YEARLY STATUS REPORT - 2021-2022

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/AQAR2020-21.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%20Calendar%202021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**A**	**3.02**	**2022**	**02/08/2022**	**01/08/2027**

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**	**2021-22**	**603629667**
Shivaji College	**Recurring Grant**	**Delhi Government**	**2021-22**	**5900000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	View File

IQAC		
9.No. of IQAC meetings held during the year	`12`	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`No`	
• If yes, mention the amount		

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

`1. Strengthening the mechanism for addressing the needs of slow and advanced learners`

`2. Introduction of audit for documentation of the staff council committees and societies`

`3. Facilitating the collection of feedback and redressal of grievances`

`4. Preparation for the implementation of New Education Policy 2020`

`5. Enhancing teaching-learning environment`

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
Quality programmes	The IQAC encourages quality programmes for staff and students. Such programmes not only assure student-teacher engagements outside the classroom but also provide a platform for leadership traits and initiatives. These programmes therefore complement the teaching-learning in classroom environment. Several programmes for faculty were organised: ? Faculty training programme on developmental biology ? Webinars on discipline specific subjects ? Skill enhancement workshops ? Faculty development programmes ? Intellectual property rights awareness Programmes organised for students: ? Career counselling sessions ? Virtual tour of reputed institutions, labs, and museums ? Workshops on career prospects in sciences ? Value-added course on differential equations ? Webinar on latest knowledge trends ? Online summer training programmes ? Hands-on training on discipline specific subjects ? Programmes on entrepreneurial ideas ? Awareness programmes on community service, hygiene and sanitation, and ecological practices Skill development training programmes were also organised for laboratory staffs.
Audit of documentation for events conducted by staff council committees and societies	Complete and structured documentation is the backbone of any institution. Audit of documentation not only promotes transparency in modus operandi

	of the institution; it also allows for a self-assessment and progression thereafter. This year a committee of society auditors were appointed to check the following: ? the documentation of all society/committee related activities. ? The auditors examined the programme calendar, minutes of meetings, reports/photographs/poster/brochures of events of all committees/societies, students' achievement to see if the documentation is as per the standard of NAAC requirement. ? Society/committees related to code of conduct were especially recommended to maintain opening and closing minutes of meeting, should there be no cases reported.
Enhancing learning among students	Enhancing learning among students is the most important initiative of the college. ? Students are given experiential learning under the aegis of DBT Star College scheme. Hands-on summer training, research projects, educational tours are organised routinely as part of the scheme. ? The Research and Innovation Cell engages students in Minor Research Projects, funded by the college. Twenty-eight students were involved in research projects under the supervision of eight teachers. ? The Remedial Cell initiated teaching programme for advanced learners. The volunteers created knowledge content on online platform for the benefit of their peer groups and the

	community. The Cell also initiated a peer study programme in collaboration with many departments of the college. Webinars on communication skills were also conducted. ? E-learning continued to enhance the IT skills of students by conducting numerous courses such as Avogadro, applications of Geogebra, video editing using blender, R Course, and Python in collaboration with Spoken Tutorial Project, an initiative by IIT Bombay. ? Student members were involved as part of editorial committee in college magazine and other department related publications. They are also given leadership and executive responsibilities as part of students' council in all departments and student societies
Implementing more value-added/value-based courses	Department of Physics introduced a value-added course on "Differential Equation" 2021-2022. Department of Commerce is also introducing a value-added course from 2022-2023. In addition to these, the implementation of New Education Policy 2020 from the session 2022-2023 will bring a host of value added and skill-based courses.
Induction programmes	Some departments conducted the Induction programme for the newly admitted students in 2021-2022 .

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

- Name of the statutory body

Name	Date of meeting(s)
Extended IQAC Committee	21/11/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	21/02/2022

15.Multidisciplinary / interdisciplinary

Shivaji College provides a holistic multidisciplinary educational environment. The institution aims to attain the highest global standards in providing quality education. The following opportunities have already been in place for the last few years:

- Shivaji College has been awarded with financial grant under the illustrious Star College Scheme of DBT, Govt. of India. As part of this scheme several multidisciplinary hands-on training experiments, interdisciplinary projects, lab work and institutional visits have been conducted. More than 1000 students of the participating departments have been benefited.
- The college has an active Research and Innovation Cell (RIC) to nurture research culture among the faculty members and students. On regular basis RIC organises seminars, workshops and training sessions on academic writing, impact centric research and funding opportunities. The cell has sanctioned of 15 intramural projects in the last two academic sessions.
- An incubation centre, a part of Entrepreneurship Development Cell (EDC), has been set up to promote interdisciplinary research and innovation.
- Value added courses to enhance the skills of students are being run by Department of Physics and Commerce. The E-Learning Cell of Shivaji College has initiated a step towards the knowledge building process using online platform. The skill enhancement courses like Add-On Course on Python and R for the students and faculty members were started by the cell in collaboration with Spoken Tutorials, IIT Bombay. Certificate Course in German & French were started to enhance employability of students.
- Shivaji College has registered with edX for their "edX Remote Access Programme" in association with AICTE and Coursera Campus Response Initiative.
- Short-term courses on "Awareness on Legal Prospects" in

- collaboration with Delhi State Legal Services Authority & West District Legal Services Authority are organised.
- Webinars, seminars and workshops are conducted by different departments and committees, which are of multidisciplinary nature.

Shivaji College has an enriching ecosystem that supports creativity and innovation, which integrates humanities and science with STEM. The students are taught Ability Enhancement Compulsory Course (AECC) on Environmental Studies at Undergraduate Level to create scientific temperament among students. Students also participated in innovative workshops like solar lamp making, in collaboration with IIT Bombay.

 Shivaji College is one of the constituent college of University of Delhi, the faculty members have contributed significantly in the framing of Undergraduate Curriculum Framework (UGCF) syllabi, which will be implemented from 2022-2023.

Each course is so framed that at the end of respective exit of undergraduate education, students will have been equipped with certain skills for placements or for entrepreneurship. The framework includes papers on Discipline specific course (DSC), Discipline specific electives (DSE), Generic electives (GE), Skill enhancement courses (SEC) and Value additional courses (VAC) to learn new skills and maintain the rigor of learning.

Some of the good practices implemented by the College to promote multidisciplinary / interdisciplinary approach in view of NEP 2020 are promotion of sustainable environment, social commitment and community outreach. Students are encouraged to participate in activities like paper recycling, rainwater harvesting and educating the underprivileged.

16.Academic bank of credits (ABC):

The ABC regulations intend to give impetus to blended learning mode, allowing students to earn credits from various HEIs registered under this scheme and through SWAYAM, an online repository of courses. The student can earn up to 50 % credits from outside the college/university where she/he is enrolled for the degree/diploma program. Academic Bank of Credits facilitates deposition of credits awarded by Registered Higher Education Institutions, for courses pursued therein, in the Academic Bank Account of the student and the validity of such credits shall be as per norms and guidelines issued by the University/UGC. Until 2021-22 under CBCS curriculum, there was no mechanism for credit transfer between the constituent

colleges of University of Delhi. However, under the new National Education Policy 2020, our college will take necessary initiatives under ABC guidelines of NEP as per norms and guidelines issued by the University/UGC.

Shivaji College is a constituent college abides by the University rules/norms. Some of the initiatives taken the college in this direction are given below:

- The academic curriculum is designed by the respective departments of different courses offered by the colleges of University of Delhi and faculty members have been involved in the preparation of course content as a subject expert in the committee of courses constituted by the respective departments.
- Within the approved curricular framework of the University of Delhi, faculty members use different curricular and pedagogical tools and approaches for teaching-learning activities.
- During pandemic the college had provided Microsoft teams ID to all the faculty members as well as students to facilitate conduct of classes. Several training sessions to use online platform in an effective matter for teaching-learning and other co-curricular activities were conducted.
- The college has recently constituted Teaching Learning Center and Recording Studio Committee dedicated to provide requisite infrastructure for recording the lectures efficiently. Reading materials, assignments, question papers and other relevant study materials are also regularly uploaded on the ERP (SPACE) portal developed by the college. Students are encouraged to search and read recent research published articles to prepare assignments.
- Students are motivated to study eBooks which are available on website of Delhi University Library and IIT Kharagpur digital library.

17.Skill development:

Skill development helps build up strong foundation for learners. Shivaji College has taken many steps to help students in becoming more skilled and job ready as mentioned below:

- The college has E-learning Cell to equip students with the necessary IT skills. Under the Spoken Tutorial Project, an initiative by IIT Bombay, the E-learning Cell successfully conducted the add-on courses on Avogadro, Geogebra, Video

Editing Using Blender, R and Python. The cell has collaborated with Coursera to provide online courseware to the faculty and students on topics ranging from business, technology, healthcare to data science, arts and humanities, etc.

- College started an interdisciplinary value-added course on "Differential equations with scientific applications" to impart more employable skills to the students.

- Recognizing the importance of extra skill set and knowledge in the present learning environment and future prospects, Certificate Course in German and French under University of Delhi are also conducted.

- To complement the discipline-specific university curriculum, the college organizes extra-curricular activities to impart holistic and value-based education.

- The NSS Unit regularly organizes activities to promote community responsibility: cleanliness campaigns, health screenings, blood donation camps, skill-building seminars, literacy campaigns and social awareness programs, etc.

- The Women's Development Cell has made consistent efforts in creating awareness about gender issues. To carry on the legacy of the indomitable Rajmata Jijabai, Shivaji College instituted the Jijabai Achiever's Award in 2009, a milestone in the history of this institution.

- To inculcate citizenship values, Enactus, Shivaji College organized various field trips to Khari Baoli, a street in Old Delhi, situated in New Delhi & Rain Basera, Tagore Garden, visit to fields to talk to farmers and participated in the Government Vaccination Drive that was organized in the CTI Parade Ground, Rajouri Garden.

- The college organized Inter-College Online Summer trainings for the science students under DBT sponsored Star College Scheme on varied topics: "Research Methodology 2.0", "Tools and Techniques in Plant Sciences: Morphology to Metabolome", "Virtual World of Chemistry 2.0" and "Current Diagnostic & Therapeutic Modalities for COVID-19". The trainings included hands-on training sessions on the scientific tools and techniques, to develop scientific temper among students.

- To inculcate humanitarian values, Centre for Promotion of Inclusivity (CFPI) Committee of the college organized Book Donation camp. The Equal Opportunity Cell (EOC) of Shivaji College had been formed to provide assistance to the differently abled students. The Cell distributed a scholarship amount of Rs. 2,70,000 to 27 differently abled students of the college. The Fee Concession Committee disbursed Rs. 24,46,000 as fee concession for the underprivileged students of the College.

- With the help of the Star College Scheme grant, the Departments of Biochemistry, Botany, Chemistry and Zoology were able to carry out 21 Educational Lab Visits/Field Trips. Some of them include a visit to Department of Microbiology and Blue Green Algae, ICAR-IARI Campus, Yamuna Biodiversity Park, Okhla Bird Sanctuary, NOVA IVF Centre and Delhi Pollution Control Committee.

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

Shivaji College offers the undergraduate course in Hindi, Sanskrit and History. The curriculum of all three programmes comprises courses that impart the history and knowledge traditions of India. All three programmes offer courses are integral to each other in foregrounding and shaping the relationship be language, culture and history of India. In addition to the curricular prospects, these departments conduct several co-curricular programmes that foster the dissemination of Indian history, culture, and knowledge traditions among the young students at the college including *Shlok Gyan Competetion* and *Nikash-Swaranjali* competition organised in 2021-22. In an attempt to enrich the quality of formal education by increasing awareness about different aspects of Indian heritage, our college organizes various events in collaboration with (SPIC MACAY). In the year 2021-22, the college also hosted a Virtual Heritage Walk of the National Gallery of Modern Art (NGMA), Delhi, to sensitise students to our rich and diverse cultural heritage. The college has constituted Centre for Promotion of Inclusivity with the aim to promote an inclusive campus. In the year 2021-22, CFPI organised its Annual Diversity Fest 'SWIKRITI 2022' with the theme of "Inclusive Delhi". It also organised a 'Cultural Exchange Programme' in collaboration with Vidya Vistar Scheme partner colleges including Sikkim Government College, Burtuk and Himalayan Degree College, Jammu and Kashmir to celebrate diversity in Indian culture.

Shivaji College caters to students from diverse linguistic and economic background. To fulfill the learning needs and levels of these students, faculty members of the college engage in a bilingual mode of lecture delivery. In continuation to the efforts in this regard, the college has constituted Rajbhasha Committee to promote the use of Hindi language. Official communications, minutes of meeting, and important college publications are brought out in bilingual mode. The college website is also hosted in a bilingual mode.

Shivaji College offers degree course in Hindi and Sanskrit language.

The papers such as ????? ?? ????? ?? ???-??????? ??????, Basic Principles of Indian Medicine System (Ayurveda) etc. are taught as GE paperin the year 2021-22 by the department of Hindi and Sanskrit respectively to the students of other department to familiarize them with the vast heritage of Indian language, medicine and Indian culture

Every year various events and competitions are organized by the departments where students are encouraged to participate so that they learn more about the Indian languages, History, Indian culture and their importance in Indian Education System. Some of the events which have been organized during 2021-22 includes Mother Tongue Day Special lecture, a lecture on ''Swaraj-75, a talk on "Viewing the History of India through the Prism of the Horse" etc. Every year college also celebrates Hindi Diwas

At Shivaji College, classroom delivery takes place in bilingual mode to make students understand the subject in a more comprehensive way. In addition, the college has recently constituted the Rajbhasha Committee to promote the use of Hindi language in the everyday interactions and operations of the college.

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

The courses offered by Shivaji College are based on the curriculum designed by University of Delhi. Many faculty members of the college are also involved in designing this curriculum. In addition, the college has created an ecosystem for transformation of curriculum towards outcome based education. We empower students to become a good citizen, teachers, entrepreneurs, scientists, soldiers, and administrator with motivation. Some of the common outcomes outlined for the programs of study offered at Shivaji College are: knowledge acquisition, analytical skills, application of knowledge and problem solving, etc. Our college organizes several academic events such as webinars/seminars/panel discussions and workshops to provide interactive platform for knowledge acquisition.

We impart the attitude to keep learning, remain updated and readily adopt new developments in technologies and in their subject matter. For example: Department of Biochemistry and Chemistry constituted Journal club wherein students are encouraged to discuss and present recent published research papers in their respective fields. In addition, under the DBT-Star College Scheme, Star Presenter Award and Star Innovator Award was instituted to enhance the scientific aptitude and problem-solving skills of the students.

Students are encouraged to participate in several minor projects under the Star College Scheme. For example, during the year 2021-22, in one of the project, students determined the quality of soil samples by measuring its various parameters in laboratories, in another project they learned the technique for digitalization of specimen museum and instruments and many more similar projects. Further, students are also encouraged to access various readily available e-resources on web portals such as N-LIST, DU Library, IIT Kharagpur etc.

Discussions held during regular classes about the text and references to handle real-time problems and challenges assist students in identifying more problem areas and also helps in analyzing and developing solutions using basic principles of their subjects. For example, discussion on several mathematical models to tackle real life problems conducted by Department of Mathematics. The students were given hands on experience on accounting software like Tally ERP by Department of Commerce to understand better accounting work, stock trading and investments. Hands-on activities organized by Department of Biochemistry such as workshops on Green synthesis of nanoparticles, understanding protein biology using bioinformatics tools and similar training sessions helps students to explore new areas of scientific field. In addition, fostering team spirit and leadership among students through group activities in the class and in co-curricular activities are also carried out

One of the objectives of NEP 2020 is the transformation of concepts into practice. Several new initiatives have been taken by the college in this direction:

- Creating a learner centric environment: focus on students' understanding of the outcomes of the course; facilitating academic and research as well as problem solving skills-based discussions conducted in the class.
- Mentoring and continuous assessment of learners: Mentor-mentee meeting conducted on regular basis to address several problems of students.
- Encouraging application of knowledge for solutions: Students were sensitize towards the sustainable environmental goals through the classes taken as a part of their curriculum under Environmental Science course.

20.Distance education/online education:

ODL (Open and Distance Learning) is a system of education wherein teachers and learners need not to be present either at same place or

same time and is flexible in regard to modalities and timing of teaching and learning as also the admission criteria without compromising necessary quality considerations. It aims to offer opportunities for life long learning. Shivaji College imparts courses that are aimed at enhancing the learning and employability of students. To name few:

- Department of Physics, is a network Institute of IIRS-ISRO Outreach Programme. Under this a programme on "Geo-informatics for Biodiversity Conservation Planning" was conducted from 06-17 December 2021 and "Overview of Geoprocessing using Python" was conducted from January 17-28, 2022
- In the year 2021-22, the Department of Physics conducted an interdisciplinary value-added course of six month duration on: "Differential equations with scientific applications". More than 40 students from different departments enrolled in this course.
- Recognizing the importance of extra skill set and knowledge in the present learning environment and future prospects, Certificate Courses in German and French under University of Delhi was also conducted.

In an attempt to develop the use of technological tools for teaching learning activities, our

- Recording studio has been set up for recording of lectures for distance learners and many faculty members of the college have contributed towards ODL education by uploading their lectures on YouTube

- Laptops for the faculty members and students, depending upon requirements
- Microsoft teams ID to all the faculty members as well as students
- High speed internet facility.
- Subscription for Zoom Cloud Meeting
- Subscription for the National Library and Information Services Infrastructure for Scholarly Content (N- LIST) project managed by the e-Shodh Sindhu Consortium, INFLIBNET Centre which provides access to e-resources to students, researchers and faculty of colleges.
- During Open Book Examination, college provided computer lab facilities to the students whomsoever required for academic and examination purpose. Further, college also provided computer facilities to its staff for online teaching during pandemic.

- **Online platforms like zoom, G-suite, MS Team are used regularly for mentor-mentees meetings, classroom teachings to post assignemnts, to conduct quiz, tests and assignments by faculty members.**
- **Online lectures on YouTube are provided to students/learners.**

Further, Shivaji college also conducted several events through blended mode using the online platforms including orientation programme for first year students, college fest, annual day, departmental meetings, meetings with alumni, departmental fests, invited lectures, Workshops, and laboratory visits. It was blended learning mode by which our faculty is able to organize talks by several eminent scientists for the benefit of students under the prestigious Star College Scheme. Principal and administrative staffs were able to hold their meetings with students and staff members through online mode and resolved their problems regarding teaching-learning.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**558**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1468**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**953**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**1299**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**195**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**196**

File Description	Documents
Data Template	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)	**47.57**

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

At Shivaji College, the curriculum prescribed by the University of Delhi is delivered in a systematic, time-bound, and transparent process. The updated course structure, with names and combinations of papers offered by the college, is specified in the Admission Prospectus and on the college website. The college appoints Academic Coordinators who hold Orientation sessions for Elective Courses and audit the teaching-learning process for each department. Relevant Committees of the Staff Council approve the workload, prepare timetables and monitor the uploading of Internal Assessment.

The Teachers-in-Charge of individual departments prepare Academic Calendars and allocate papers to faculty members. They ensure that the departmental and college libraries as well as the laboratories are stocked with the requisite books, journals, and other necessary resources. All teachers prepare and submit lesson plans at the beginning of the session. Timely completion of the syllabus and the performance of students are reviewed in Departmental Meetings.

Classroom teaching is supplemented with audio-visual resources, ICT tools, individual mentorship, tutorials, practicals, remedial classes, and a regular feedback mechanism. Continuous evaluation is conducted through presentations, assignments/projects, class tests and group discussions. The Internal Assessment marks are uploaded on the website and are easily accessed by students and parents.

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)

Shivaji College strictly adheres to the academic calendar of the University of Delhi for the admission schedule, commencement and completion of classes, uploading of internal assessment, semester exams and mid-semester breaks. In addition, each department designs its academic calendar that outlines the tentative schedule for co-curricular activities. The academic calendars are displayed on the website and in the Admission Prospectus at the beginning of the session.

The college ensures timely completion of syllabus, revision and internal evaluation through lesson plans and reviews in departmental meetings. In addition, timetables are prepared before the beginning of the academic session.

The criteria and modes of Internal Evaluation are reiterated at the time of Orientation and in classrooms. Attendance rules are displayed on a notice board on campus. Monthly attendance and assessment marks are uploaded on the website and are easily accessed by students and parents. The final Internal Assessment, counter-signed by students, is approved by the Moderation Committees of individual departments and the Internal Assessment Monitoring Committee of the college.

The functioning of each department, the academic performance of students and teachers, documentation, and adherence to the calendar are reviewed by the Academic Committee at the end of each semester.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in **B. Any 3 of the above** **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**

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

127

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

Courses integrated in the curriculum that contribute towards instilling such values and sensitivity among students may be classified as:

Gender Sensitisation:

? Political Science: Women, Power and Politics, Feminism: Theory and Politics

? English: Women's Writing, Contemporary India: Women and Empowerment

Human Values:

? History: Inequality and Difference

? Hindi: Asmitamoolak Vimarsh aur Hindi Sahitya, Asmitamoolak Adhyan aur Hindi Sahitya

? Sanskrit: Indian Social Institutions and Polity, Indian Culture and Social Issues, Individual, Family and Community in Indian Social Thought

? Political Science: Human Rights, Gender and Environment, Human Rights in a Comparative Perspective

Environmental Consciousness:

? Compulsory Course on Environmental Science

? Economics: Environmental Economics

? Botany: Ecology, Ethnobotany

? Zoology: Principles of Ecology

? Geography: Disaster Management, Environmental Geography, Disaster Risk Reduction, Climate Change Vulnerability and Adaptation, Coupled Human and Environment System, Sustainable Resource Development.

? Chemistry: Industrial Chemicals and Environment; Green Chemistry

Professional Ethics:

? Commerce: Auditing and Corporate Governance, Human Resource

Management, Human Resource Management

? Botany: Intellectual Property Rights

Apart from curriculum, the college also inculcates these values through seminars/conferences and cultural events organized by various departments/college societies. Professional ethics and human values are also imparted through add-on courses such as "Legal Awareness".

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

27

File Description	Documents
Any additional information	No File Uploaded
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

1738

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/NAAC-SSR/AQAR%202021-22/Criteria%201/1.4/1.4.1%20and%201.4.2%20Feedback%20Analysis.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/NAAC-SSR/AQAR%202021-22/Criteria%201/1.4/1.4.1%20and%201.4.2%20Feedback%20Analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1468

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

728

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

Students are assessed based on academic performance, participation in class room discussions, attendance and half-yearly evaluations.

1. Steps taken for advanced learners:

- Involved in Minor Research Projects under the DBT Star College Scheme. Student Awards for 'Star Innovator' & 'Star Presenter' have been instituted. Under the Intramural Research Scheme, 28 students have participated in five interdisciplinary projects.
- Departments have initiated 'Journal Club' for reading & comprehension of research papers
- Semester toppers & university rank holders are felicitated on Annual Day
- Encouraged to help slow learners by covering important topics via lectures
- Nominated for Student Council & given leadership roles
- Motivated to make presentations, write papers & participate in conferences/seminars/workshops

- Encouraged to write articles in College/Departmental magazines and to take on editorial work

B) Steps taken for slow learners:

- Videos/lectures on important topics prepared by fast learners on the department's YouTube channel to facilitate learning. 'Peer Learning' sessions were organised in which they addressed problem areas of slow learners.
- Low-performing students are provided assistance in practicals& classes
- Online doubt-clearing classes organised
- Extra classes are taken for revision
- Mentor-mentee interaction keeps faculty in constant touch with students
- Tutorial classes are taken as remedial sessions for slow learners

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

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

Number of Students	Number of Teachers
4217	**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.
- Hands-on activities through project work and summer trainings

being conducted under DBT-sponsored Star College Scheme and College Research Cell.

- Various interactions and peer-learning at Journal Club sessions involving presentation and discussion of research articles.
- Students completed short term courses in German and French language in collaboration with University of Delhi.
- Students participated in co-curricular and outreach activities organised by various Committees of the college.
- A value-added course on "Differential equations with scientific applications" was conducted by the Department of Physics.
- Shivaji college is a Network Institute of IIRS-ISRO outreach programme offering online courses on Geospatial technology, geoprocessing etc.
- E-learning Cell of the college offered courses on Avogadro, Geogebra etc. through Spoken Tutorial Project of IIT Bombay and online courses in collaboration with Coursera to enhance skillset of students.
- Students have contributed in the college magazines of the college. Students manage websites for Enactus (Shivaji), TEDx and Placement Cell.

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 ICT tools to enhance the conventional teaching learning process and to make learning more interesting and student friendly.

- The college has 292 desktops, 1013 laptops and two electronic notice boards.
- All the classrooms and laboratories are Wi-Fi enabled. There are 32 projectors in college.
- The college library provides access to 20,528 e-journals and 3,66,491 e-books through NLIST and DELNET portals. The library also has two computer systems with Screen Reading Software, OPAC system and two barcode printers. The library is well equipped with facilities for visually challenged students with

- **33 Angel devices, nine I-PODs, 304 Braille books, and 33 CDs/DVDs.**
- **The faculty members used various virtual platforms like Google Classroom, G-suite, Google Meet, Zoom, Microsoft Teams, to create virtual classrooms, conduct online classes, collect assignments, conduct tests and practical examinations and share notes and e-resources as well. Apart from this, JDoodle, Programiz Online Compiler, Google Colab, PyTutor, Pycharm, Pydroid, Python Tutor, YouTube have also been used by the faculty members. Faculty members also use subject specific open access as well as paid software.**
- **Faculty members also used PowerPoint presentations, simulations, virtual labs and videos for effective curriculum delivery.**

File Description	Documents
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

191

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

195

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

135

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

2290.5833

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. The central Internal Assessment Committee supervises the

processes of internal assessment.

- Criteria for internal assessment are available on the college website. Students are informed regarding the same during the departmental orientation programme and during classes.

- Each department fulfills the continuous evaluation process by taking class tests, assignments, presentations, projects etc.

- In 2021-2022 due to the COVID-19 pandemic, the internal assessment was carried out (in conformity with earlier notifications issued by University of Delhi)

ODD semester (I,III,V) either by :

Option I: Internalassessment taking only one component i.e.,Internalassignment of 25 marks (The students were asked to send 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 in the continuous form as per the existing rule including all three components [Class Test (10 marks), Assignment (10 marks) and Attendance (5 marks)].

For EVEN semester (II, IV and VI) the IA was carried out by Option II.

- Evaluated answer scripts are shown and discussed with students. Suggestions for improvement are provided by teachers.

Attendance and internal assessment record (assignments, tests and projects) are uploaded periodically on the college ERP portal.

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 in 2021-2022, 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.

- Answer scripts of internal class tests, assignments and project reports were discussed with students after evaluation. 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 in different courses. 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 enclose a broad spectrum of knowledge, skills, abilities, and attitudes that students acquire during their graduate and post-graduate courses. College offers a number of programmes in Science, Humanities, Commerce and BBE, each of them with unique and well-defined outcomes. The specific learning outcomes of various

courses are built into the curriculum of each discipline and are available on the university website.

Common learning outcomes are:

· College has created an ecosystem for learning beyond the classroom through numerous other co-curricular and extracurricular activities.

· Students are taught to identify, formulate, and analyse real life problems and to reach valid conclusions using basic principles of their subjects.

· We empower students to become teachers, entrepreneurs, scientists, soldiers, and administrators.

Mechanism of communication of Programme and Course Outcomes:

The college has well-designed and effective mechanisms to communicate programme and course outcomes to all stakeholders, which are:

· Fresh applicants can get the requisite information from the college website as well as from the prospectus.

· At the time of admission, the Counselling Cell and Students' Help Desk also apprise students of what to expect from various courses. The outcomes of courses are clearly outlined during the common orientation day followed by department orientation organised on the opening day of each academic session.

File Description	Documents
Upload any additional information	No File Uploaded
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 attainment of programmes and course outcomes are evaluated by the following measures:

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 the 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:

The engagement of students in various co-curricular and extra curricular activities such as internship, lab work and extra-curricular activities indicate the outcome of their curricular learning.

Our alumni and students who opted for higher education and employment 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

1234

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%20April%202022.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%202021-22/Criteria%202/2.7%20SSR.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

18

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	https://serb.gov.in/page/research_grants

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 provides an ecosystem to augment innovative research. The college has steadfastly prioritized the creation and transfer of knowledge through the College Research and Innovation Cell (CRIC) and by conducting various research-based activities:

- **Under the DBT Star College Scheme, various interdisciplinary projects focusing on diseases, bioinformatics, and health parameters were undertaken. The Star Innovator Award was also initiated in 2022 as an incentive for innovative research.**
- **The CRIC oversaw research involving mathematical modelling to estimate seasonal baby corn yield and in-silico analysis of SARS CoV2 to understand its underlying infection and pathogenesis mechanisms. Another project on climate change and its impact on agriculture and society was completed and several other projects are ongoing.**
- **Enactus Shivaji came up with an innovative way to reduce air pollution and non-biodegradable waste by utilising farm**

stubble to grow oyster-mushroom instead of burning them. The mushroom is used to produce mycelium, which is a biodegradable alternative to plastic.

- Bio-composting, vermi-composting, and paper recycling are practiced in the college, giving students a hands-on learning experience, and their products are utilised inside the campus.
- The knowledge created through these initiatives is transferred through FDPs, conferences, webinars, workshops, and publications in peer-reviewed national and international journals.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202021-22/Criteria%203/supporting%20documents%20for%203.2.1.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

7

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

75

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - 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

23

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 2021-22, the National Service Scheme unit (NSS), the National Cadet Corps (NCC) and Enactus organized the following community

outreach programmes for the general public, the underprivileged and slum dwellers of Rajouri Garden, Raja Garden, Tagore Garden Extension, Bali Nagar, Raghubir Nagar, Rohini, University of Delhi (South Campus), Delhi Cantonment, Daryaganj Hospital, and Yamuna Ghat.

- Blood Donation Camps
- First-Aid Kit Distribution
- Cloth and Mask Distribution
- Menstrual Hygiene Awareness and Donation Drives
- Pulse Polio Drive
- Food Donation Drives
- Environment Cleanliness & Awareness Drives

These activities have helped our students to recognize the need to carry forward social work on their own. Students with Project SaNa have taught the economically marginalized the process of production, marketing and advertising menstrual sanitary pads. Furthermore, after the 'Plog Run: Cleanliness Drive', students have learned to cultivate the habit of utilizing dust-bin and keeping their surroundings free of waste pollution. Students have also pledged to conduct follow-up programmes to sustain the awareness their work have created.

Project SaNa of Enactus Shivaji has also been recognized and selected globally as one of the top four finalists to compete for the Impact Rewards during the Race for Oceans at the Enactus World Cup 2022.

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

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**

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

19

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

406

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	<u>View File</u>

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	<u>View File</u>
Any additional information	<u>View File</u>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<u>View File</u>

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 adequate infrastructure and physical facilities for teaching- learning.

• There are 41 classrooms, one auditorium, 19 laboratories, one museum in the Department of Zoology and Instrumentation labs in the Department of Biochemistry, Botany, Chemistry and Physics.

• The college campus is Wi-Fi enabled and has two Smart Signage Display boards. • There are 32 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 departmental library. • Facilities like photocopy, printing, binding, and basic stationary are available near entry gate of the College at subsidized rates. • The college library has bar-coded 78625 books and subscribes to 9 print journals. There is one reading hall for students, two halls with computer facilities and photocopy facility in the library. • The new Jijabai Academic Block has state-of-the art laboratories, multipurpose hall, auditorium with multimedia facilities, lecture rooms, laboratories, staff rooms, and elevators. • College has its own subscription for Zoom platform. Google meet and Microsoft Teams are available under one DU Flagship program. These virtual platforms were used to conduct online classes and webinars during COVID-19 pandemic.

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

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

Shivaji College promotes cultural, and artistic athletic pursuits. The Cultural Committee, which is made up of seven societies (Bizarre, Dictum, Footloose, Reverb, Shutterbugs, Vayam, and Vibgyor), encourages and supports students' interest in fashion, debate, dance, music, photography, theatre, and art and offers the following resources:

• The societies are given equipment like tripods, diffusers, reflectors, RODE camera microphones, Toshiba hard drives, still/video cameras, harmoniums, xylophones, three lamps, one stage light, props, and costumes, among other things.

• The institution offers two open stages for rehearsals: one in the main academic building and one in the sports complex.

• There is a room designated for cultural societies.

Shivaji College has large sports complex comprising of:

- **01 cricket field of approximate 60m radius**
- **04 cricket practice nets (3 turf and 01cemented)**
- **01 football field of approx. 100m x50m size,**
- **01 basketball court (28m x15m)**
- **01 volleyball court (18m x9m)**
- **02 tennis courts of 23.8m x11m each**
- **Indoor space for table tennis and chess.**
- **01 flood light.**
- **Other facilities like locker/ changing rooms, store room, grounds-men room, washrooms are also available.**

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

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

22

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)

27.54

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 has a fully automated library (since 2019) with 78625 RFID tagged books.

• The ILMS software used for automation is NETLIB version of KOHA.

• The Library Membership Card is also RFID enabled.

• A Digital Entry Pad is kept at the entrance of the library to record the foot fall data of the users visiting the library.

• The library offers self-check-out/check-in facility for issue/ return of book where the user has to simply place his Identity Card and book on the Book Issue/Return KIOSK. They can even make enquiry about balance/pending books or fine against their name. In addition to this a Book Drop is also provided where user simple drop the book to return them.

• Users can take the help of Online Public Access Catalogue (OPAC) to search and locate the books.

• In addition to its print collection, a large number of e-books, e- journals and electronic databases are subscribed from NLIST, DELNET and a host of e-resources are freely made available by Delhi University Library System (DULS) and some open access e-resources platforms like Shodhganga and e-Shodhsindhu at e-Resource Center for Teachers

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

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)

16.99

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

186

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

- ○ **The College has following licensed software:**

- **Zoom software with the capacity of 500 participants.**
- **Microsoft team (under one DU program)**
- **KOHA Library Management Software and RFID**
- **Time Table Software.**
- **MS windows 8.1, 8.1 Pro and MS office 2013 : 60 licenses**
- **Wolfram Mathematica 9: 50 licenses**
- **Windows 7 Pro, upgrade and MS office Pro 2010**
- **Adobe Acrobat 9 Pro & Adobe CS-5 Web Premium: 80 licenses**
- **Free software: QGIS, R, Scilab, Bioinformatics tools Clustal X and Phylip, Argus Lab, Chem Sketch and QBASIC**

- ○ **The College has following hardware related facilities:**

- **284 desktops with upgradable Windows**
- **21 desktops (19 desktops in administrative block and 02 in Principal office)**
- **962 laptops are for students**
- **52 laptops are for teaching and non-teaching staff.**
- **32 Multimedia projectors.**
- **06 UPS facility points (04 in computer labs, 01 in office and 01 in library)**
- **02 high end servers.**
- **The library is equipped with 01 server, 30 desktop systems and RFID setup.**
- **Wi-Fi enabled zone with 12 access points.**
- **LAN connectivity (administrative office and all computer labs).**

- ○ **The college has the following other digital facilities:**

- **ERP system SPACE (Shivaji Platform for Academic Connect and Empowerment)**

- **02 electronic notice board.**
- **The college website is maintained and upgraded regularly under an annual maintenance contract.**

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. ? 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)

47.57

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.

- **Science laboratories maintenance funds are allocated annually & purchases are made through Government e Marketplace (GeM) as per requirements through Teacher in charges of the departments.**
- **The laboratories are maintained by laboratory staff under guidance of departmental committees. Laboratory staff are trained timely.**
- **General laboratory safety protocols are displayed in all laboratories.**
- **Repair & maintenance of equipment is taken up by authorized company dealers.**
- **Stock registers are maintained in each laboratory and physical verification is done by constituted committee.**
- **Fire Extinguishers and Safety instructions are displayed in college premises.**
- **Competing agencies are hired through open tendering system for taking care of housekeeping, security and horticulture services for maintenance of classrooms & college premises. The contract is renewed annually after satisfactory services upon requests from Development and Garden committees respectively.**
- **A properly instituted channel and procedure through accounts section of the college is used for reimbursing the bills. Annual maintenance contract is done for maintaining ACs and water filters installed in college premises.**
- **Sports committee and Physical Education department helps in sports ground maintenance. Funds are allocated from the General fund and Students fund.**

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

132

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

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

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

420

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

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

A. All of the above

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

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

2174

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

2174

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

101

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
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

15

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

7

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.

41

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 univer sity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students at Shivaji College have been involved in various administrative activities at different capacities. Students are actively involved in different decision-making processes, some of

them have been described below.

· Shivaji college constitutes various committees which include student representation to carry out administrative activities. These include Internal Quality Assurance Cell, Anti-Ragging committee, Student Grievance Redressal Cell, Internal Complaints Committee Against Sexual Harassment, etc.

· 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 lectures, seminars and other departmental activities.

· 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 events, invite resource persons, connect with companies and bring sponsorships for the events.

· The college also has a provision to constitute a Students' Union through an election process conducted as per the recommendations of Lyngdoh Committee. Students' Union members along with cultural society members organize Fresher's Welcome Ceremony and play an active role in organizing the Annual Cultural Festival of the college 'VIBRATIONS' every year.

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

32

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

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 its alumni and to expand opportunities for current batch students to draw support and inspiration from former students. ARC has organized several webinars, alumni meets, students' mentorship programme and other interactive events. The college also felicitates its distinguished alumni on the occasion of its Annual Day. In addition, many departments organise their respective alumni gatherings which allows for more effective interaction between current batch students and alumni. All events witnessed an enthusiastic participation from students.

ARC has invited successful alumni from various fields. Alumni shared their expertise on key development areas such as career growth, job opportunities, skill development and several other topics.

Shivaji College is committed to strengthening its ties with its former students. ARC is an initiative in this direction. Every year students take lead in all possible ways to make 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	[View File](#)

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

Shivaji College is committed to its vision, "Transform One Life, Transform the Nation''. It aims to achieve this vision through everyday governance. The College encourages participative governance through duly constituted Governing body and Staff council committees.

The stated mission of the college is achieved through multifarious endeavours such as:

- **Learner-centric teaching techniques and various activities conducted under the aegis of Research Cell, Disha (the Civil Services Society), Entrepreneurship Development Cell, Star College Scheme and Enactus bolster an academic environment that stimulates critical thinking, scientific temperament, spirit of exploration, experimentation and innovation.**
- **Activities conducted by the NSS, NCC, Centre for Promotion of Inclusivity, and WDC instil in students the spirit of egalitarianism, inclusivity, leadership, community responsibility and service toward our nation.**
- **Fee concession given by the college, tactile path and ramp and learning aids for the PWD students and support extended by the Equal Opportunity Cell and Enabling Unit provide an inclusive learning environment.**
- **Eco Club activities and initiatives by the EVS Department strengthen civic ecology practices.**

Perspective plans toward Accomplishing the Vision and Mission:

- **Promoting interdisciplinary research acumen by strengthening Research Cell**
- **Establishing Incubation Centre**
- **Bolstering alumni ties**
- **Strengthening E-learning Cell, Remedial Cell and promoting professional quality development programmes**
- **Innovating measures for energy conservation on campus**

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.

One of the various decentralized examples of governance in Shivaji College is the preparation for NAAC Peer Team Visit on 20-21 December, 2021. All the stakeholders of the College were divided into several committees, supervised by the Principal and IQAC for a smooth conduct of the visit.

Several committees were constituted to oversee the preparation and arrangement of the following aspects:

- **NAAC Room and documentation**
- **Photography/videography**
- **Supervision of Science+Geo+Computers Labs**
- **Cleanliness of the campus**
- **Reception and Hospitality Team**
- **Refreshment/Lunch/Dinner**
- **Logistics**
- **NCC Duty**
- **PowerPoint Presentations (Departments + Committees + NAAC + IQAC)**
- **Cultural Committee**
- **COVID Protocols**
- **Contents on Website**
- **Department Libraries supervision**
- **Infrastructure**

- **Best Practices**

The college demonstrated collective efforts throughout the NAAC Peer Team visit despite challenges amidst the pandemic.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Shivaji College has an inclusive approach to address various learning needs of students.

To ensure this, the college has a dedicated Remedial Cell with aim to cater to the needs of students of all backgrounds and acumen. The Cell has various teams for organising events to promote learning at various levels.

Following are the activities organised by Remedial Cell:

- **A 20 hours module on English language was successfully completed in 2021-22.**
- **An Interactive session titled "Language ka Baggage" was conducted to aid students in understanding the cultural context of language and communication skills.**
- **Teaching internship volunteer program, 2021-22 was also organised to provide a platform to hone the leadership acumen of fast/advanced learners.**
- **The Peer Study Program aimed at giving a platform to fast learners at the Department level. In this program fast and slow learners were engaged in an interactive process of discussions under supervision of teachers.**
- **Recorded lectures on difficult topics uploaded on YouTube to assist slow learners/ non-performing students as a part of teaching Internship program and Peer study Program at department level.**
- **Peer study Programs were conducted by Departments and Remedial Cell to ensure an inclusive participation from both slow and fast learners together.**

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

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

The 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 financial matters 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 of the Staff Council.**
- **The IQAC is in charge of the quality enhancement of the teaching-learning process.**
- **The Academic Coordinators review the academic process and undertake audits of the departments.**
- **The staff council committees provide a platform for participative management of all the teaching staff and a team of auditors review the operations of all staff councils committees/ societies.**
- **The teachers-in-charge supervise all matters of their departments.**
- **The Bursar oversees all the financial matters .**
- **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 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%202021-22/Criteria%206/6.2.2.%20Organogram%20of%20Shivaji%20College.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	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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 college premises. The Sulabh employees at Shivaji College routinely clean and sanitize the college premises.**
- **The West Centre of the Delhi University Health Centre, Shivaji College, in association with Delhi University Health Centre (West Campus), had set up a vaccination centre in the college for the employees of the college and the University including their families.**
- **A Counsellor is available in 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 available in the library to access e-resources.
- Desktops (with internet) and printer facilities in the Department rooms to aid research.
- The Staff Association provides a platform for grievance redressal to all staff.

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

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

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

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

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

45

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	<u>View File</u>
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

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 2021-2022, promotions for Assistant professor (Stage 3) to Associate Professor (Stage 4), and Associate professor (Stage 4) to Professor (Stage 5) were carried out at the college.
- Promotions of ten teaching faculty took place in 2021-2022
- 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 nine employees took place in 2021-2022

File Description	Documents
Paste link for additional information	Nil
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 internal and external audits regularly

- The internal audit of the college books of accounts is conducted 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, 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 up to the financial year 2020-2021 by the Delhi Government and up to the financial year 2021-2022 by the CAG.

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

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

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

8.47

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 2021-2022**
- **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.**

Institutional strategies for the optimal utilisation of resources

- **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	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

Two practices institutionalized by IQAC are:

Audit of the college societies and committees with objectives listed below:

- **To assess the creative and extra-curricular growth of the students alongside their academic progress.**
- **To ensure that the students' achievements are properly highlighted and media presence of the different committee and society events are maintained.**
- **To maintain the Alumni data of those who followed the vision of a particular committee or society and transformed it into his/her profession.**
- **To facilitate the e-documentation of all societies and committees on the centralized repository of documents - SPACE (ERP).**

Monitoring Academic growth of students:

- **The College takes cognizance of the diversified nature of the learning capabilities of students and to cater to their**

specific abilities, the College has chalked out a methodology to guide the Slow Learners and Advanced Learners.

- The College has a Remedial Cell which conducts peer learning classes for slow learners with focus on the topics and areas in which they struggle.

- Mentor-Mentee groups have been formed across various courses and teachers maintain a record of the meetings which are held regularly.
- To make students more employable, the Physics department of Shivaji college has introduced a Value-Added Course titled "Differential Equations with Scientific Applications".

File Description	Documents
Paste link for additional information	Nil
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

Institutional reviews and implementation of teaching learning reforms are:

- The Academic and Audit Committee suggests required measures to be taken to reform academic matters and records their implementation.
- To cater to the specific needs on the basis of students' abilities, the IQAC has chalked out a detailed feedback mechanism for the teaching and non-teaching staff along with the students.

Structures of Operations and Incremental Improvement:

- Mechanism to enhance the ability of Slow learners has been developed by encouraging them to be more interactive, increase their participation in group activities etc. Nurturing their soft skills, co-option in various committees is done.
- Advanced learners get attention and recognition in academic spaces and extra-curricular activities. Cultural and academic societies encourage them to participate in inter-college, inter-state, national, and international competitions.
- The students are always encouraged to make extensive use of

> Information and Communication Technology (ICT) tools like YouTube videos to update themselves in accordance with the modern academic and co-curricular standards.
> - Remedial Cell conducts a peer learning programme for slow learners with focus on the topics and areas in which they struggle.

File Description	Documents
Paste link for additional information	**Nil**
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 sensitizes the staff and students regarding gender concerns through the following measures:

Gender Equity in Curriculum

Department of English and History offer papers related to Gender Equity.

Gender Equity through Co-Curricular Activities

Women Development Cell (WDC) formulates the annual gender action plan to create awareness against discrimination. The following programs were conducted during the year.

- **Jijabai Achievers Award were organized to felicitate individuals who are the "change makers" for women empowerment.**
- **"STANDUP Against Street Harassment" was organized in association with Breakthrough, L'OREAL and Hollaback!**
- **"From Shackles to Miracles" was organized in association with Destiny Foundation & Reflection.**
- **"Menstrual Hygiene Awareness" was organized in collaboration with Youth for Seva NGO.**
- **"Gender Equality and Sustainable Society" on the occasion of International Women's Day was organized in collaboration with RAYS Global Foundation (Nonprofit Organization), USA.**

Facilities and provisions for the Safety of Women

- **Separate Girls common room.**
- **Installation of CCTV cameras at strategic locations.**
- **Internal Complaints Committee against Sexual harassment.**
- **Relaxation of 1% in admissions cut-off for female students.**
- **Female Guard at the main gate.**

File Description	Documents
Annual gender sensitization action plan	https://www.shivajicollege.ac.in/files/WDC%20Calendar%202021-22.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/committee/committees/wdc_committee.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy

B. Any 3 of the above

Biogas plant Wheeling to the Grid   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 2021-22, the college generated around 25-55 kg/day of solid waste from its campus.**
- **College has installed blue and green covered/pedal-pushed dustbins in the premises.**
- **The college has functional vermicomposting (capacity 10-20 ton/year) and bio-composting (30-40 ton/year) facilities in the campus.**
- **56 bags of Vermicompost (approx. 1680 Kg) were handed over to the Garden Committee on August 18, 2022.**
- **The college has a paper-recycling unit with installed capacity of 5kg/cycle. A total of 55 sheets (A1 Size) were made from waste paper.**

Liquid waste management

- **Facilities for wastewater management – Wastewater (sewage) treatment facility with a capacity of treating 130 KLD has been constructed in Jijabai Academic Block. At present it is not functional.**

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

- **Nil**

E-waste management

- **Nil**

Hazardous chemicals and radioactive waste

Nil

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
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   **D. Any 1 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: **A. Any 4 or All of the above**

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

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

C. Any 2 of the above

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	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 taken several measures to make the college an inclusive campus.

? Shivaji College strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non-teaching staff. Special committees like the SC, ST and OBC Counselling Committee, North East Counselling Committee, PWD Counselling Committee and the Equal Opportunity Cell ensure parity and transparency during the admission process.

? Fee concession is granted based on the income certificate and interview of the students.

? The college has an Equal Opportunity Cell (EOC) which looks after the welfare of specially- abled students.

? Regular monthly mentor-mentee meetings are held.

? Teachers use bilingual teaching methods.

? NE Cell conducts an orientation program for new students annually.

Various programmes were organised to promote inclusivity and diversity by the Centre for Promotion of Inclusivity CFPI

? An orientation programme in January 2022.

? An online 'Cultural Exchange Programme' in November 2021, under

Vidya Vistar Scheme (Shivaji College), University of Delhi.

? Annual diversity fest 'Swikriti' in March, 2022.

? "MADHUBANI CHITRAKRITI" via zoom in March, 2022.

? Hindi Diwas was celebrated in September 2021 by the department of Hindi.

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	No File Uploaded

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

The National Service Scheme (NSS) and National Cadet Corps (NCC) are two integral bodies that organize programmes and activities to inculcate constitutional obligations and patriotism among students and staff.

Values:

? To pay respect to CDS Bipin Rawat, NCC organized a prayer "Kargil Vijay Diwas" in July, 2021.

? NSS conducted a series of events titled "My Country, My Pride" in the month of August, 2021.

? The Department of Political Science organized

- A lecture "Swaraj-75" for Independence Day in August, 2021.

- Constitution Day in November, 2021 using the Google-Meet platform.

Rights:

? NSS Unit of Shivaji College celebrated "National Girl Child Day" in January, 2022.

? NSS organized a webinar "Knowing the Constitution: The Preamble" in November 2021.

Duties:

? NSS celebrated the Vigilance Awareness Week "Independent India 75: Self Reliance with Integrity" on 26 October – 1 November 2021.

Responsibilities:

? Road safety awareness program organized by NSS in January, 2022.

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%202021-22/Criteria%207/Supporting%20Document%207.1.9.pdf
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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Shivaji college celebrated and organized various national and

international commemorative days, events and festivals-

- **Shivaji College celebrated International Yoga Day "Yoga for Wellness" in June, 2021.**
- **NCC celebrated "Kargil Vijay Diwas"on digital platform in July, 2021.**
- **NCC celebrated 75th Independence Day "Aazadi ka Amrut Mahotsava" in August, 2021.**
- **Under the aegis of Azadi ka Amrit Mahotsav-**
  - **Hindi Department organized "Hindi Bhasha: Vrtman Aur Bhavishya" in January, 2022 and a webinar "Vaishvikaran Ke Daur Me Antarrashtriy Matribhasha Diwas Ka Mahatv " in February 2022.**
  - **The Zoological society celebrated- "Oyster" the wildlife week.**
  - **NCC organized "National Integration in Independent India and Way Ahead" in August 2021.**
  - **The Cultural Committee organized a Slogan writing and Poetry writing in August, 2021.**
  - **Department of Physical Education organized a "FIT INDIA FREEDOM RUN 2.0"**

- **NSS conducted a series of events titled "My Country, My Pride" in August, 2021.**
- **NCC celebrated Republic Day in January, 2022.**
- **NSS celebrated National Girl Child Day in January, 2022.**
- **NSS organized a webinar "Knowing the Constitution: The Preamble" in November, 2021.**

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

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 Outreach and Growth
- Promotion of Inclusivity

BEST PRACTICE - 1

Title: Community Outreach and Growth

The Objective of this Practice is to instill values of social and national importance and to generate awareness of community responsibilities amongst students. To implement these objectives NSS Shivaji College had organized a month-long Education Drive for the children of construction workers, who were working within the college premises. The NSS volunteers also visited Vidhwa Ashram, Vrindavan to promote the culture of community care. A Covid Vaccination Camp was also set up in the College to provide free vaccines to all eligible citizens.

BEST PRACTICE - 2

Title: Promotion of Inclusivity

The Objective of this Practice is to promotepractices of inclusivity in teaching-learning processes besides excellence in academics and to develop infrastructure for the differently abled and marginalized students. In this direction, the College through its various social work and outreach forums such as National Service Scheme (NSS), Centre for the Promotion of Inclusivity (CFPI), Remedial Cell, Women Development Cell (WDC), Equal Opportunity Cell (EOC) promotes inclusivity at all levels. The college organizes programmes to create awareness amongst students towards different forms of challenges.

File Description	Documents
Best practices in the Institutional website	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202021-22/Criteria%207/7.2.pdf
Any other relevant information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202021-22/Criteria%207/7.2.1.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

One area distinctive to the priority and thrust of the college is the ethics and practice of inclusivity. The culture of diversity, spirit of inclusivity, and mutual respect is inculcated through various initiatives by the College Committees like NSS, CFPI, EOC, North East Cell and Remedial Cell.

The College has been implementing the following practices:

- The Centre for the Promotion of Inclusivity (CFPI) works towards informing students about social exclusions and the need for promoting inclusive practices through campaigns, workshops and seminars.
- The NSS unit educates students about the importance of community outreach.
- Scholarships and fee concessions are provided to differently-abled and students from economically weaker sections.
- The College through EOC and the Enabling Unit provides Braille software facilities for visually impaired students and also the provision of readers and scribes for examination.
- To facilitate better mobility tactile pathways, walking ramps/rails and wheelchairs are present within the college.
- The North East Counselling Cell works towards assistance of the students from North East and organizes initiatives to raise awareness about the different regions and cultures of North East India.

The Remedial Cell provides an inclusive environment of learning through their peer study program.

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

At Shivaji College, the curriculum prescribed by the University of Delhi is delivered in a systematic, time-bound, and transparent process. The updated course structure, with names and combinations of papers offered by the college, is specified in the Admission Prospectus and on the college website. The college appoints Academic Coordinators who hold Orientation sessions for Elective Courses and audit the teaching-learning process for each department. Relevant Committees of the Staff Council approve the workload, prepare timetables and monitor the uploading of Internal Assessment.

The Teachers-in-Charge of individual departments prepare Academic Calendars and allocate papers to faculty members. They ensure that the departmental and college libraries as well as the laboratories are stocked with the requisite books, journals, and other necessary resources. All teachers prepare and submit lesson plans at the beginning of the session. Timely completion of the syllabus and the performance of students are reviewed in Departmental Meetings.

Classroom teaching is supplemented with audio-visual resources, ICT tools, individual mentorship, tutorials, practicals, remedial classes, and a regular feedback mechanism. Continuous evaluation is conducted through presentations, assignments/projects, class tests and group discussions. The Internal Assessment marks are uploaded on the website and are easily accessed by students and parents.

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)

Shivaji College strictly adheres to the academic calendar of the University of Delhi for the admission schedule, commencement and completion of classes, uploading of internal assessment, semester exams and mid-semester breaks. In addition, each department designs its academic calendar that outlines the tentative schedule for co-curricular activities. The academic calendars are displayed on the website and in the Admission Prospectus at the beginning of the session.

The college ensures timely completion of syllabus, revision and internal evaluation through lesson plans and reviews in departmental meetings. In addition, timetables are prepared before the beginning of the academic session.

The criteria and modes of Internal Evaluation are reiterated at the time of Orientation and in classrooms. Attendance rules are displayed on a notice board on campus. Monthly attendance and assessment marks are uploaded on the website and are easily accessed by students and parents. The final Internal Assessment, counter-signed by students, is approved by the Moderation Committees of individual departments and the Internal Assessment Monitoring Committee of the college.

The functioning of each department, the academic performance of students and teachers, documentation, and adherence to the calendar are reviewed by the Academic Committee at the end of each semester.

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

127

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

Courses integrated in the curriculum that contribute towards instilling such values and sensitivity among students may be classified as:

Gender Sensitisation:

? Political Science: Women, Power and Politics, Feminism: Theory and Politics

? English: Women's Writing, Contemporary India: Women and Empowerment

Human Values:

? History: Inequality and Difference

? Hindi: Asmitamoolak Vimarsh aur Hindi Sahitya, Asmitamoolak Adhyan aur Hindi Sahitya

? Sanskrit: Indian Social Institutions and Polity, Indian Culture and Social Issues, Individual, Family and Community in Indian Social Thought

? Political Science: Human Rights, Gender and Environment, Human Rights in a Comparative Perspective

Environmental Consciousness:

? Compulsory Course on Environmental Science

? Economics: Environmental Economics

? Botany: Ecology, Ethnobotany

? Zoology: Principles of Ecology

? Geography: Disaster Management, Environmental Geography, Disaster Risk Reduction, Climate Change Vulnerability and Adaptation, Coupled Human and Environment System, Sustainable Resource Development.

? Chemistry: Industrial Chemicals and Environment; Green Chemistry

Professional Ethics:

? Commerce: Auditing and Corporate Governance, Human Resource Management, Human Resource Management

? Botany: Intellectual Property Rights

Apart from curriculum, the college also inculcates these values through seminars/conferences and cultural events organized by various departments/college societies. Professional ethics and human values are also imparted through add-on courses such as "Legal Awareness".

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

27

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
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	<u>View File</u>

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

1738

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

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/NAAC-SSR/AQAR%202021-22/Criteria%201/1.4/1.4.1%20and%201.4.2%20Feedback%20Analysis.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/NAAC-SSR/AQAR%202021-22/Criteria%201/1.4/1.4.1%20and%201.4.2%20Feedback%20Analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1468

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

728

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

Students are assessed based on academic performance, participation in class room discussions, attendance and half-yearly evaluations.

1. Steps taken for advanced learners:

    - Involved in Minor Research Projects under the DBT Star College Scheme. Student Awards for 'Star Innovator' & 'Star Presenter' have been instituted. Under the Intramural Research Scheme, 28 students have participated in five interdisciplinary projects.
    - Departments have initiated 'Journal Club' for reading & comprehension of research papers
    - Semester toppers & university rank holders are felicitated on Annual Day
    - Encouraged to help slow learners by covering important topics via lectures
    - Nominated for Student Council & given leadership roles
    - Motivated to make presentations, write papers & participate in conferences/seminars/workshops
    - Encouraged to write articles in College/Departmental magazines and to take on editorial work

B) Steps taken for slow learners:

    - Videos/lectures on important topics prepared by fast learners on the department's YouTube channel to facilitate learning. 'Peer Learning' sessions were organised in which they addressed problem areas of slow learners.
    - Low-performing students are provided assistance in practicals& classes
    - Online doubt-clearing classes organised

- **Extra classes are taken for revision**
- **Mentor-mentee interaction keeps faculty in constant touch with students**
- **Tutorial classes are taken as remedial sessions for slow learners**

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

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

Number of Students	Number of Teachers
4217	**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.**
- **Hands-on activities through project work and summer trainings being conducted under DBT-sponsored Star College Scheme and College Research Cell.**
- **Various interactions and peer-learning at Journal Club sessions involving presentation and discussion of research articles.**
- **Students completed short term courses in German and French language in collaboration with University of Delhi.**
- **Students participated in co-curricular and outreach activities organised by various Committees of the college.**
- **A value-added course on "Differential equations with scientific applications" was conducted by the Department of Physics.**

- **Shivaji college is a Network Institute of IIRS-ISRO outreach programme offering online courses on Geospatial technology, geoprocessing etc.**
- **E-learning Cell of the college offered courses on Avogadro, Geogebra etc. through Spoken Tutorial Project of IIT Bombay and online courses in collaboration with Coursera to enhance skillset of students.**
- **Students have contributed in the college magazines of the college. Students manage websites for Enactus (Shivaji), TEDx and Placement Cell.**

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 ICT tools to enhance the conventional teaching learning process and to make learning more interesting and student friendly.

- **The college has 292 desktops, 1013 laptops and two electronic notice boards.**
- **All the classrooms and laboratories are Wi-Fi enabled. There are 32 projectors in college.**
- **The college library provides access to 20,528 e-journals and 3,66,491 e-books through NLIST and DELNET portals. The library also has two computer systems with Screen Reading Software, OPAC system and two barcode printers. The library is well equipped with facilities for visually challenged students with 33 Angel devices, nine I-PODs, 304 Braille books, and 33 CDs/DVDs.**
- **The faculty members used various virtual platforms like Google Classroom, G-suite, Google Meet, Zoom, Microsoft Teams, to create virtual classrooms, conduct online classes, collect assignments, conduct tests and practical examinations and share notes and e-resources as well. Apart from this, JDoodle, Programiz Online Compiler, Google Colab, PyTutor, Pycharm, Pydroid, Python Tutor, YouTube have also been used by the faculty members. Faculty members also use subject specific open access as well as paid software.**

- **Faculty members also used PowerPoint presentations, simulations, virtual labs and videos for effective curriculum delivery.**

File Description	Documents
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

191

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

195

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

135

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

2290.5833

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. The central Internal Assessment Committee supervises the processes of internal assessment.

- Criteria for internal assessment are available on the college website. Students are informed regarding the same during the departmental orientation programme and during classes.

- Each department fulfills the continuous evaluation process by taking class tests, assignments, presentations, projects etc.

- In 2021-2022 due to the COVID-19 pandemic, the internal
  assessment was carried out (in conformity with earlier
  notifications issued by University of Delhi)

ODD semester (I,III,V) either by :

Option I: Internalassessment taking only one component
i.e.,Internalassignment of 25 marks (The students were asked to
send 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 in the continuous form as per the
existing rule including all three components [Class Test (10
marks), Assignment (10 marks) and Attendance (5 marks)].

For EVEN semester (II, IV and VI) the IA was carried out by
Option II.

- Evaluated answer scripts are shown and discussed with
  students. Suggestions for improvement are provided by
  teachers.

Attendance and internal assessment record (assignments, tests and
projects) are uploaded periodically on the college ERP portal.

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 in 2021-2022, 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.

- Answer scripts of internal class tests, assignments and project reports were discussed with students after evaluation. 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 in different courses. 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 enclose a broad spectrum of knowledge, skills, abilities, and attitudes that students acquire during their graduate and post-graduate courses. College offers a number of programmes in Science, Humanities, Commerce and BBE, each of them with unique and well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the university website.

Common learning outcomes are:

· College has created an ecosystem for learning beyond the classroom through numerous other co-curricular and extracurricular activities.

• Students are taught to identify, formulate, and analyse real life problems and to reach valid conclusions using basic principles of their subjects.

• We empower students to become teachers, entrepreneurs, scientists, soldiers, and administrators.

Mechanism of communication of Programme and Course Outcomes:

The college has well-designed and effective mechanisms to communicate programme and course outcomes to all stakeholders, which are:

• Fresh applicants can get the requisite information from the college website as well as from the prospectus.

• At the time of admission, the Counselling Cell and Students' Help Desk also apprise students of what to expect from various courses. The outcomes of courses are clearly outlined during the common orientation day followed by department orientation organised on the opening day of each academic session.

File Description	Documents
Upload any additional information	No File Uploaded
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 attainment of programmes and course outcomes are evaluated by the following measures:

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 the 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:

The engagement of students in various co-curricular and extra curricular activities such as internship, lab work and extra-curricular activities indicate the outcome of their curricular learning.

Our alumni and students who opted for higher education and employment 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

1234

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%20April%202022.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%202021-22/Criteria%202/2.7%20SSR.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

18

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	https://serb.gov.in/page/research_grants

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 provides an ecosystem to augment innovative research. The college has steadfastly prioritized the creation and transfer of knowledge through the College Research and Innovation Cell (CRIC) and by conducting various research-based activities:

- Under the DBT Star College Scheme, various interdisciplinary projects focusing on diseases, bioinformatics, and health parameters were undertaken. The Star Innovator Award was also initiated in 2022 as an incentive for innovative research.
- The CRIC oversaw research involving mathematical modelling to estimate seasonal baby corn yield and in-silico analysis of SARS CoV2 to understand its underlying infection and pathogenesis mechanisms. Another project on climate change and its impact on agriculture and society was completed and several other projects are ongoing.
- Enactus Shivaji came up with an innovative way to reduce air pollution and non-biodegradable waste by utilising farm stubble to grow oyster-mushroom instead of burning them. The mushroom is used to produce mycelium, which is a biodegradable alternative to plastic.
- Bio-composting, vermi-composting, and paper recycling are practiced in the college, giving students a hands-on learning experience, and their products are utilised inside the campus.
- The knowledge created through these initiatives is transferred through FDPs, conferences, webinars, workshops, and publications in peer-reviewed national and international journals.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202021-22/Criteria%203/supporting%20documents%20for%203.2.1.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

7

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

75

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - 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

23

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 2021-22, the National Service Scheme unit (NSS), the National Cadet Corps (NCC) and Enactus organized the following community outreach programmes for the general public, the underprivileged and slum dwellers of Rajouri Garden, Raja Garden, Tagore Garden Extension, Bali Nagar, Raghubir Nagar, Rohini, University of Delhi (South Campus), Delhi Cantonment, Daryaganj Hospital, and Yamuna Ghat.

- Blood Donation Camps
- First-Aid Kit Distribution
- Cloth and Mask Distribution
- Menstrual Hygiene Awareness and Donation Drives
- Pulse Polio Drive
- Food Donation Drives
- Environment Cleanliness & Awareness Drives

These activities have helped our students to recognize the need to carry forward social work on their own. Students with Project SaNa have taught the economically marginalized the process of production, marketing and advertising menstrual sanitary pads. Furthermore, after the 'Plog Run: Cleanliness Drive', students have learned to cultivate the habit of utilizing dust-bin and keeping their surroundings free of waste pollution. Students have also pledged to conduct follow-up programmes to sustain the awareness their work have created.

Project SaNa of Enactus Shivaji has also been recognized and selected globally as one of the top four finalists to compete for the Impact Rewards during the Race for Oceans at the Enactus World Cup 2022.

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

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

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

19

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

406

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	View File

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 adequate infrastructure and physical facilities for teaching- learning.

· There are 41 classrooms, one auditorium, 19 laboratories, one museum in the Department of Zoology and Instrumentation labs in the Department of Biochemistry, Botany, Chemistry and Physics.

· The college campus is Wi-Fi enabled and has two Smart Signage Display boards. · There are 32 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 departmental library. · Facilities like photocopy, printing, binding, and basic stationary are available near entry gate of the College at subsidized rates. · The college library has bar-coded 78625 books and subscribes to 9 print journals. There is one reading hall for students, two halls with computer facilities and photocopy facility in the library. · The new Jijabai Academic Block has state-of-the art laboratories, multipurpose hall, auditorium with multimedia facilities, lecture rooms, laboratories, staff rooms,

and elevators. · College has its own subscription for Zoom platform. Google meet and Microsoft Teams are available under one DU Flagship program. These virtual platforms were used to conduct online classes and webinars during COVID-19 pandemic.

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

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

Shivaji College promotes cultural, and artistic athletic pursuits. The Cultural Committee, which is made up of seven societies (Bizarre, Dictum, Footloose, Reverb, Shutterbugs, Vayam, and Vibgyor), encourages and supports students' interest in fashion, debate, dance, music, photography, theatre, and art and offers the following resources:

• The societies are given equipment like tripods, diffusers, reflectors, RODE camera microphones, Toshiba hard drives, still/video cameras, harmoniums, xylophones, three lamps, one stage light, props, and costumes, among other things.

• The institution offers two open stages for rehearsals: one in the main academic building and one in the sports complex.

• There is a room designated for cultural societies.

Shivaji College has large sports complex comprising of:

- 01 cricket field of approximate 60m radius
- 04 cricket practice nets (3 turf and 01cemented)
- 01 football field of approx. 100m x50m size,
- 01 basketball court (28m x15m)
- 01 volleyball court (18m x9m)
- 02 tennis courts of 23.8m x11m each
- Indoor space for table tennis and chess.
- 01 flood light.
- Other facilities like locker/ changing rooms, store room, grounds-men room, washrooms are also available.

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

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

22

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)

27.54

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 has a fully automated library (since 2019) with 78625 RFID tagged books.

- The ILMS software used for automation is NETLIB version of KOHA.

- The Library Membership Card is also RFID enabled.

- A Digital Entry Pad is kept at the entrance of the library to record the foot fall data of the users visiting the library.

- The library offers self-check-out/check-in facility for issue/ return of book where the user has to simply place his Identity Card and book on the Book Issue/Return KIOSK. They can even make enquiry about balance/pending books or fine against their name. In addition to this a Book Drop is also provided where user simple drop the book to return them.

- Users can take the help of Online Public Access Catalogue (OPAC) to search and locate the books.

- In addition to its print collection, a large number of e-books, e-journals and electronic databases are subscribed from NLIST, DELNET and a host of e-resources are freely made available by Delhi University Library System (DULS) and some open access e-resources platforms like Shodhganga and e-Shodhsindhu at e-Resource Center for Teachers

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

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)

16.99

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

186

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- ○ **The College has following licensed software:**

- **Zoom software with the capacity of 500 participants.**
- **Microsoft team (under one DU program)**
- **KOHA Library Management Software and RFID**
- **Time Table Software.**
- **MS windows 8.1, 8.1 Pro and MS office 2013 : 60 licenses**
- **Wolfram Mathematica 9: 50 licenses**
- **Windows 7 Pro, upgrade and MS office Pro 2010**
- **Adobe Acrobat 9 Pro & Adobe CS-5 Web Premium: 80 licenses**
- **Free software: QGIS, R, Scilab, Bioinformatics tools Clustal X and Phylip, Argus Lab, Chem Sketch and QBASIC**

- ○ **The College has following hardware related facilities:**

- **284 desktops with upgradable Windows**
- **21 desktops (19 desktops in administrative block and 02 in Principal office)**
- **962 laptops are for students**
- **52 laptops are for teaching and non-teaching staff.**
- **32 Multimedia projectors.**
- **06 UPS facility points (04 in computer labs, 01 in office and 01 in library)**
- **02 high end servers.**
- **The library is equipped with 01 server, 30 desktop systems and RFID setup.**
- **Wi-Fi enabled zone with 12 access points.**
- **LAN connectivity (administrative office and all computer labs).**

- ○ **The college has the following other digital facilities:**

- **ERP system SPACE (Shivaji Platform for Academic Connect and Empowerment)**
- **02 electronic notice board.**
- **The college website is maintained and upgraded regularly under an annual maintenance contract.**

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. ? 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)

47.57

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.

- **Science laboratories maintenance funds are allocated annually & purchases are made through Government e Marketplace (GeM) as per requirements through Teacher in charges of the departments.**
- **The laboratories are maintained by laboratory staff under guidance of departmental committees. Laboratory staff are trained timely.**
- **General laboratory safety protocols are displayed in all laboratories.**
- **Repair & maintenance of equipment is taken up by authorized company dealers.**
- **Stock registers are maintained in each laboratory and physical verification is done by constituted committee.**

- **Fire Extinguishers and Safety instructions are displayed in college premises.**
- **Competing agencies are hired through open tendering system for taking care of housekeeping, security and horticulture services for maintenance of classrooms & college premises. The contract is renewed annually after satisfactory services upon requests from Development and Garden committees respectively.**
- **A properly instituted channel and procedure through accounts section of the college is used for reimbursing the bills. Annual maintenance contract is done for maintaining ACs and water filters installed in college premises.**
- **Sports committee and Physical Education department helps in sports ground maintenance. Funds are allocated from the General fund and Students fund.**

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

132

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

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

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

420

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to Institutional website	**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

2174

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

2174

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

101

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
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

15

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

7

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.

41

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students at Shivaji College have been involved in various administrative activities at different capacities. Students are actively involved in different decision-making processes, some of them have been described below.

· Shivaji college constitutes various committees which include student representation to carry out administrative activities. These include Internal Quality Assurance Cell, Anti-Ragging committee, Student Grievance Redressal Cell, Internal Complaints Committee Against Sexual Harassment, etc.

· 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 lectures, seminars and other departmental activities.

· 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 events, invite resource persons, connect with companies and bring sponsorships for the events.

• **The college also has a provision to constitute a Students' Union through an election process conducted as per the recommendations of Lyngdoh Committee. Students' Union members along with cultural society members organize Fresher's Welcome Ceremony and play an active role in organizing the Annual Cultural Festival of the college 'VIBRATIONS' every year.**

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

32

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

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 its alumni and to expand opportunities for current batch students to draw support and inspiration from

former students. ARC has organized several webinars, alumni meets, students' mentorship programme and other interactive events. The college also felicitates its distinguished alumni on the occasion of its Annual Day. In addition, many departments organise their respective alumni gatherings which allows for more effective interaction between current batch students and alumni. All events witnessed an enthusiastic participation from students.

ARC has invited successful alumni from various fields. Alumni shared their expertise on key development areas such as career growth, job opportunities, skill development and several other topics.

Shivaji College is committed to strengthening its ties with its former students. ARC is an initiative in this direction. Every year students take lead in all possible ways to make 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	View File

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

Shivaji College is committed to its vision, "Transform One Life, Transform the Nation''. It aims to achieve this vision through everyday governance. The College encourages participative governance through duly constituted Governing body and Staff council committees.

The stated mission of the college is achieved through multifarious endeavours such as:

- **Learner-centric teaching techniques and various activities conducted under the aegis of Research Cell, Disha (the Civil Services Society), Entrepreneurship Development Cell, Star College Scheme and Enactus bolster an academic environment that stimulates critical thinking, scientific temperament, spirit of exploration, experimentation and innovation.**
- **Activities conducted by the NSS, NCC, Centre for Promotion of Inclusivity, and WDC instil in students the spirit of egalitarianism, inclusivity, leadership, community responsibility and service toward our nation.**
- **Fee concession given by the college, tactile path and ramp and learning aids for the PWD students and support extended by the Equal Opportunity Cell and Enabling Unit provide an inclusive learning environment.**
- **Eco Club activities and initiatives by the EVS Department strengthen civic ecology practices.**

Perspective plans toward Accomplishing the Vision and Mission:

- **Promoting interdisciplinary research acumen by strengthening Research Cell**
- **Establishing Incubation Centre**
- **Bolstering alumni ties**
- **Strengthening E-learning Cell, Remedial Cell and promoting professional quality development programmes**
- **Innovating measures for energy conservation on campus**

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.

One of the various decentralized examples of governance in Shivaji College is the preparation for NAAC Peer Team Visit on 20-21 December, 2021. All the stakeholders of the College were divided into several committees, supervised by the Principal and IQAC for a smooth conduct of the visit.

Several committees were constituted to oversee the preparation and arrangement of the following aspects:

- NAAC Room and documentation
- Photography/videography
- Supervision of Science+Geo+Computers Labs
- Cleanliness of the campus
- Reception and Hospitality Team
- Refreshment/Lunch/Dinner
- Logistics
- NCC Duty
- PowerPoint Presentations (Departments + Committees + NAAC + IQAC)
- Cultural Committee
- COVID Protocols
- Contents on Website
- Department Libraries supervision
- Infrastructure
- Best Practices

The college demonstrated collective efforts throughout the NAAC Peer Team visit despite challenges amidst the pandemic.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Shivaji College has an inclusive approach to address various learning needs of students.

To ensure this, the college has a dedicated Remedial Cell with aim to cater to the needs of students of all backgrounds and acumen. The Cell has various teams for organising events to promote learning at various levels.

Following are the activities organised by Remedial Cell:

- A 20 hours module on English language was successfully completed in 2021-22.
- An Interactive session titled "Language ka Baggage" was

conducted to aid students in understanding the cultural context of language and communication skills.

- Teaching internship volunteer program, 2021-22 was also organised to provide a platform to hone the leadership acumen of fast/advanced learners.
- The Peer Study Program aimed at giving a platform to fast learners at the Department level. In this program fast and slow learners were engaged in an interactive process of discussions under supervision of teachers.
- Recorded lectures on difficult topics uploaded on YouTube to assist slow learners/ non-performing students as a part of teaching Internship program and Peer study Program at department level.
- Peer study Programs were conducted by Departments and Remedial Cell to ensure an inclusive participation from both slow and fast learners together.

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

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

The 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 financial matters 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 of the Staff Council.
- The IQAC is in charge of the quality enhancement of the teaching-learning process.
- The Academic Coordinators review the academic process and undertake audits of the departments.
- The staff council committees provide a platform for participative management of all the teaching staff and a

- **team of auditors review the operations of all staff councils committees/ societies.**
- **The teachers-in-charge supervise all matters of their departments.**
- **The Bursar oversees all the financial matters .**
- **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 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%202021-22/Criteria%206/6.2.2.%20Organogram%20of%20Shivaji%20College.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	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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 college premises. The Sulabh employees at Shivaji College routinely clean and sanitize the college premises.
- The West Centre of the Delhi University Health Centre, Shivaji College, in association with Delhi University Health Centre (West Campus), had set up a vaccination centre in the college for the employees of the college and the University including their families.
- A Counsellor is available in 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 available in the library to access e-resources.
- Desktops (with internet) and printer facilities in the Department rooms to aid research.
- The Staff Association provides a platform for grievance redressal to all staff.

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

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

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

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

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

45

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 2021-2022, promotions for Assistant professor (Stage 3) to Associate Professor (Stage 4), and Associate professor (Stage 4) to Professor (Stage 5) were carried out at the college.**
- **Promotions of ten teaching faculty took place in 2021-2022**
- **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 nine employees took place in 2021-2022**

File Description	Documents
Paste link for additional information	**Nil**
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 internal and external audits regularly

- **The internal audit of the college books of accounts is conducted 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, 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 up to the financial year 2020-2021 by the Delhi Government and up to the financial year 2021-2022 by the CAG.**

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

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

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

8.47

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 2021-2022
- 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.

Institutional strategies for the optimal utilisation of resources

- 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	Nil
Upload any additional information	[View File]()

6.5 - Internal Quality Assurance System

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

Two practices institutionalized by IQAC are:

Audit of the college societies and committees with objectives listed below:

- **To assess the creative and extra-curricular growth of the students alongside their academic progress.**
- **To ensure that the students' achievements are properly highlighted and media presence of the different committee and society events are maintained.**
- **To maintain the Alumni data of those who followed the vision of a particular committee or society and transformed it into his/her profession.**
- **To facilitate the e-documentation of all societies and committees on the centralized repository of documents - SPACE (ERP).**

Monitoring Academic growth of students:

- **The College takes cognizance of the diversified nature of the learning capabilities of students and to cater to their specific abilities, the College has chalked out a methodology to guide the Slow Learners and Advanced Learners.**
- **The College has a Remedial Cell which conducts peer learning classes for slow learners with focus on the topics and areas in which they struggle.**

- **Mentor-Mentee groups have been formed across various courses and teachers maintain a record of the meetings which are held regularly.**
- **To make students more employable, the Physics department of Shivaji college has introduced a Value-Added Course titled "Differential Equations with Scientific Applications".**

File Description	Documents
Paste link for additional information	**Nil**
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

Institutional reviews and implementation of teaching learning reforms are:

- The Academic and Audit Committee suggests required measures to be taken to reform academic matters and records their implementation.
- To cater to the specific needs on the basis of students' abilities, the IQAC has chalked out a detailed feedback mechanism for the teaching and non-teaching staff along with the students.

Structures of Operations and Incremental Improvement:

- Mechanism to enhance the ability of Slow learners has been developed by encouraging them to be more interactive, increase their participation in group activities etc. Nurturing their soft skills, co-option in various committees is done.
- Advanced learners get attention and recognition in academic spaces and extra-curricular activities. Cultural and academic societies encourage them to participate in inter-college, inter-state, national, and international competitions.
- The students are always encouraged to make extensive use of Information and Communication Technology (ICT) tools like YouTube videos to update themselves in accordance with the modern academic and co-curricular standards.
- Remedial Cell conducts a peer learning programme for slow learners with focus on the topics and areas in which they struggle.

File Description	Documents
Paste link for additional information	Nil
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	B. Any 3 of the above

international agencies (ISO Certification, NBA)

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 sensitizes the staff and students regarding gender concerns through the following measures:

Gender Equity in Curriculum

Department of English and History offer papers related to Gender Equity.

Gender Equity through Co-Curricular Activities

Women Development Cell (WDC) formulates the annual gender action plan to create awareness against discrimination. The following programs were conducted during the year.

- Jijabai Achievers Award were organized to felicitate individuals who are the "change makers" for women empowerment.
- "STANDUP Against Street Harassment" was organized in association with Breakthrough, L'OREAL and Hollaback!
- "From Shackles to Miracles" was organized in association with Destiny Foundation & Reflection.
- "Menstrual Hygiene Awareness" was organized in collaboration with Youth for Seva NGO.
- "Gender Equality and Sustainable Society" on the occasion

of International Women's Day was organized in collaboration with RAYS Global Foundation (Nonprofit Organization), USA.

Facilities and provisions for the Safety of Women

- Separate Girls common room.
- Installation of CCTV cameras at strategic locations.
- Internal Complaints Committee against Sexual harassment.
- Relaxation of 1% in admissions cut-off for female students.
- Female Guard at the main gate.

File Description	Documents
Annual gender sensitization action plan	https://www.shivajicollege.ac.in/files/WDC%20Calendar%202021-22.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/committee/committees/wdc_committee.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	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 2021-22, the college generated around 25-55 kg/day

of solid waste from its campus.

- College has installed blue and green covered/pedal-pushed dustbins in the premises.
- The college has functional vermicomposting (capacity 10-20 ton/year) and bio-composting (30-40 ton/year) facilities in the campus.
- 56 bags of Vermicompost (approx. 1680 Kg) were handed over to the Garden Committee on August 18, 2022.
- The college has a paper-recycling unit with installed capacity of 5kg/cycle. A total of 55 sheets (A1 Size) were made from waste paper.

Liquid waste management

- Facilities for wastewater management – Wastewater (sewage) treatment facility with a capacity of treating 130 KLD has been constructed in Jijabai Academic Block. At present it is not functional.

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

- Nil

E-waste management

- Nil

Hazardous chemicals and radioactive waste

Nil

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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

D. Any 1 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	C. Any 2 of the above

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	**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 taken several measures to make the college an inclusive campus.

? Shivaji College strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non-teaching staff. Special committees like the SC, ST and OBC Counselling Committee, North East Counselling Committee, PWD Counselling Committee and the Equal Opportunity Cell ensure parity and transparency during the admission process.

? Fee concession is granted based on the income certificate and interview of the students.

? The college has an Equal Opportunity Cell (EOC) which looks after the welfare of specially- abled students.

? Regular monthly mentor-mentee meetings are held.

? Teachers use bilingual teaching methods.

? NE Cell conducts an orientation program for new students annually.

Various programmes were organised to promote inclusivity and diversity by the Centre for Promotion of Inclusivity CFPI

? An orientation programme in January 2022.

? An online 'Cultural Exchange Programme' in November 2021, under Vidya Vistar Scheme (Shivaji College), University of Delhi.

? Annual diversity fest 'Swikriti' in March, 2022.

? "MADHUBANI CHITRAKRITI" via zoom in March, 2022.

? Hindi Diwas was celebrated in September 2021 by the department of Hindi.

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	**No File Uploaded**

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

The National Service Scheme (NSS) and National Cadet Corps (NCC) are two integral bodies that organize programmes and activities to inculcate constitutional obligations and patriotism among students and staff.

Values:

? To pay respect to CDS Bipin Rawat, NCC organized a prayer "Kargil Vijay Diwas" in July, 2021.

? NSS conducted a series of events titled "My Country, My Pride" in the month of August, 2021.

? The Department of Political Science organized

- A lecture "Swaraj-75" for Independence Day in August, 2021.

- Constitution Day in November, 2021 using the Google-Meet platform.

Rights:

? NSS Unit of Shivaji College celebrated "National Girl Child Day" in January, 2022.

? NSS organized a webinar "Knowing the Constitution: The Preamble" in November 2021.

Duties:

? NSS celebrated the Vigilance Awareness Week "Independent India 75: Self Reliance with Integrity" on 26 October – 1 November 2021.

Responsibilities:

? Road safety awareness program organized by NSS in January, 2022.

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%202021-22/Criteria%207/Supporting%20Document%207.1.9.pdf
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	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Shivaji college celebrated and organized various national and international commemorative days, events and festivals-

- **Shivaji College celebrated International Yoga Day "Yoga for**

Wellness" in June, 2021.

- NCC celebrated "Kargil Vijay Diwas"on digital platform in July, 2021.
- NCC celebrated 75th Independence Day "Aazadi ka Amrut Mahotsava" in August, 2021.
- Under the aegis of Azadi ka Amrit Mahotsav-
  - Hindi Department organized "Hindi Bhasha: Vrtman Aur Bhavishya" in January, 2022 and a webinar "Vaishvikaran Ke Daur Me Antarrashtriy Matribhasha Diwas Ka Mahatv " in February 2022.
  - The Zoological society celebrated- "Oyster" the wildlife week.
  - NCC organized "National Integration in Independent India and Way Ahead" in August 2021.
  - The Cultural Committee organized a Slogan writing and Poetry writing in August, 2021.
  - Department of Physical Education organized a "FIT INDIA FREEDOM RUN 2.0"

- NSS conducted a series of events titled "My Country, My Pride" in August, 2021.
- NCC celebrated Republic Day in January, 2022.
- NSS celebrated National Girl Child Day in January, 2022.
- NSS organized a webinar "Knowing the Constitution: The Preamble" in November, 2021.

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 Outreach and Growth

- **Promotion of Inclusivity**

BEST PRACTICE - 1

Title: Community Outreach and Growth

The Objective of this Practice is to instill values of social and national importance and to generate awareness of community responsibilities amongst students. To implement these objectives NSS Shivaji College had organized a month-long Education Drive for the children of construction workers, who were working within the college premises. The NSS volunteers also visited Vidhwa Ashram, Vrindavan to promote the culture of community care. A Covid Vaccination Camp was also set up in the College to provide free vaccines to all eligible citizens.

BEST PRACTICE - 2

Title: Promotion of Inclusivity

The Objective of this Practice is to promotepractices of inclusivity in teaching-learning processes besides excellence in academics and to develop infrastructure for the differently abled and marginalized students. In this direction, the College through its various social work and outreach forums such as National Service Scheme (NSS), Centre for the Promotion of Inclusivity (CFPI), Remedial Cell, Women Development Cell (WDC), Equal Opportunity Cell (EOC) promotes inclusivity at all levels. The college organizes programmes to create awareness amongst students towards different forms of challenges.

File Description	Documents
Best practices in the Institutional website	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202021-22/Criteria%207/7.2.pdf
Any other relevant information	https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202021-22/Criteria%207/7.2.1.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

One area distinctive to the priority and thrust of the college is the ethics and practice of inclusivity. The culture of diversity, spirit of inclusivity, and mutual respect is inculcated through various initiatives by the College Committees like NSS, CFPI, EOC, North East Cell and Remedial Cell.

The College has been implementing the following practices:

- The Centre for the Promotion of Inclusivity (CFPI) works towards informing students about social exclusions and the need for promoting inclusive practices through campaigns, workshops and seminars.
- The NSS unit educates students about the importance of community outreach.
- Scholarships and fee concessions are provided to differently-abled and students from economically weaker sections.
- The College through EOC and the Enabling Unit provides Braille software facilities for visually impaired students and also the provision of readers and scribes for examination.
- To facilitate better mobility tactile pathways, walking ramps/rails and wheelchairs are present within the college.
- The North East Counselling Cell works towards assistance of the students from North East and organizes initiatives to raise awareness about the different regions and cultures of North East India.

The Remedial Cell provides an inclusive environment of learning through their peer study program.

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

Proposal of Action-Plan for 2022-2023:

- To institute financial grants to teaching and non-teaching staff to facilitate participation in professional development programmes
- To organise professional development programmes

- To encourage the Elearning Cell and the Remedial Cell to organise skill-development programmes such as communication skills and ICT skills
- To support departments and societies to conduct capacity building programmes (soft skills, research skills, vocational skills, etc) for students
- To initiate and encourage programmes and collaborations among Departments of Humanities and Sciences to foreground and promote interdisciplinary/multidisciplinary relationship
- To support the Research and Innovation Cell to promote interdisciplinary/multidisciplinary research projects (with topics) among students under the guidance of teachers
- To facilitate more measures for energy conservation on campus. Installing concrete steps such as installing motion-based lighting system in the premises.
- To strengthen alumni relations and to provide platforms to accomplished alumni to support the students