and Social Issues (ii) Individual, Family and Community in Indian Social Thought Political Science: (i) Human Rights, Gender and Environment <p>(ii) Human Rights in a Comparative Perspective</p> <p>Environmental Consciousness:</p> <ul style="list-style-type: none"> Compulsory Course on Environmental Science Economics: Environmental Economics Botany: (i) Ecology and (ii) Ethnobotany Zoology: Principles of Ecology Geography: (i) Disaster Management (ii) Environmental Geography (iii) Disaster Risk Reduction (iv) Climate Change Vulnerability and Adaptation (v) Coupled Human and Environment System (vi) Sustainable Resource Development. Chemistry: (i) Industrial Chemicals and Environment (ii) Green Chemistry <p>Professional Ethics:</p> <ul style="list-style-type: none"> Commerce: (i) Auditing and Corporate Governance (ii) Human Resource Management (iii) Human Resource Management Botany: (i) Intellectual Property Rights <p>Enrichment through various Co-curricular Activities</p> <p>The college imparts professional ethics add-on course on "Legal Awareness". Various departments of college also organize extra-curricular, webinars/conferences and cultural events.</p>	
File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File
1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year	
31	
File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File
1.3.3 - Number of students undertaking project work/field work/ internships	
1607	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	https://www.shivajicollege.ac.in/files/accreditation/Feedback%20analysis%202020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.shivajicollege.ac.in/files/accreditation/Feedback%20analysis%202020-21.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	

2.1 - Student Enrolment and Retention

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1473

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

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

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

635

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

2.2 - Catering to Student Diversity

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

Advanced & slow learners are identified by analyzing their responsiveness in class and internal assessment performance.

A) Steps taken for advanced learners:

- Students are part of Minor research projects instituted by College Research Cell that provides training in carrying out experiments and fieldwork, analysing findings and publishing results
- Star College Scheme involves various projects/practicals/programmes to improve critical thinking and 'hands on' experimental work
- Semester toppers, university rank holders are felicitated on Annual Day
- Motivated to take up leadership roles in department/society activities to develop organisational skills and to inculcate the value of teamwork
- Encouraged to write articles in the College magazines & to take up editorial positions in house publishing ventures
- Students are boosted to participate in International/national conferences/seminars/workshops and make presentations, write papers

B) Steps taken for slow learners:

- Faculty members list the non-performing students/slow learners and monitor their progress
- Teachers coordinate with parents of slow learners to resolve their special needs
- Mentor-mentee interactions in departments keeps faculty in constant touch with students and addresses academic and personal issues
- Academic problems are addressed in tutorial classes (remedial sessions conducted)

During the pandemic, the college has constituted a Student Grievance Cell and a Help Group to address grievances of students.

File Description	Documents
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AOAR%202020-21/Criteria2/2.3_2020-21/2.3.3_Monthly%20mentor-mentee%20minutes_2020-21.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
3939	191

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Shivaji College enhances the learning experience of students by adopting student-centric methodologies.

- Field trips, institutional visits, which are part of the curriculum of Environmental Studies, Botany, Geography, History and Zoology, were organized in physical and virtual mode owing to COVID-19 restrictions.
- Students are involved in various hands-on activities being conducted under DBT-sponsored Star College Scheme (science departments) and faculty-guided projects under College Research Cell.
- Students participated in co-curricular and outreach activities organised by various Committees of the college and in collaboration with prestigious organisations.
- Students completed internships with various organizations through the Placement Cell as well as internships conducted by the college.
- The E-Learning Cell conducted workshops and trainings for faculty and students to keep them updated on the latest technological innovations in ICT.
- Students have contributed in college magazine (Shivraj) and book by Women Development Cell and newsletter of Placement Cell. Students manage websites for Enactus (Shivaji), TEDx and Placement Cell.
- Students are actively involved in environment sustainability and maintain the vermi-composting, bio-composting and paper-recycling unit.
- The college offered certificate Courses in German and French language and an add-on course on Legal Awareness and provided free access to online courses through Coursera Campus Response Initiative.

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

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

Shivaji College faculty uses the latest ICT tools to enhance the conventional teaching learning process and to make learning more interesting and student friendly.

- The college has 305 desktops, 1014 laptops and two signage display boards.
- All the classrooms and laboratories are Wi-Fi enabled. There are a total of 43 projectors and 14 printers in college.
- The college library provides access to e-journals, e-books, e-ShodhSindhu, Shodhganga, and databases of NLIS, DELNET and Delhi University Library system. The library also has two computer systems with Screen Reading Software, OPAC system, two barcode printers and 723 CDs/DVDs. The library is well equipped with facilities for visually challenged students with 33 Angel devices, 29 Tape recorders, nine I-PODs, 304 Braille books and 33 CDs/DVDs.
- Owing to COVID-19 restrictions, virtual platforms like Zoom, Google Classroom, G-suite, Google Meet, Microsoft Teams have been used to create virtual classrooms, conduct online classes, collect assignments, conduct tests and practical examinations and share notes and e-resources as well.
- Faculty members record their live lectures and share with the students on MS Teams.
- YouTube videos and simulations were also used to conduct practical classes.

File Description	Documents
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Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

182

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

2.4 - Teacher Profile and Quality

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

191

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

134

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

2268

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- Shivaji College has a transparent and continuous internal assessment system. However due to sudden pandemic of COVID-19, the internal assessment was carried out either by :
 - Option I: Internalassessment taking only one component i.e.,One assignment of 25 marks (The students sent the assignment through e-mail. With regard to this option the teachers preserve documentary evidence of the assignment in form of e-mail) Or
 - Option II: Internalassessment as per the existing rule including all three components [Class Test (10 marks), Assignment (10 marks) and Attendance (5 marks)].
- Evaluated answerscripts were shown/discussed with students. Suggestions for improvement were provided by teachers.
- Teachers assign projects to the students to develop their creative skills, to engage in critical thinking and problem solving.
- The basis for internal assessment is described on the college website. Students were informed again during the departmental orientation programme. (Link to college website prospectus <https://www.shivajicollege.ac.in/admissions/prospectus.php>)
- Each department holds meetings to ensure that continuous evaluation is incorporated into teaching plans by regular class tests, assignments, presentations etc.
- The attendance and internal assessment record are uploaded periodically on the college website/SPACE portal and can be easily accessed at any time by the student. <https://www.shivajicollege.ac.in/space.php>

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

- Shivaji College has a robust mechanism to ensure that the process of continuous assessment is transparent, efficient and in the best interest of students.
- The attendance record, a part of Internal Assessment option II, was uploaded by the teachers on monthly basis.
- Information related to internal assessment was displayed on the college website by the central Internal Assessment Committee of college.
- Students are given ample time to point out any discrepancies.
- Answer scripts of internal class tests, assignments and project reports were discussed. They may raise their grievances regarding the marks awarded to them with the faculty concerned, if any.
- In rare cases if students' grievances are not addressed satisfactorily, students can approach their mentor, or the teacher-in-charge for redressal. Intervention by the Head of Institution can be sought in extraordinary case.
- Departmental moderation committees moderates the marks awarded by individual teachers among different subjects. The records are then uploaded on the college website.
- In certain cases, if discrepancies are noticed between marks awarded to students by teachers and those entered in the mark sheets prepared by the University, the college assists the students in getting such errors rectified.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcomes encompass a broad spectrum of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate and post-graduate courses. Shivaji College offers a number of programmes in Science, Humanities, Commerce and BBE, each of them with well-defined outcomes. The learning outcomes of courses are built into the curriculum of each discipline and are available on the

University website.

However, they also have some common outcomes that are summarised here.

- Shivaji College has created an ecosystem for learning beyond the classroom and through numerous other co-curricular and extracurricular activities.
- Students are taught to identify, formulate, and analyse real life problems and reach conclusions using basic principles of their subjects.
- We empower students to become future teachers, entrepreneurs, scientists, soldiers and administrators with motivation.

Mechanism of communication of Programme and Course Outcomes:

The College has effective mechanisms to communicate programme and course outcomes to all stakeholders:

- Fresh applicants get the requisite information from the college website and prospectus.
- At the time of admission, the Counselling Cell and Students' Help Desk apprise students about various courses. The course-outcome are outlined during the common Orientation day followed by Department orientation organised on the opening day of each academic session. (<https://youtu.be/kut3QiXF-gg>)

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The syllabus of all the courses has been designed as per programme outcomes of various courses. The framed course outcomes are measured by the respective teachers during the defined period of the academic session. Some common tools for measuring course outcomes are given below:

Direct Measures: The assessment consists of internal assessment (25 marks) and final semester examination of 75 marks. There are various methodologies decided by the teachers as per program guidelines such as written tests, assignments, presentations, practical and viva etc. The external examiners set the semester question papers so that course outcomes can be tested as per the university guidelines. The university declares the results after final semester examinations. After declaration, the results of each course are analysed and discussed in departmental as well as in staff council meeting. The teachers give their comments and suggestions for further improvements. The academic audit committee also evaluates the performance at regular intervals.

Indirect Measures: Students take part in various co-curricular activities such as internship, lab work etc and extra-curricular activities. Their performance is monitored by faculties to assure that their learning outcomes are acquired. Our alumni and students who opted for higher education also indicate the attainment of learning outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

1148

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.shivajicollege.ac.in/files/annualreport/Annual%20Report%2026-07-2021.pdf

2.7 - Student Satisfaction Survey

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

<https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria2/Student%20Feedback%20Form%20and%20Analysis.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.2

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

14

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.serb.gov.in/home.php

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Shivaji College has an enriching research and innovation ecosystem that fosters scientific inquiry, creativity, innovation and

entrepreneurship.

At Shivaji College, students actively participate in the creative process of innovative learning and entrepreneurship opportunities through various sustainable activities.

The college organises research activities and skill-based projects and events by providing a platform via projects, workshops and webinars. Students and faculty partake in various research and ongoing projects to encourage innovative ecosystem in the college.

Students garner entrepreneurship acumen by participating in activities of Entrepreneurship Cell. The college imparts the values of sustainability and involves students in creating a sustainable environment by following best practices like vermi-composting, water-harvesting and paper recycling in college. The Paper Recycling Unit recycles paper to make blotting sheets used in the various labs of the college.

In 2020-21, college organised three events on research methodology, intellectual property and entrepreneurship to promote a healthy and ethical research ecosystem.

The Research and Innovation Cell plays a significant role in conducting various intramural and extramural projects. In addition to this, students under the guidance of faculty members are actively involved in minor research projects under the flagship of DBT star scheme. We have one ongoing extramural project funded under SERB, DST.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria3/3.2/QLM%203.2%20Ongoing%20Research%20Projects%20and%20Sustainable%20Practises.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

File Description	Documents
URL to the research page on HEI website	https://www.shivajicollege.ac.in/research/researchguidance.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

40

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

14

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

3.4 - Extension Activities

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

In 2020-21, the extra-curricular societies of Shivaji College viz. the National Service Scheme unit (NSS), the National Cadet Corps (NCC) and the Women's Development Cell (WDC) organized the following social outreach programmes with the help of their student and teacher volunteers:

- Sanitary Pad Donation Drive in collaboration with Amoli Foundation
- Donation Drive in collaboration with Earth Savior Foundation
- Outreach Programme in collaboration with Youth for Seva NGO
- Mask Donation
- Plantation Drive
- Food Donation Drive
- Diya Donation Drive
- Blood Donation Camp
- Cleanliness Drive
- Health Awareness Drive
- Environmental Awareness Campaign

File Description	Documents
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria3/Annexure%203.4.3%20%26%203.4.4%202020-21%20%281%29.pdf
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded

e-copy of the award letters	No File Uploaded
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3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

11

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDS awareness, Gender issue etc. year wise during year

1126

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Shivaji College has well-equipped infrastructure for teaching-learning.

- There are 41 classrooms, one auditorium and 19 laboratories including an Instrumentation lab each in the Department of Biochemistry, Botany, Chemistry and Physics and a museum in the Department of Zoology.
- The college campus is Wi-Fi enabled and has two Smart Signage Display boards.
- There are 43 projectors, 305 desktops and 1014 laptops available in the college.
- The college has a common staff room, a meeting room, a computer room for faculty and one committee room with audio-visual facility. All departments have their own staff rooms equipped with a desktop, and a department library.
- The college library has bar-coded 80,533 books and subscribes to 05 print journals. There is one reading hall for students, and two halls with computer facilities.
- The new Jijabai Academic Block, has state-of-the art laboratories, multipurpose hall, auditorium with multimedia facilities, smart lecture halls, research laboratories, staff rooms, and elevators.
- Virtual Platforms like Zoom, Google Meet, Microsoft Teams have been used to conduct online classes and sessions owing to COVID-19 pandemic.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria4/4.1/4.1.1%20Infrastructure%20Details-2020-21.pdf

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

Shivaji College has one of the biggest sports-grounds in the University. The college offers the following facilities:

- One cricket field of radius 60m and four cricket nets (turf and cemented); one football field (100x50m) , one basketball court (28x15m), one volleyball court (18x9m), and tennis court (23.8x11m), an indoor space for table tennis and chess; 400m grass athletic track, and basic gym equipment.
 - Total area of the sports ground measures 8.5 acres.
 - Speed/endurance/resistance/strength training equipment and facilities.
 - Flood light is available in the football field so that matches and training can be continued till late evenings.
 - Facilities like changing rooms, lockers, drinking water, medical/first aid, playing equipment/stock storage, are available for college team members.
- The Cultural Committee comprising seven societies (Bizarre, Dictum, Footloose, Reverb, Shutterbugs, Vayam, and Vibgyor), engages and nurtures students in fashion, debate, dance, music, photography, theater and art, correspondingly and provides the following facilities:
- Equipment such as tripod, diffuser, reflector, etc. are provided to the societies.
 - The college has one open stage in the sports complex for practice and performance and another open stage in the main academic block for rehearsal.
 - One room is allotted for cultural societies.

File Description	Documents
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Upload any additional information	View File
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria4/4.1/4.1.2%20sports%20infrastructure%20video.mp4

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

30

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

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

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

11.07

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

4.2 - Library as a Learning Resource

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

Shivaji College Library is one of the oldest and the richest among Delhi University's College Libraries. It came into existence along with the foundation of the college in 1961.

- Fully automated RFID System with KOHA ILMS.
- Has a diverse collection of 80533 (Eighty Thousand Five Hundred and Thirty Three) Books and 722 CDs of various disciplines.
- All the books have Barcode/RFID tags.
- Subscribes to 48 newspapers and magazines and has a rich collection of various reference sources such as encyclopedias, dictionaries, atlases, and yearbooks, etc.
- Access to about 6150 e-journals and 31,64,309 e-books through N-List Program of INFLIBNET and a host of high-quality electronic databases subscribed by Delhi University Library System (DULS) to its users.
- There are two air-conditioned reading halls for students and teachers with computers and internet facilities.
- Campus Web OPAC (Online Public Access Catalog) is provided through Wi-fi and one OPAC machine is also installed in the Library to ensure easy access of books.
- For visually impaired students, Braille kits consisting of 286 Braille books, 10 IPODS, 33 Angel (Talking Digital Portable Daisy Player) and other facilities are available in the library

ILMS software: KOHA

•Nature of automation: Fully Automated

•Version NETLIB

•Year of Automation 2019

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria4/4.2/4.2.1%20Library%20automation%20images.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

.25

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

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

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

24

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

• The College has following licensed software:

- Zoom Software with the capacity of 500 participants purchased monthly from April 2020
- Microsoft team under one DU program provided by Delhi University Computer Center from Aug. 2020
- KOHA Library Management Software since Nov. 2019
- Time Table Software renewed annually since July 2015
- MS windows 8.1, MS window 8.1 pro and MS office 2013: 60 licenses for each since March 2015
- Wolfram Mathematica 9: 50 licenses since Jan. 2013
- MS windows 7 Pro, upgrade and MS office Pro 2010 suite for any number of university machines only since Sep. 2010

- Adobe Acrobat 9 Pro: 80 licenses since Dec. 2010
- Adobe CS-5 Web Premium: 80 licenses since Dec. 2010
- Firewall service provided by Delhi University Computer Center

• The College has following hardware related facilities:

• 305 desktops (241 desktops with Windows operating system for students and 64 desktops for administration and various departments)

- 300 desktops (241 desktops with windows operating system for students and 59 desktops for administration and various departments)
- 1014 laptops (962 laptops for students and 52 laptops for teaching and non-teaching staff)
- 43 LCD multimedia projectors
- 07 UPS facility points (05 in computer labs, 01 in office and 01 in library)
- 03 high end Servers
- LAN connectivity (administrative office and all computer labs)
- Wi-Fi enabled zone with 12 access points since March 2015
- RFID setup in library since Sep. 2019
- 14 Printers for official work

The college has the following other digital facilities:

- 01 Interactive Panel in committee room since June 2021
- 02 Smart Signage Display Boards since Aug. 2018
- 01 Interactive Board in Computer Lab 4 (Mathematics Lab) since March 2017
- ERP system SPACE (Shivaji Platform for Academic Connect and Empowerment) since Jan. 2021

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

4.3.2 - Number of Computers

1319

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. \geq 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

3.68

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

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

The college maintains a policy of sustained and constant improvement in maintaining and utilizing the infrastructure. Competing agencies are hired through an open tendering system for taking care of building construction, renovation, housekeeping, security and horticulture services. A properly instituted channel and procedure through accounts section of the college is used for reimbursing the bills. Purchase and development committees are involved in taking decisions for up gradation of infrastructure. Annual maintenance contract is done for maintaining ACs, water coolers etc. Electricity bills are paid timely. The Physical Education department looks into the matter related to maintenance of the Sports Ground. Team headed by college caretaker maintains classrooms and auditoriums. The college has purchased ERP software SPACE which facilitates online documentation. Annual infrastructural requirements of the departments are sought by the purchase committee from the TIC. The laboratories are maintained by the lab staff who are trained timely. The maintenance of equipment & projectors is taken up by authorized company dealers. Lab maintenance funds are provided to departments annually and purchase is done via TIC. Physical verification of laboratory and internal audit are done at the end of each session by IQAC. General laboratory safety measures & COVID protocol are displayed outside labs.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

112

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

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

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

2599

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

3874

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
3874	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	
67	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
92	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
13	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
19	
File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
<p>5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)</p> <p>·Every year college constitutes various committees which includes student representation to carry out administrative activities. These include Internal Quality Assurance Cell, NSS, Internal Complaints Committee Against Sexual Harassment, etc.</p> <p>·There are departmental societies having elected students as office bearers. The office bearers take the responsibility of organizing the department into a coherent and friendly environment. They play an active role in organizing freshers' welcome, farewell and other departmental activities.</p> <p>·In addition, there are college level societies having elected students as office bearers. The office bearers play an important role in suggesting and arranging events. They carry out promotions for the event, invite resource persons, connect with companies and bring sponsorship for the events.</p> <p>·The college also has a provision to constitute the Students' Union through an election process conducted as per the recommendations of Lyngdoh Committee. Students' Union members organize Fresher's Welcome Ceremony and play an active role in organizing the Annual Cultural Festival of the college 'VIBRATIONS' every year.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)	
5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year	
24	
File Description	Documents
Report of the event	No File

Report of the events	Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Club of Shivaji College offers extensive support to students and offers a platform which facilitates better opportunities for growth and holistic development of the students by enhancing their skills set through means of interactive sessions and activities conducted round the year. The college established an Alumni Relations Cell (ARC) in 2019 to strengthen the association with the alumni and to expand opportunities to the present student to draw support and inspiration from former students. ARC has organized several webinars, Alumni meet, students' mentorship programme and other interactive events. In addition, every department organised a department-level alumni gathering which allowed for more effective interaction between current batch students and alumni. All the events witnessed an enthusiastic participation of students.

ARC has invited successful alumni from various fields. Alumni speakers shared their expertise on key development areas such as soft-skill development, career growth, management of stress and anxiety, and on several other relevant topics.

Shivaji College is committed to strengthening its ties with its former students. ARC is an initiative in this direction. Every year present batches of students take the lead in all possible ways to make the alumni association of the college more robust and efficient.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision statement of the college is "Transform One Life, Transform the Nation".

The stated mission of the college is to:

- Nurture an environment of healthy engagement amongst all stakeholders and encourage participative governance
- Cultivate an ecosystem that promotes democratic values, inclusiveness of diverse peoples and cultures, and freedom of expression.
- Encourage leadership amongst students, instill community responsibility and service to the nation
- Foster a stimulating academic environment that encourages a spirit of enquiry, innovation and experimentation
- Promote civic ecology practices on campus to reduce carbon footprint

Perspective plans toward accomplishing the vision and mission of Shivaji College:

- Deepening alumni ties
- Enhancing feedback mechanism with all stakeholders
- Strengthening an inclusive environment by connecting with experiences of people from different backgrounds
- Developing research aptitude among students by engaging them in more faculty guided research projects
- Organising more skill-enhancement programmes for students and staff
- Encouraging innovation among students for environment conservation

The college facilitates the execution of these plans through participative governance and involvement of the staff and students in staff council committees, as academic coordinators, as the nodal officer, and as members of the IQAC, governing body, and other administrative bodies.

File Description	Documents
Paste link for additional information	https://www.shivajicollege.ac.in/aboutus/vision_mission.php
Upload any additional information	View File

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

A case of decentralization and participative management in the institution is the virtual mode of governance. Committed to the cause of continual evolution and true to its egalitarian spirit, Shivaji College continued its teaching-learning and administrative work in virtual mode amidst the rising pandemic during 2020-2021.

- Online tools were deployed to ensure everyone's participation in teaching-learning and administrative work: licensed ZOOM was purchased for the purpose of activities and meetings. Microsoft Teams and Google Meet are used for teaching-learning activities.
- Adhering to the idea of Enterprise Resource Planning (ERP), the college developed its own portal - Shivaji Platform for Academic Connect and Empowerment (SPACE) - to ensure ease of access and transparency in documentation of every stakeholder
- Weekly (online) meetings of the Teacher-in-Charges and Conveners of committees were held by the Principal to review the ongoing situation and devise future course of action. Weekly and daily Google forms were filled for keeping the record of the classes conducted.
- Principal and students' meetings were held at regular intervals to provide a platform for sharing concerns regarding academic, financial, or personal matters.
- The Principal maintained regular communication with the staff through emails during the COVID lockdown.

The presented case study establishes participative governance during COVID times.

File Description	Documents
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQR%202020-21/Criteria6/6.1.2%20Case%20study%20of%20participative%20management.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the minutes of the IQAC meeting dated June 20, 2020, committees were formed to oversee and improve the academic and research aspect of the college. Based on this plan, the following steps were implemented to enhance teaching-learning experience:

- E-learning experience
 - To enhance the ICT knowledge and skills among students and faculty, Shivaji College constituted the E-learning Cell. Students were given training on Microsoft Teams to facilitate teaching-learning. E-learning Cell also organised add-on courses on 'R' and 'Python' in collaboration with Spoken Tutorials, IIT Bombay. These courses are meant to facilitate students' knowledge of data science.
 - Subscription to e-resources on INFLIBNET and access to Delhi University library system provides access to numerous articles and e-books for supplementing students' learning.
 - Video tutorials for students on the college website are uploaded to assist students
- Research ecosystem

Shivaji fosters research among students by

Shivaji fosters research among students by:

- Engaging students in faculty guided-research projects.
- The college initiated an intramural research scheme for minor research projects for a grant of Rs 30,000/-.
- It disseminates information regarding research and innovation opportunities by various government agencies and also organises webinars related to research and developments.

Shivaji College has implemented the above measures to enhance learning experience among students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria6/6.2.1%20Elearning%20Cell.pdf
Upload any additional information	View File

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

The organogram of Shivaji College reflects its democratic character and shared responsibilities.

- The college functions under the directives and policies of the UGC and University of Delhi
- The Governing Body looks into administrative and finance-related matters of the college; and also appoints the Vice Principal and the Bursar.
- The Principal supervises and manages the overall functioning of the college and is also the ex-officio chairperson and secretary of the Staff Council and the Governing Body.
- The IQAC is in charge of the quality enhancement of the teaching-learning process in the college.
- The Academic Coordinators reviews the academic process.
- The staff council committees provide a platform for participative management of all teaching staff in matters related to the college.
- The teachers-in-charge supervise all matters related to their departments.
- The Bursar oversees all financial matters of the college.
- The librarian supervises the functioning of the library with the help of the Library Committee.
- The Public Information Officer deals with requests related to RTIs.
- The Administrative Officers from administration and accounts section are in charge of their respective departments.
- The caretaker supervises the general maintenance of the college infrastructure and the working of housekeeping staff, electricians, gardeners, etc.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria6/6.2.2%20Organogram%20of%20Shivaji%20College%20%281%29.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Shivaji College implements several policies that support the welfare of the teaching and non-teaching staff.

- During the COVID-19 pandemic, the college installed hand sanitizer dispensers in the premises of the college. The Sulabh employees at Shivaji College also routinely clean and sanitize the college premises.
- The West Centre of the Delhi University Health Centre at Shivaji College, in association with Delhi University Health Centre (West Campus), set up a vaccination centre for employees of the college and the University (aged 18 and above) in the premises. Family members of the employees could also avail the vaccination.
- A Counsellor has been appointed by the college for the well being of the staff and students.
- Medical reimbursements, children education allowance, LTC/HTC, and other allowances like liveries and dress allowance (for Class IV employees) are sanctioned effectively.
- The Thrift and Credit Society provides financial assistance to the staff at a reasonable interest rate.
- Group Insurance Scheme for the staff members at a low premium.
- Ward Quota scheme for eligible wards (as per University rule) of staff seeking admission in various undergraduate courses at Shivaji College.
- A well-furnished kitchenette adjacent to the staff room
- A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources.
- Desktops (with internet) and printer facilities in the Department room to aid research.
- The Staff Association provides a platform for grievance redressal to all staff.

File Description	Documents
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria6/6.3.1%20Welfare%20Measures%20for%20Teaching%20and%20Non-teaching%20Staff.pdf
Upload any additional information	View File

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

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

0

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

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

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File

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

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

65

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

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

Performance appraisal system for teaching staff at Shivaji College is based on UGC-Career Advancement Scheme (CAS) guidelines. Faculty seeking promotion submit the duly filled in Performance Based Appraisal Scheme (PBAS) proforma. The proforma details teaching-learning and evaluation related activities; research and academic contributions; administrative support and contribution in extra- and co-curricular activities

Apart from this, teachers fill in the Annual Performance Appraisal Report (APAR) every year. In 2020-2021, promotions for Assistant Professor (Stage 1 to Stage 2 and Stage 2 to Stage 3), Assistant professor (Stage 3) to Associate Professor (Stage 4), and Associate professor (Stage 4) to Professor (Stage 5) were carried out at the college.

Appraisal of the non-teaching staff is done upon filling in the appraisal form as per the University guidelines. Staff members who fulfill the conditions laid down in the performance appraisal proforma are promoted to the next stage as per the vacancy available. Promotions of four employees took place in 2020-2021.

Apart from the appraisal based on UGC-CAS, appraisal of the teaching and non-teaching staff takes place in the form of feedback collected from students on teaching-learning processes, infrastructure and non-teaching staff.

File Description	Documents
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria6/6.3.5%20Performance%20Appraisal%20Supporting%20Documents.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Shivaji College conducts the internal audit of the college books of accounts every financial year. A chartered accountant is appointed by the college with approval from the Governing Body and the University. The accountant examines and verifies finance-related documents for all transactions. Balance sheet, general fund income and expenditure, and receipt and payment account are audited in the process.

External audits are also conducted by Delhi Government auditors and Comptroller and Auditor General (CAG) of India. The last audit of books of accounts was done for the financial year 2020-2021 by the Delhi Government and up to 2018 by the CAG.

After presenting all relevant documents to the accountant, the college is presented with the signed financial audit report.

File Description	Documents
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria6/6.4.1%20Student%20Fund%20Audit%202020-21%20%28%29.pdf
Upload any additional information	View File

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

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

7.7

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

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

Shivaji College receives 95% funds from the UGC as maintenance grant and 5% from Delhi Government for its recurring expenditure.

- Funds are also generated from students' fees.
- Funds are also received for major and minor research projects. The Department of Biotechnology (DBT) and Science and Engineering Research Board (SERB) are important sources of funding for research projects in 2020-2021.
- Funds are received from government agencies, private donors, and members of teaching/non teaching staff for scholarships of students.
- Funds are also generated from space leased out to the college cafeteria and M/s City Cricket Council. The college also receives funds for lease of land to the Delhi Metro.

Apart from staff payments (and benefits), administrative and general expenses, funds are utilised towards academic expenses such as science laboratory maintenance and library expenditure. Conveners of societies and teachers-in-charge also utilise the funds for organising co- and extracurricular activities. The procedure for procurement of funds is as per the financial rules of the college and as per the budget allocated for each department and student societies. Funds are also utilised in providing fee concessions to students and also in funding intramural research.

File Description	Documents
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria6/6.4.3%20Fee%20Concession%20Notic%20and%20Minutes%202020-21%20%28%29.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Two practices institutionalised by IQAC are:

Enhancing employability of students:

- ICT knowledge of students has become integral towards enhancing their employability. The E-learning Cell in collaboration with the Spoken Tutorial Project, an initiative by IIT Bombay, conducted an online course on 'Python' and 'R' to equip students with programming skills.
- Programmes on stock market, online trading simulation, and on sources of raising funds were organised by Finance and Investment Cell

to build the investing capacity of students.

- Students are trained to write fetching resumes, to communicate effectively, and to perform competently in interviews through events organised by the Placement Cell.
- Students are oriented towards entrepreneurial ideas and the challenges in executing ideas into action through activities conducted by the Entrepreneurship Development Cell.

Strengthening teaching and learning process through Academic Coordinators

- The IQAC through the Academic Coordinators (AC) monitors and strengthens teaching-learning processes. The Coordinators ensure the documentation of steps toward effective curriculum delivery: timely distribution of workload and time tables, academic planning, internal assessment and moderation of marks, mentor-mentee meeting, etc.
- The Coordinators check students' participation in extra and co-curricular activities.
- They ensure the e-documentation of faculty and student related data on the centralized repository of documents - SPACE (ERP).

File Description	Documents
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria6/6.5.1%20Strengthening%20Teaching%20Learning%20Process%20through%20Academic%20Coordinators.pdf
Upload any additional information	View File

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

Two examples of institutional reviews and implementation of teaching learning reforms are:

Academic Audit (AAA):

- Ensure timely distribution of time tables. Teachers submit their daily class coverage on Google forms and weekly reports of the same are sent by the teachers-in-charge to the Principal.
- Review of proposed lesson plans and syllabus coverage to check effective delivery of curriculum
- Emphasis on students with poor attendance and low performance for improvement in their performance
- Fulfillment of mentor-mentee programme
- Review of internal assessment and moderation of marks to ensure parity
- Co-curricular (and experiential) activities for optimised learning outcome
- Student's feedback on teaching methodologies and the overall aspect of the college, upon which reforms and redressal are implemented.

Implementation of Teaching-Learning Reforms: The outbreak of COVID pandemic facilitated a ICT-powered classroom.

- All classes were taken on Microsoft Teams during the COVID lockdown. Online platforms like Google Meet and ZOOM were also used for the same.
- Study materials were uploaded on Microsoft Teams. This interface allows teachers to upload recorded lectures, assign quizzes and assignments
- An optimised learning experience is provided by using tools such as slides, spreadsheets, YouTube videos, and subject specific software.

File Description	Documents
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria6/6.5.1%20Strengthening%20Teaching%20Learning%20Process%20through%20Academic%20Coordinators.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.shivajicollege.ac.in/aboutus/annualreport.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Shivaji College champions the cause of Gender Equity and sensitises the staff and students about gender-based challenges and concerns.

Shivaji College organized the following webinars/programmes in 2020-2021 to raise awareness about gender justice:

- Webinar series on LGBTQ were organized on 15th June 2020, 18th July 2020 and 16th August 2020
- "Responding to domestic violence" on 7th November 2020
- "Let's Talk Periods- Breaking the stereotypes" on 12th November 2020
- "Strengthening the mind and empowering the women" on 15th January 2021
- "Women warriors in defense forces: From boots on ground to flying jets" on

13th February 2021

- "Be you own Lakshmi" on 27th February 2021
- Women's Day was celebrated on 8th March 2021

Facilities and provisions for safety and well-being of women

- There is a separate common room for female students of the College with all necessary facilities.
- The College has an Internal Complaints Committee against Sexual harassment with its composition as per the guidelines of Government of India.
- Relaxation of 1% in admissions cut-off for female students is given.
- CCTV is installed in campus.
- Female guard at entry gate of college.

File Description	Documents
Annual gender sensitization action plan	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria7/7.1.1/WDC%20Proposed%20Activities%20for%20Academic%20Calendar%202020-21.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria7/7.1.1/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid

C. Any 2 of the above

Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

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

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

Shivaji College has implemented the following measures for the management of degradable and non- degradable wastes.

Solid waste management

- During Jan-Feb, 2021 around 100 kg/day of horticulture waste was generated in the college.
- College has installed blue and green covered/pedal-pushed dustbins in the premises for segregation of dry (non-biodegradable) and wet waste (biodegradable).
- The college has vermicomposting (capacity 10-20 tons per annum) and bio-composting (30-40 tons per annum) facilities in the campus for converting biodegradable waste to compost (organic fertilizer).
- Due to COVID-19 guidelines, students' entry was restricted. Thus, there was almost negligible food waste generated from canteen/ kitchen area.
- The college has an operational paper-recycling unit.

Liquid waste management

- Facilities for wastewater management - Wastewater (sewage) treatment facility with a capacity of treating 130 KLD is in the process of construction.

Rainwater harvesting

The college has two functional rainwater harvesting system:

- Percolation pit (recharge zone) installed in the lawns.
- The roof-top rain water harvesting facility in Jijabai Academic Block has an underground tank (5m x 3m x 4m).

Biomedical waste management

- No biomedical waste was generated in the college. All used syringes and vials were managed in the Delhi Government Dispensary (attached center) located in Raghuraj Nagar (New Delhi).

E-waste management

- E-waste is generated in minimal amount and the same is given to a registered vendor, (M/s Nishtha Enterprises).

Hazardous chemicals and radioactive waste

No Hazardous and Radioactive waste is generated in the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

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

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

Shivaji College has implemented several measures to make the college an inclusive campus.

- Shivaji College, a constituent College of the University of Delhi has formed committees like SC, ST and OBC Counselling Committee, North East Counselling Committee and PWD Counselling Committee for Counselling at the time of admission and for any kind of assistance that could be provided to the students belonging to these social sections.
- The college has an Equal Opportunity Cell, which looks after the welfare of Specially abled students.
- Shivaji College grants fee concession to students of the college. Concession of the fees is granted on the basis of economic status of the applicants' family. Fee Concession of Rs. 6350/- was granted to all the students during 2020-21.
- The Mentor Mentee meetings occur on regular basis, which encourages students to share any kind of problem with their mentors.
- Zero Discrimination Day was organized on March 1, 2021 for the promotion of inclusivity to end the prejudices and all sorts of discrimination.
- Webinar on "Lupt Hoti Himachali Sanskriti" was organized on July 11, 2020.
- Webinar on "Mandala Art Therapy" was organized on July 21, 2020.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Shivaji College organizes various activities/programmes that strengthen the constitutional values and inculcate constitutional obligations and patriotism among students and staff.

Responsibilities:

- Virtual play on the topic "Jansankhya Niyantran - Ek Awashyakta" on 11th July 2021
- Celebration of National Doctors' Day on 1st July 2021

Duties:

- Vigilance Awareness Week was celebrated from 27 October - 2 November 2020.
- Virtual Pledge on the account of World Nature Conservation Day on 27th July 2021

Values:

- Webinar on "Covid-19 Pandemic: Re-thinking Moral values and Socio-economic Perspectives " on 8th July 2021
- Lecture on "Constitutionalism, State and Democratic Transition in India" on 26th November 2020
- Lecture on "India's Federal Constitution: Issues and Challenges" on 25th January 2021

Rights:

- The college facilitates and conducts Student Union elections every year to ensure a democratic and safe space for students to voice their concerns. In the year 2020-21, Student Union Elections was not held due to pandemic.
- Webinar on "Emotional Well-Being" on 16th March 2021

Panel Discussion on "Denouncing Rape Culture and Empowering Consent" on 26th October 2020.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria/7.1.9/
Any other relevant information	Nil

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

C. Any 2 of the above

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

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

Shivaji College celebrates national and international commemorative days to inculcate constitutional responsibilities, to instil patriotic spirit and to foster unity among fellow citizens.

- 2 Day Inter College Competition on the occasion of World Hindi Day was organized on January 9-10, 2021.
- Webinar on "Matribhasha aur Rashtriya Shiksha Neeti 2020" on occasion of Mother Tongue Day i.e. 21st February 2021.
- On the occasion of Republic Day 2021 a webinar was organized on the topic "India's federal Constitution: Issues & Challenges".
- Constitution Day was celebrated 26th November, 2020 by organizing webinar on the topic: Constitutionalism, State and Democratic Transition
- International yoga day was celebrated on 21st June 2021
- World Ozone Day was celebrated on 16th September 2020
- Army Day was celebrated on 15th January 2021
- Kargil Vijay Diwas was celebrated on 26th July 2021

Following events were organized on the occasion of Earth Day on 22nd April 2021.

- Inter College Video Making Competition on the theme 'How I Make a Difference on Earth Day and Everyday'
- Inter College Art Competition on the topic 'Restore Our Earth'

Virtual tour to Yamuna Biodiversity Park

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

The two best practices implemented by the institution are:

- Community health
- Promotion of Inclusivity

BEST PRACTICE - 1

Title: Community health

Objectives of the practice

The community we live in is part of who we are. Improving community and helping others should always be at the top of our minds. During these pandemic times, people have been suffering from fear and depression. The 2nd wave affected many people. There was a sudden rise in the need for medicines, oxygen, and other services. In the beginning, people were apprehensive about receiving the COVID vaccine as well. To help staff, students, and the general public during COVID, Shivaji College started several new initiatives to deal with the problem affecting the whole world.

The context

COVID has impacted almost every family in Delhi, with some people losing their lives and many passing through it with severe or mild symptoms. It has impacted the economy of the country badly, as many people lost jobs, many manufacturing units were closed. There has been a need for medicines, medical equipment, and counseling during these times.

The practice

Shivaji College organized lectures to educate people about health during COVID times. Counseling sessions were organized for students who are suffering from anxiety and depression due to the life changes that have accrued during COVID. In the 2nd wave of COVID, there was a sudden surge in the demand of oxygen cylinders and medicines. Shivaji College formed a COVID TASK FORCE, which consisted of teachers and students who worked round the clock to find information about the availability of beds in hospitals, oxygen cylinders, medicines and donors of plasma.

Covid vaccination has been started in Shivaji College and is open for staff, students of DU and the general public as well. Dr. Chumbak, the doctor at the Health Centre in Shivaji College has played a phenomenal role by providing consultation to everyone during COVID times. He has also been awarded by the University of Delhi for his selfless service during these difficult times.

Evidence of success

Over 20,000 people were been vaccinated. The teachers convinced the students to get vaccinated and many students received jabs after being consulted by teachers in mentor-mentees meetings. The entire staff of Shivaji College has been fully vaccinated.

Problems encountered and resources required

The COVID help-desk faced lots of challenges in the procurement of oxygen cylinders and medicines during the 2nd wave, as everything was in shortage. Shortage of vaccines was also a problem encountered at times.

BEST PRACTICE - 2

Title: Promotion of Inclusivity

Inclusivity or broadly inclusive development is practised in our society since time immemorial though the concept has emerged in the 21st century in its present form. The concept is not stapled with any specific discipline, however, in education and educational institutes, its importance is paramount. Integrating inclusivity in our educational systems is not only beneficial for the overall cognitive development of the students but also gives pride to the vulnerable section of the society, thus affirming their equal participation in the teaching-learning process. The idea of inclusivity rejects social exclusion and provides a platform of equality which enhances our future growth.

Objectives of the Practice

- To develop infrastructure for differently able and marginalized student
- To promote practices of inclusivity in the teaching-learning process and co-curricular activities
- To foster the spirit of social service among students learn to recognize it as a larger conditioning framework of their education
- To reach under-privileged sections of the society and help them through various outreach programmes

The Context

Disparity exists at all levels and educational institutes try to reduce and fix such challenges. Some children are not even able to study at even at elementary level due to pressing family and financial responsibilities. While many people throw away leftover food, there are still many who suffer diseases related to malnutrition. The education system must attempt to bridge these gaps by creating awareness among the youth of the nation. Shivaji College, in its bid to impart a holistic education has embraced a comprehensive plan of action according to which the core academic competencies are sought to be embellished with the enlargement of social sympathy and modes of empathetic engagement and communication.

The Practice

The college through various social work and outreach platforms such as Centre for inclusivity, NSS, WDC, Eco-Club Alumnae etc. trying to promote inclusivity at all levels. The college organizes programmes continuously intending to raise awareness amongst the youths towards the needs of the under-privileged.

Efforts towards inclusion

Before COVID-19 induced lockdown the NSS volunteers had planned regular visits to Raen Basera (night shelters) and educating the underprivileged at a nearby locality named Raghuraj Nagar. But due to pandemic and subsequent lockdowns most of the activity was organised online in form of webinars and awareness campaigns. In the last academic session the College had organised literacy and social awareness drives. A webinar on Divyangta- Samajik Dayitva was held on September 23, 2020, Zero Discrimination Day was celebrated by Center for Promotion of Inclusivity on 1st March 2021 and a Talk on Student Diversity, Equity and Inclusion in Higher Education in India was organized on 4th April, 20

Evidence of Success

Various practices adopted by the college have been extremely successful in the intensity and nature of its outreach in terms of vision and action. Shivaji College has made continuous efforts to create awareness amongst students towards the needs of the under-privileged. Various steps towards women empowerment were planned by NSS and WDC at the grassroots level and will gradually accelerate as and when the pandemic situation improves. A fee waiver of Rs. 6,350 was granted to all the students during 2020-21 as a gesture of encouragement and support for the students from economically marginalized backgrounds. The process of installing lifts and tactile in the college building is in process to promote inclusivity amongst differently abled students.

Problems Encountered and Resources Required

- Lockdown due to pandemic is restricting the initiatives started by the college
- Financial constraints for reaching and organizing outreach activities

File Description	Documents
Best practices in the Institutional website	https://www.shivajicollege.ac.in/promotionsustainableenvironment.php
Any other relevant information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202020-21/Criteria7/7.2.1/7.2.1%20Supporting%20Documents%20and%20ONE%20Cell%20report%202020-2021.pdf

7.3 - Institutional Distinctiveness

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

Exploration of Knowledge through Research

Research helps educationists to recognize and benefit from the opportunities for collaboration, sharing of knowledge, innovative practices and skills. College determination is to evolve as a centre for major research. The course-based and social impact projects, certificate courses offered by the college enable the students to carry out inter-disciplinary research. The College Research and Innovation Cell, advanced-level research and state-of-the-art infrastructure laboratories facilitate academic and research projects to faculty and students.

Excitement of innovation & Entrepreneurship

College provides the platform to business Startups to develop students' ideas into commercially viable products. College through Entrepreneurship Development Cell encourages the stakeholders to incubate the selected projects, by providing the seed money and infrastructure.

Research Projects

Intramural Research Scheme released grants for 7 approved projects for the session 2020-21. Faculties are also carrying out external research projects from various funding agencies viz; DST, SERB, UGC and ICSSR.

Research Supervision

Ten faculties are supervising M.Phil, PhD and PDF scholars.

Capacity Building Programmes and Webinar

A national webinar entitled "Impact Centric Research: Funding Opportunities and Challenges in Framing Successful Research Proposal" was organized (2020) and a Handbook of Funding Opportunities for Research and Innovation was also released.

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

7.3.2 - Plan of action for the next academic year

1. To initiate audit of documentation for events conducted by all staff council committees and student societies
2. Implementing more value-added and skill -based courses
3. To introduce induction sessions/programmes for First Semester Students by students' council of every department
4. To initiate interdisciplinary students' presentation of research paper and institute award of Best Research paper (in Humanities, Sciences, and Commerce)
5. To streamline activities conducted by all committees/societies and mandate programmes on quality and skill training by all the committees/societies
6. To organize more programmes on research ethics and codes of conduct
7. To implement teaching assistance programme by students of older batch under the flagship of the Remedial Cell
8. To initiate bridge course on English Communication skill by the Remedial Cell.