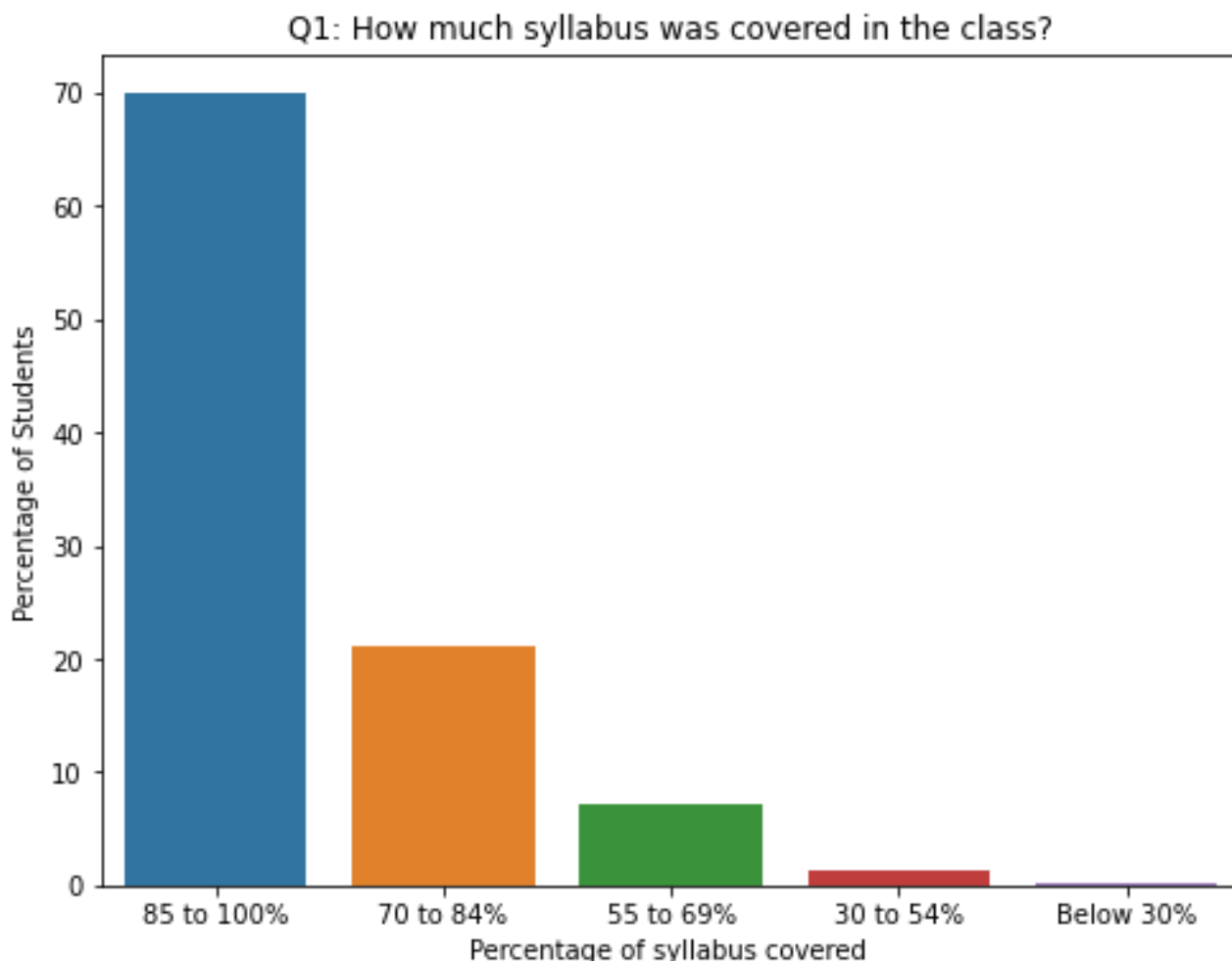


Shivaji College
University of Delhi
Feedback Analysis Report and Action Taken Report 2020-21

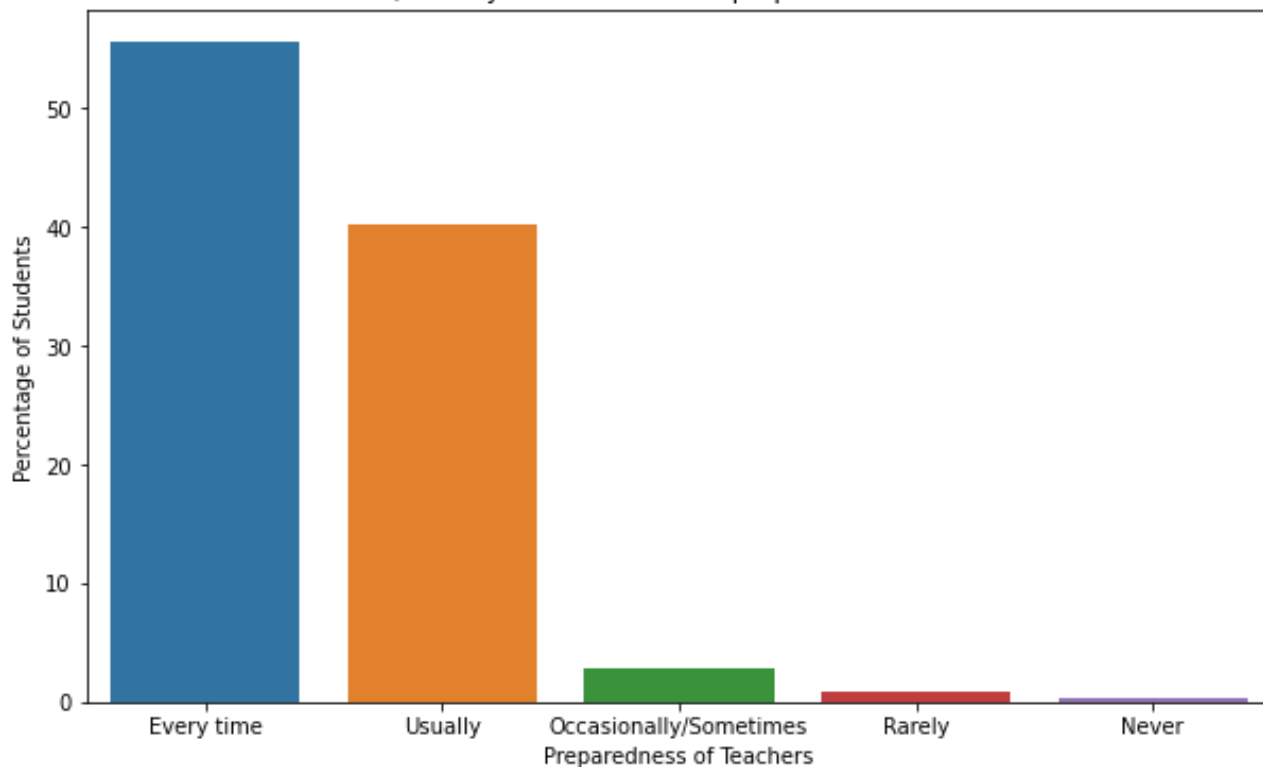
Shivaji College follows a system of collecting feedback from all stakeholders which include students, faculty, non-teaching staff, parents, alumni and employers. The stakeholders submit the feedback online through the college website. The purpose of taking feedback is to do a self-assessment and upgrade ourselves. Based on the data received, a detailed analysis is done and necessary measures are taken to resolve the grievances if any, and work on the suggestions received. The following document shows a detailed visual analysis of the feedback received in 2020-21 and the action taken in response to that.

A. Feedback Analysis Report and Action Taken Report: Students

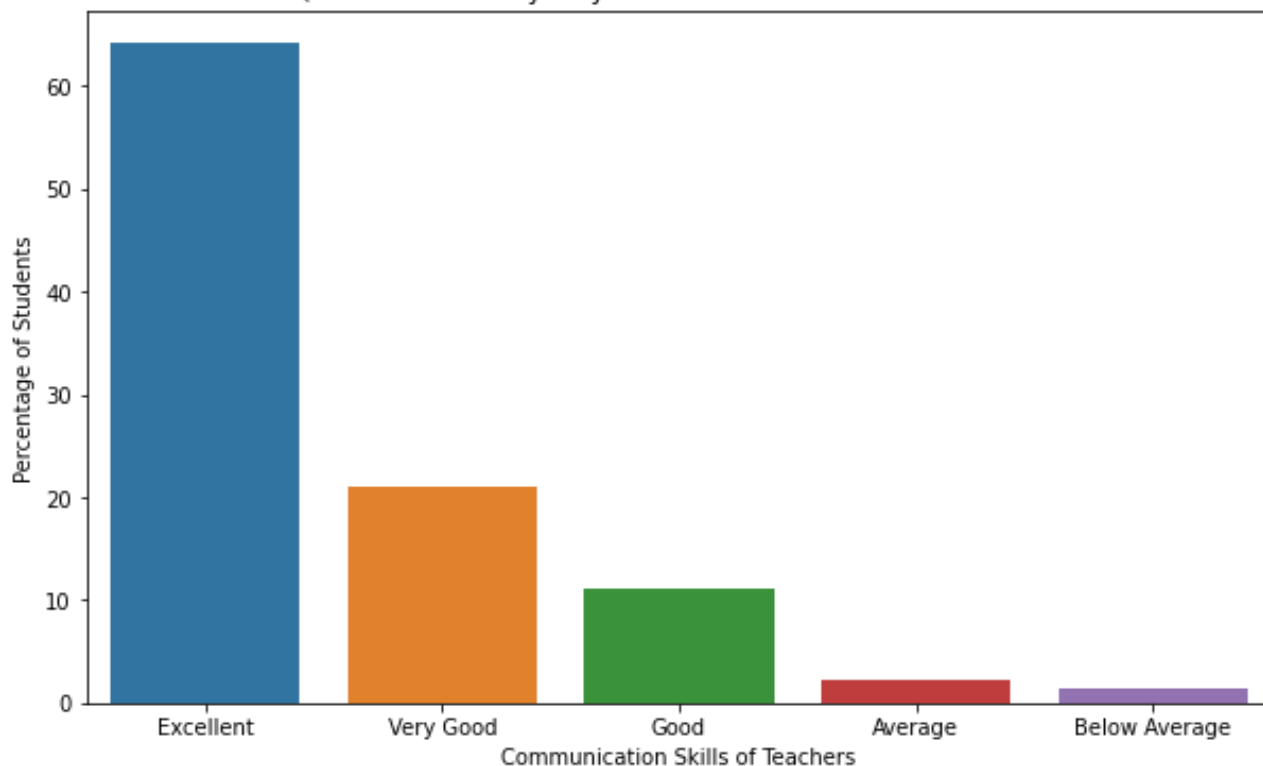
Feedback was taken by the IQAC from the students about the various aspects like infrastructure, facilities, quality of teaching, etc. Presented here are some findings of the feedback collected and a summary of the actions taken.



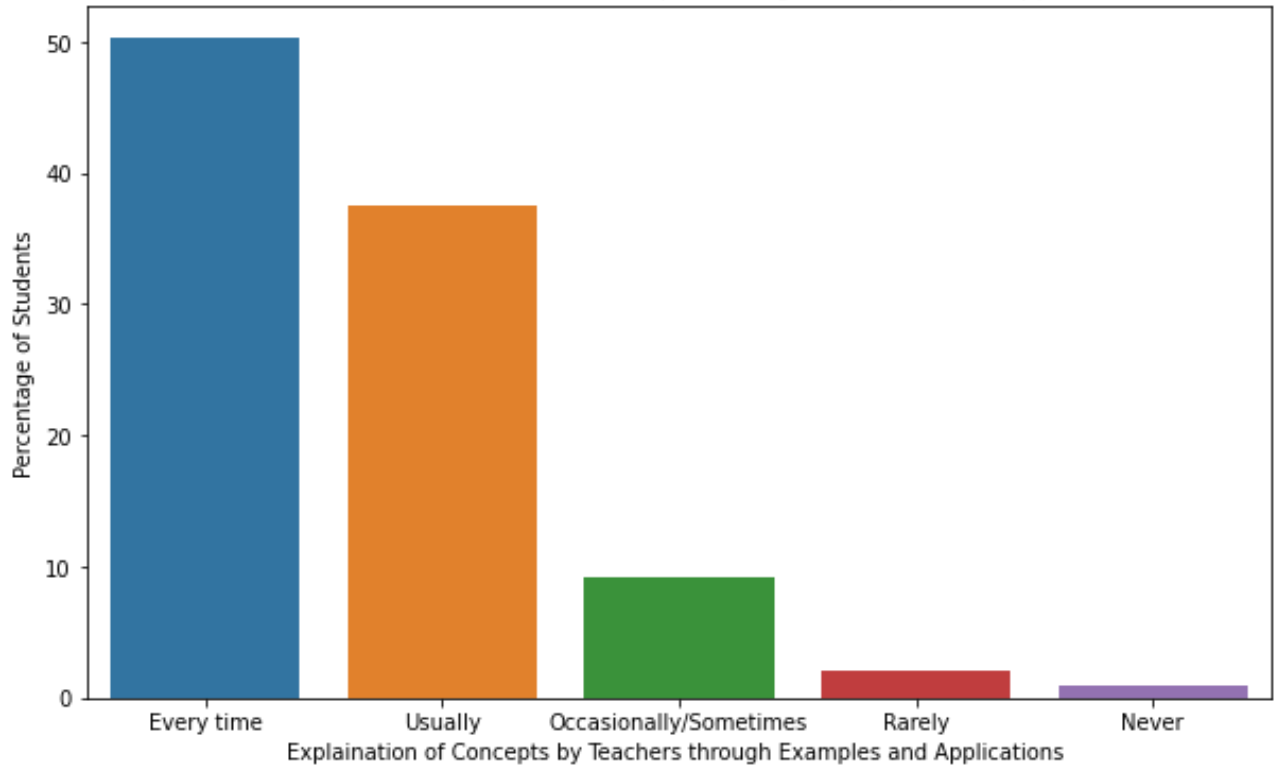
Q2: Are your teachers well-prepared for class?



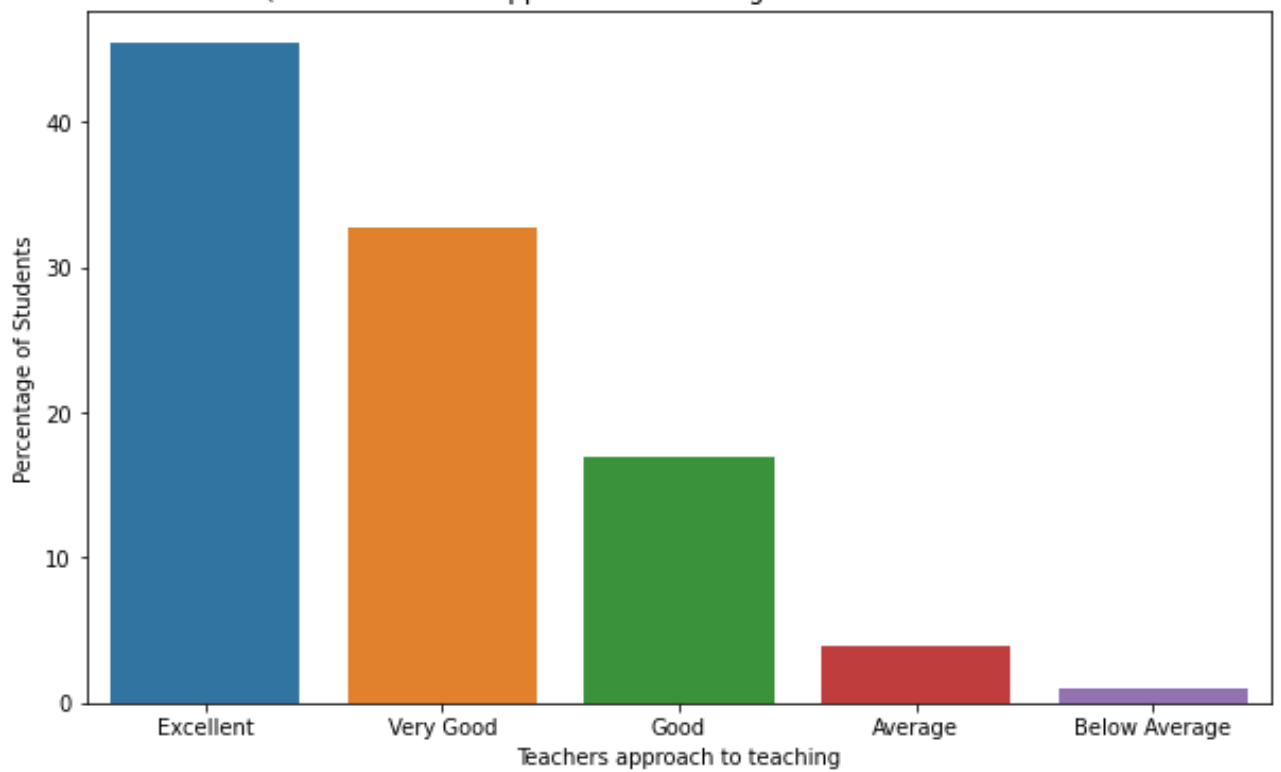
Q3: How effectively do your teachers communicate in class?



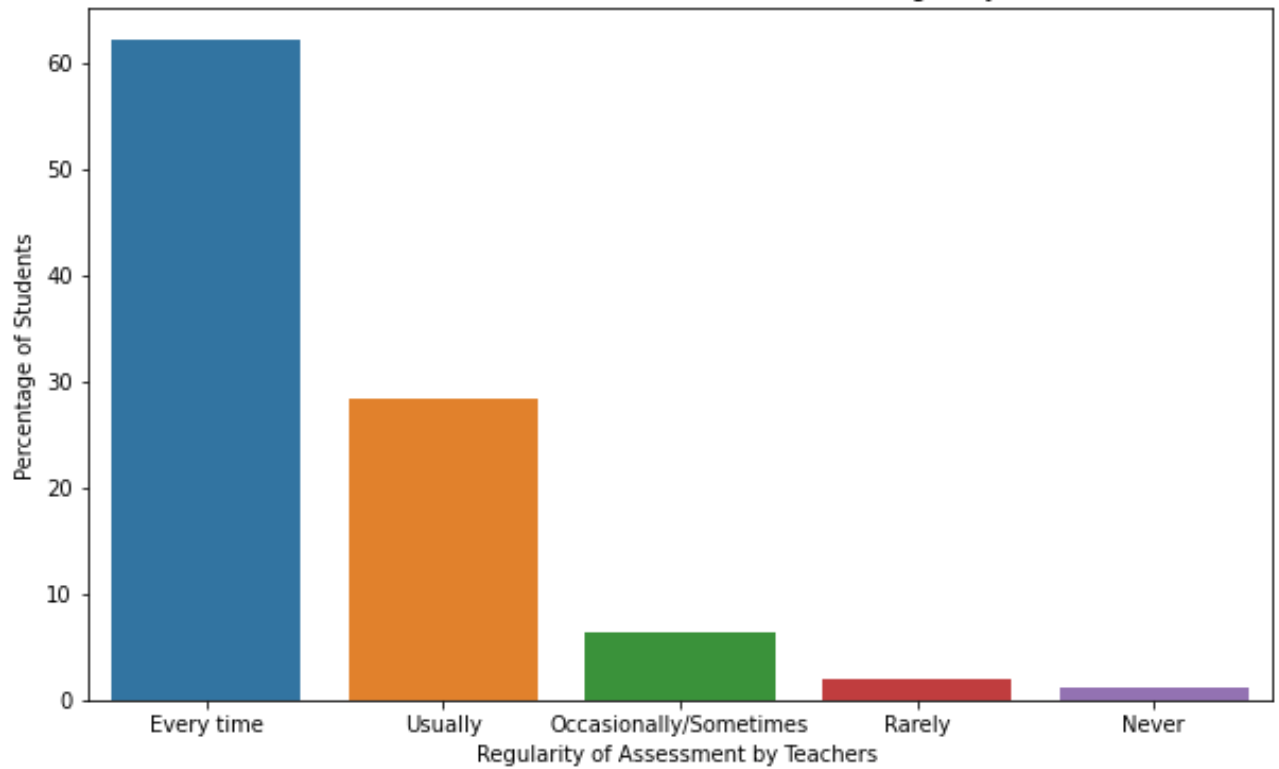
Q4: The teachers illustrate the concepts through examples and applications?



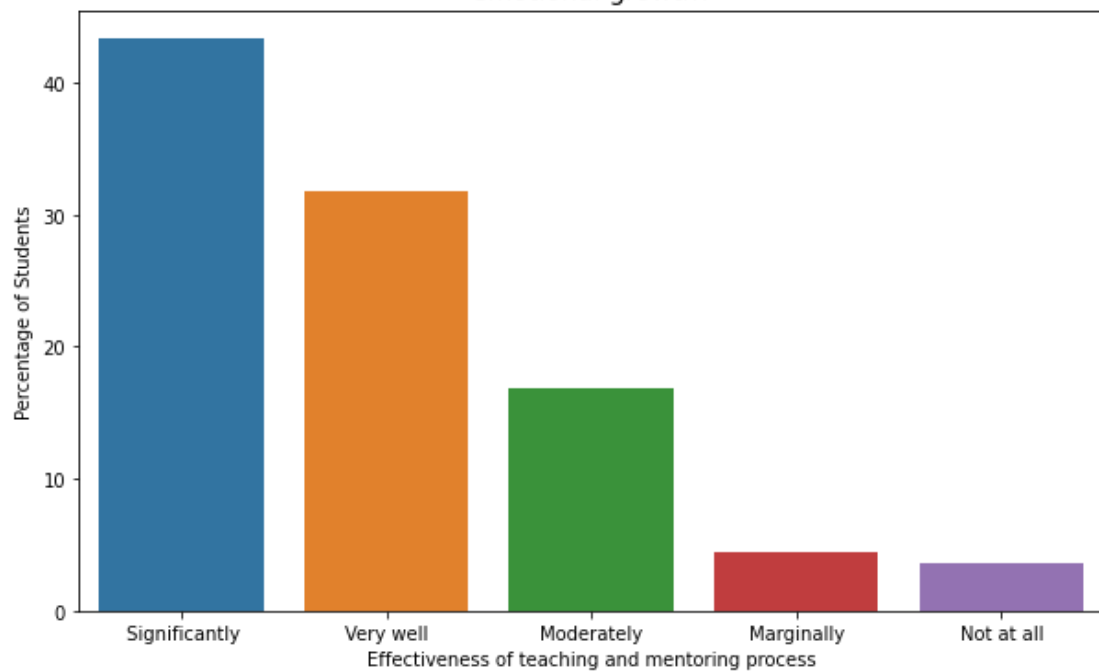
Q5: The teacher's approach to teaching can best be described as:



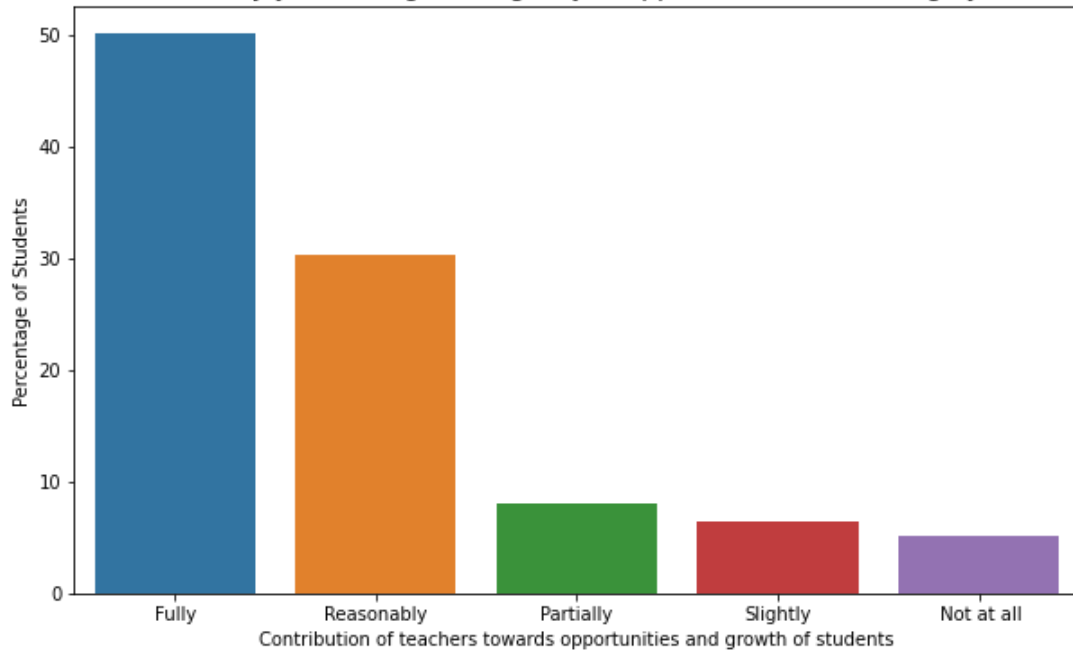
Q6: Do teachers conduct the assessment regularly?



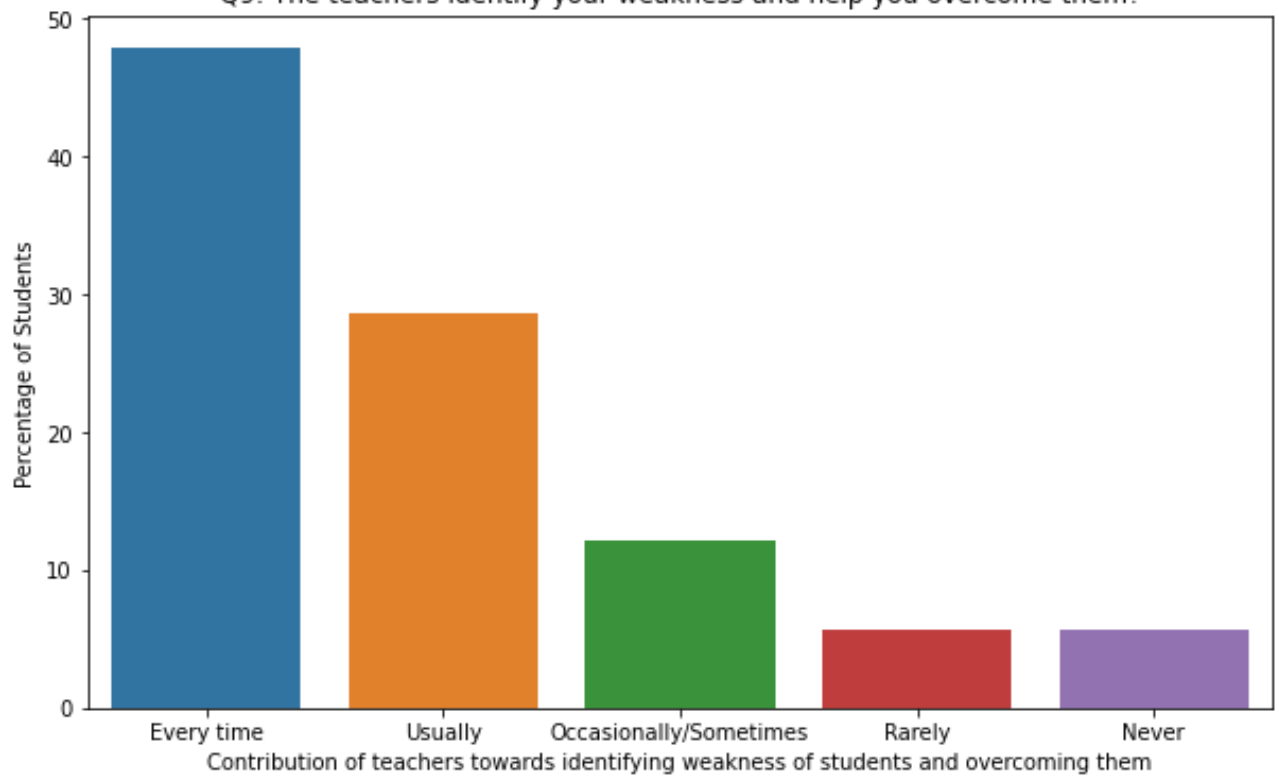
Q7: The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth?



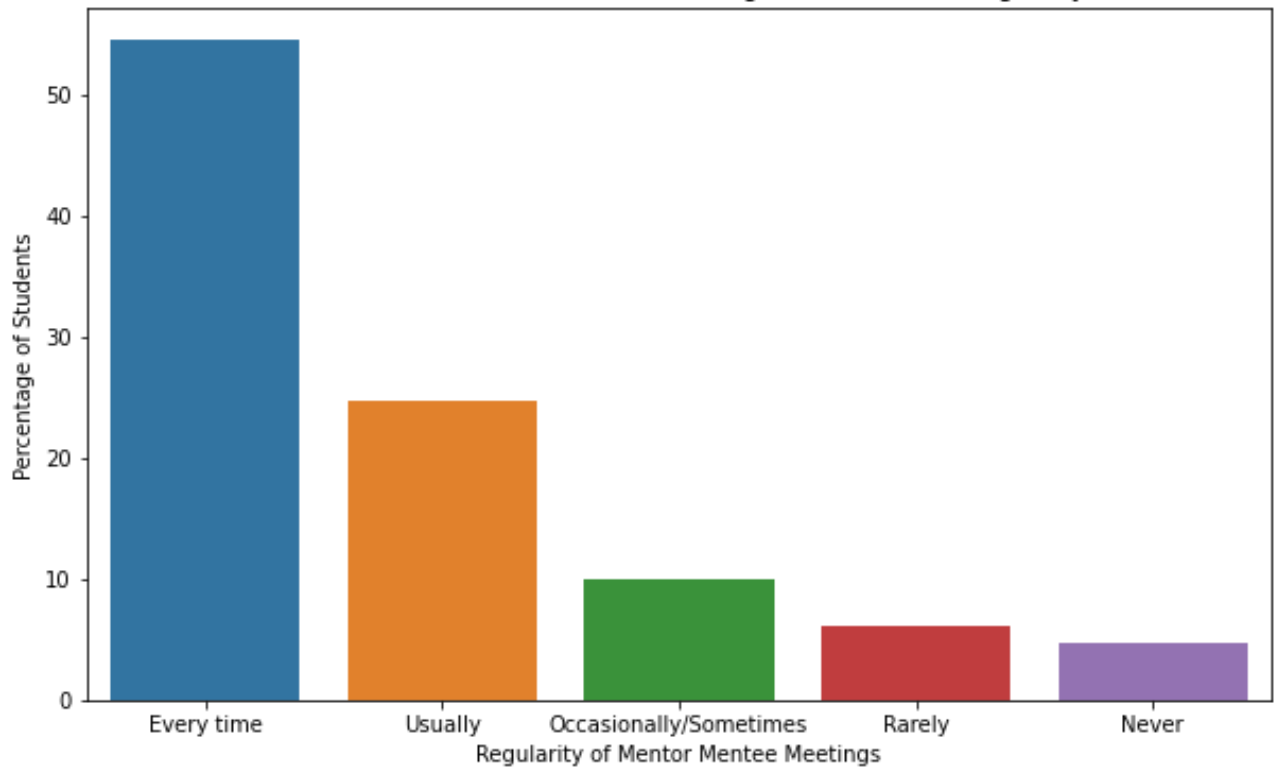
Q8: The teachers identify your strength and give you opportunities to challenge yourself and grow?



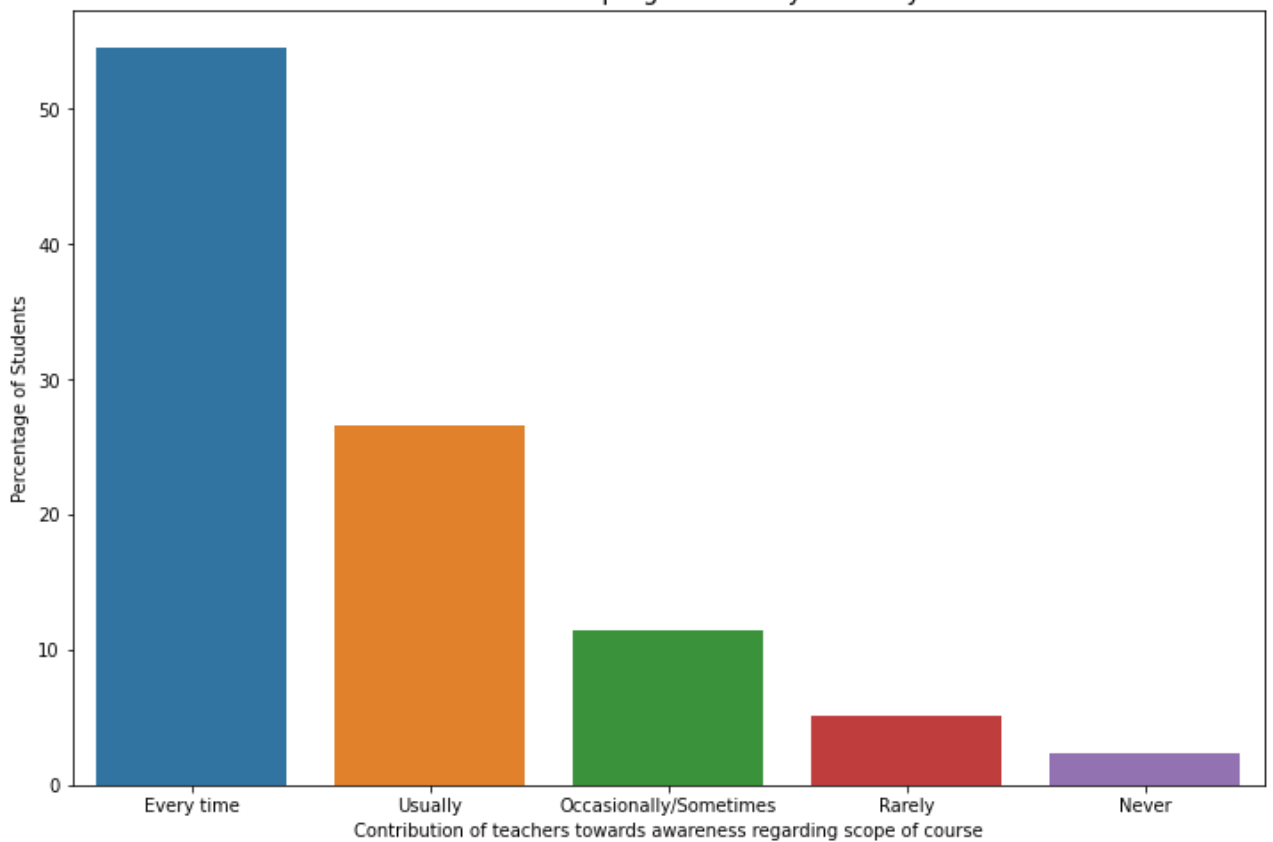
Q9: The teachers identify your weakness and help you overcome them?



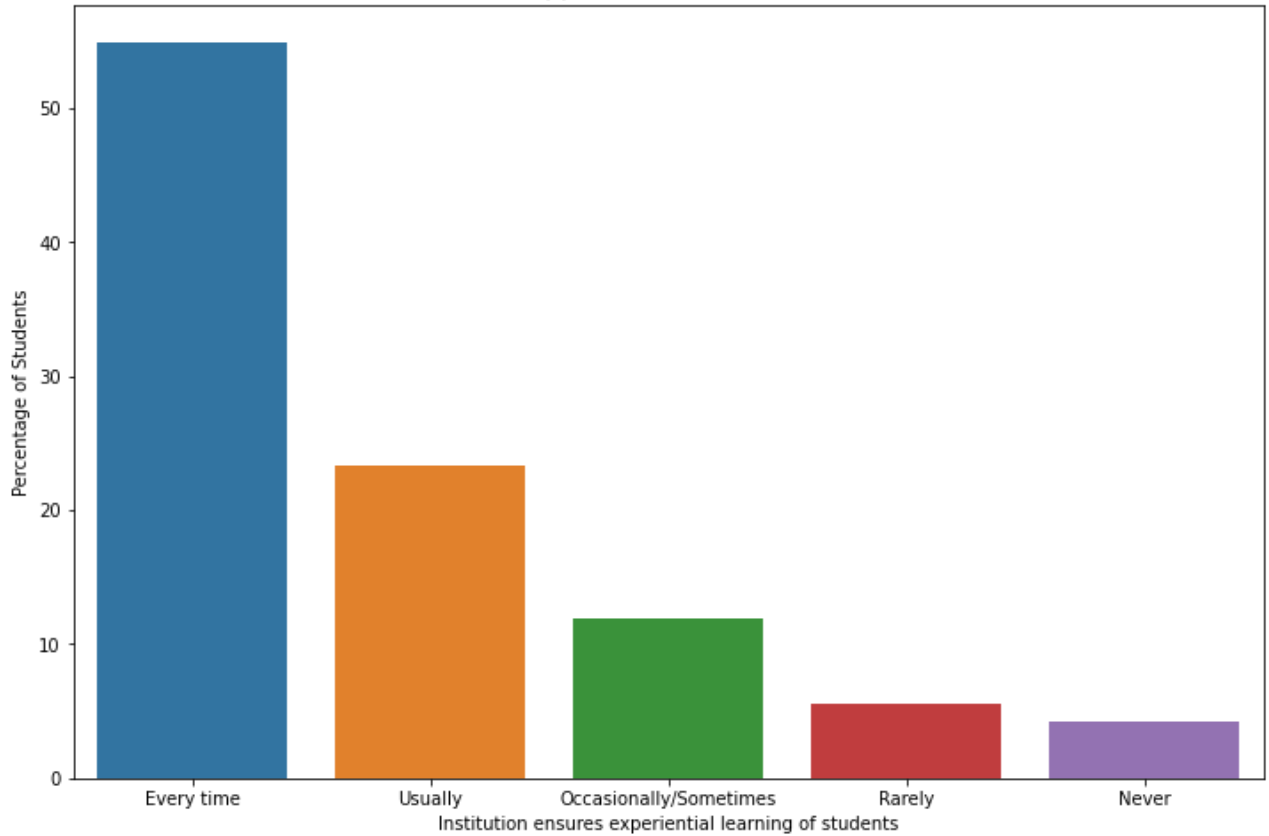
Q10: Whether mentor mentee meetings are conducted regularly?



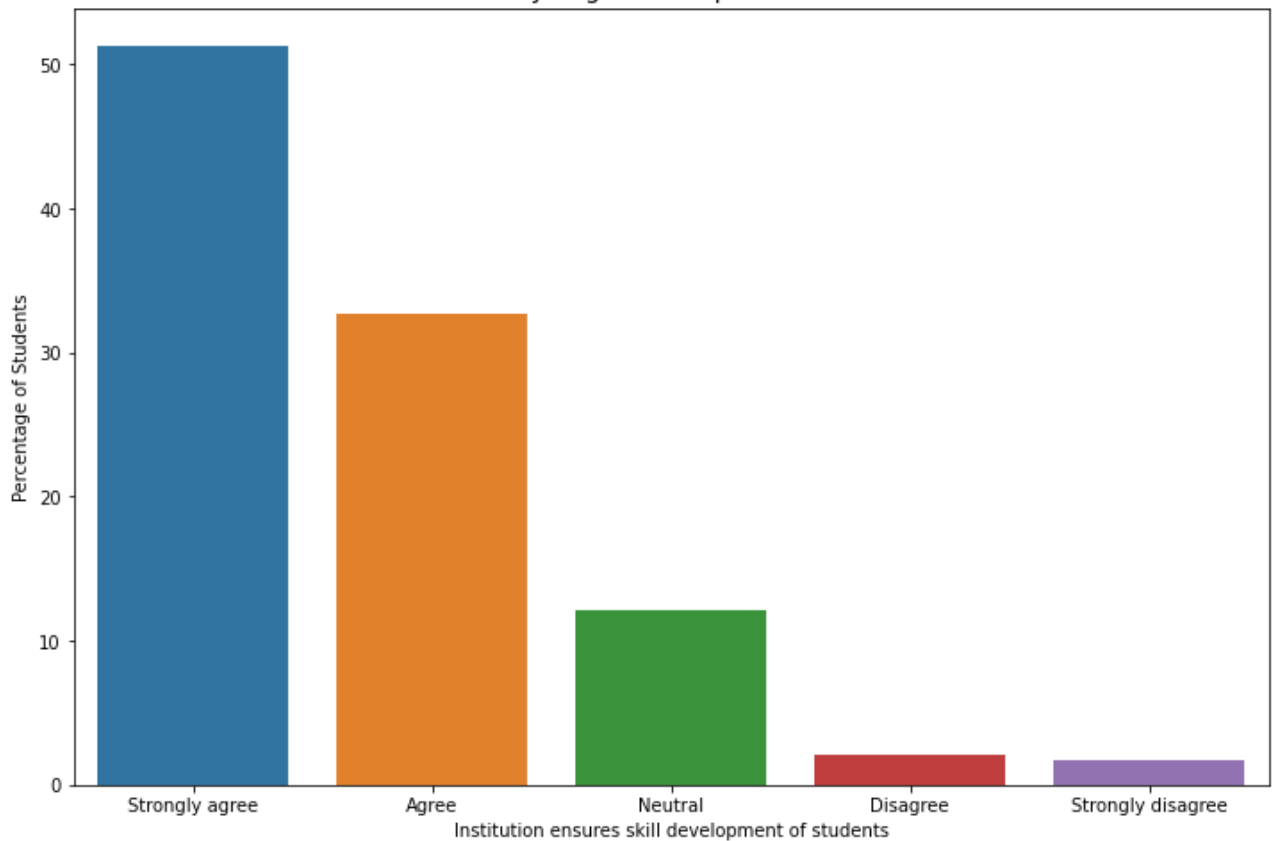
Q11: Do teachers apprise you of the benefits of this course, and inform you of the prospects and outcome of the programme of your study?



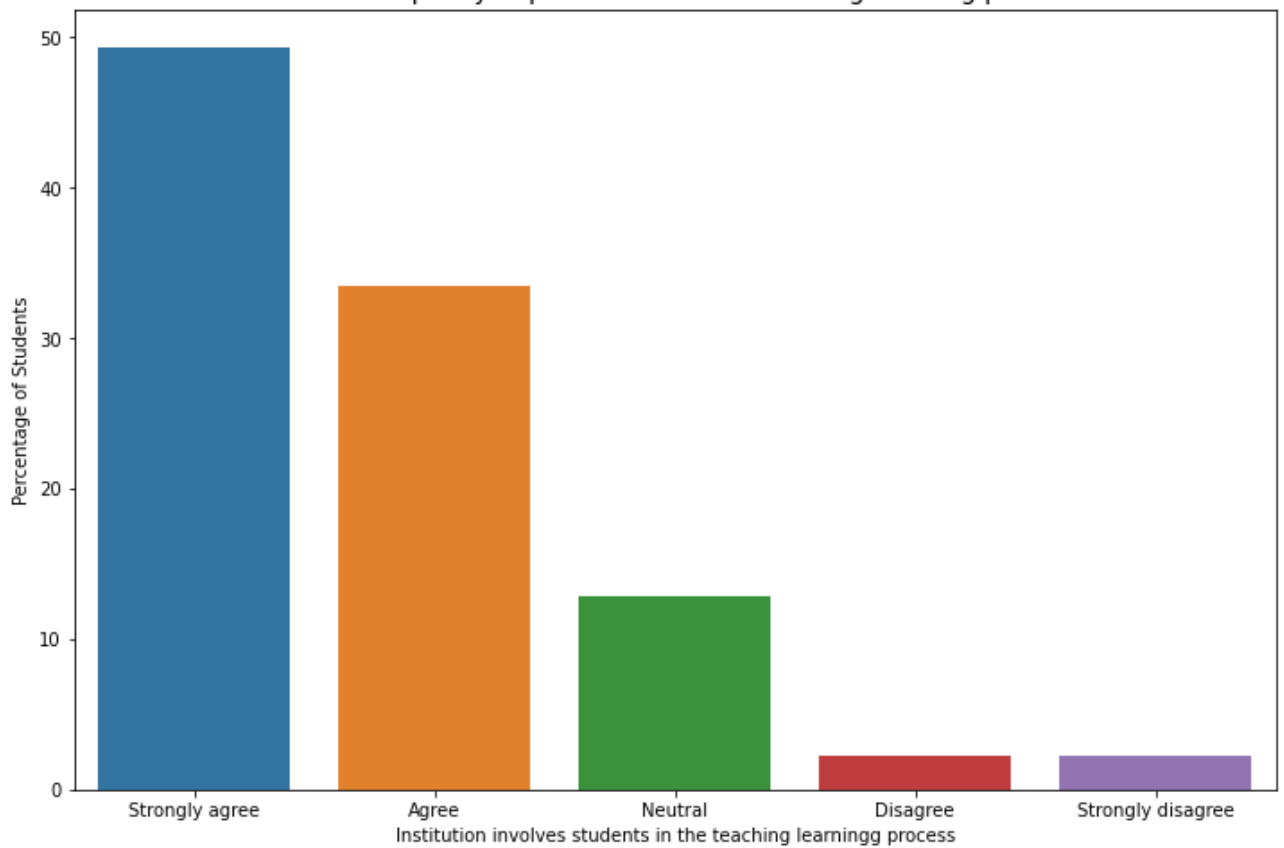
Q12: Does your institution take any interest in promoting internship, student exchange, and field visit opportunities for students?



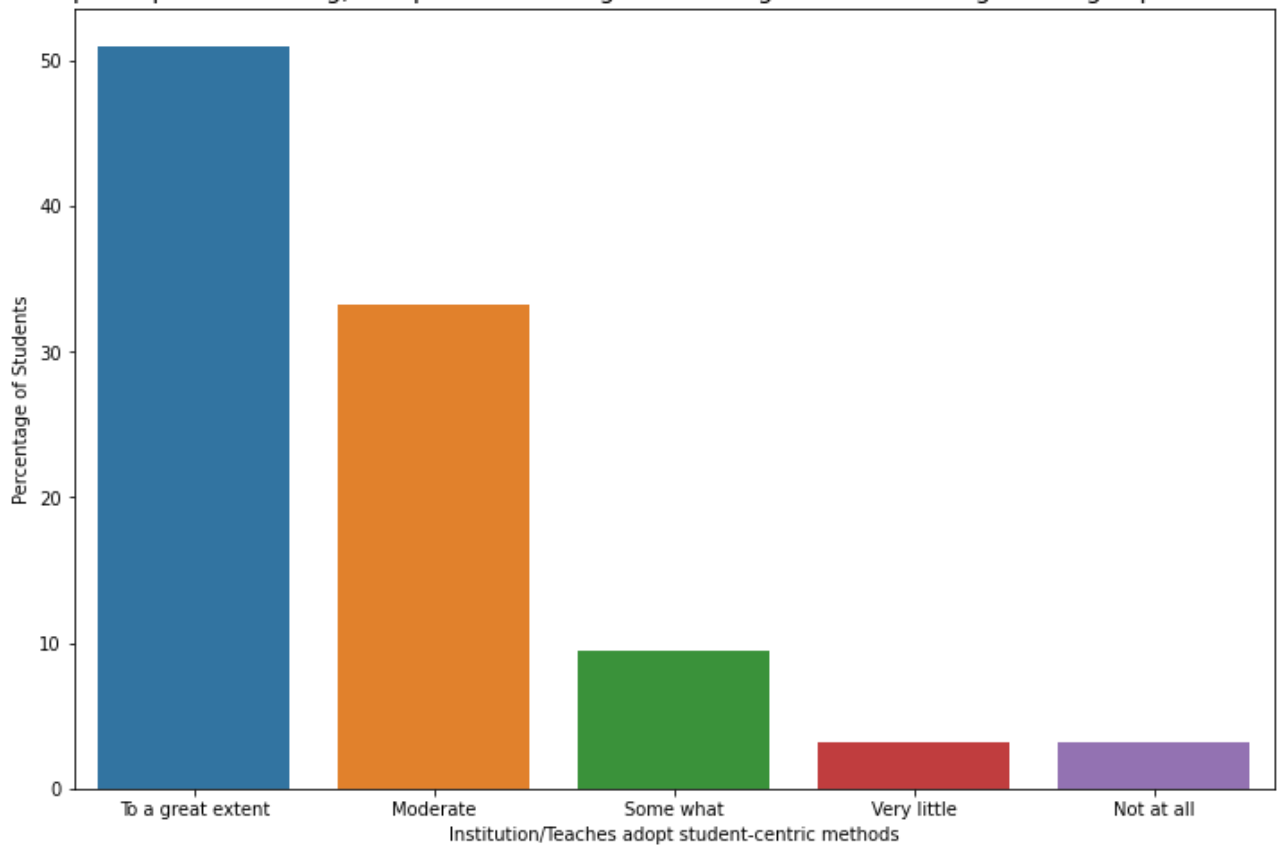
Q13: Your institution provides multiple opportunities to develop your skills and talents, and help you grow as a person?



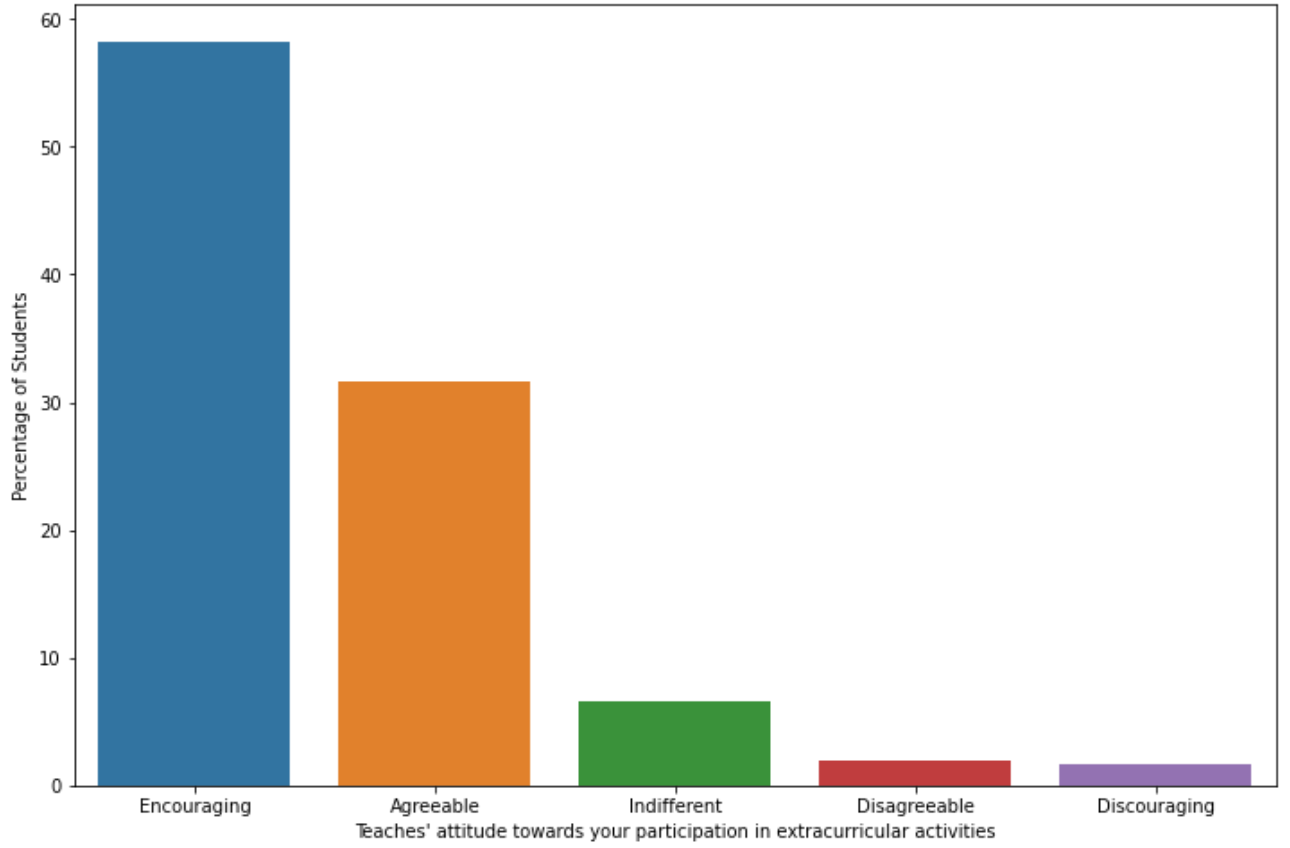
Q14: The institution makes necessary effort to engage students in the monitoring, review and continuous quality improvement of the teaching-learning process?



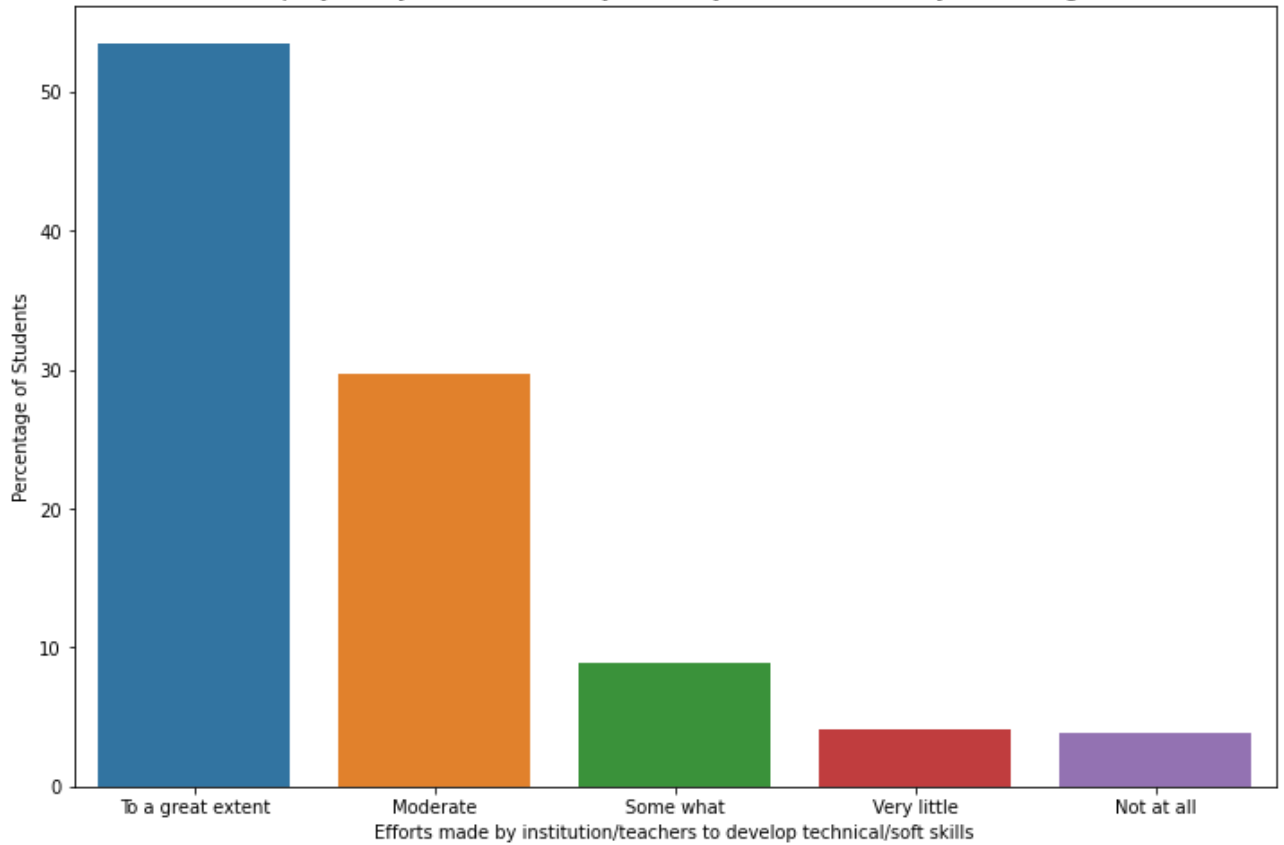
Q15: The institution/teachers adopt student-centric methods, such as experiential learning, participative learning, and problem-solving methodologies for enhancing learning experiences?



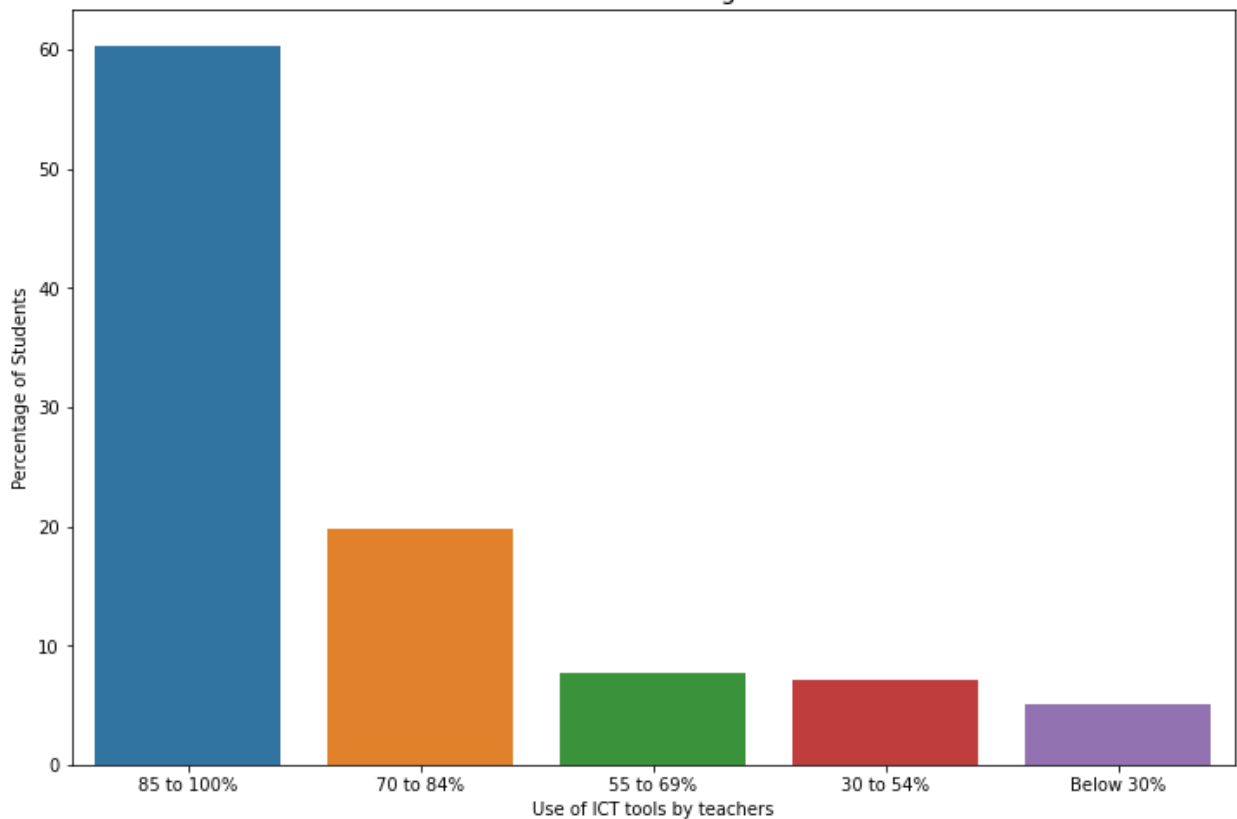
Q16: Teachers' attitude towards your participation in extracurricular activities?



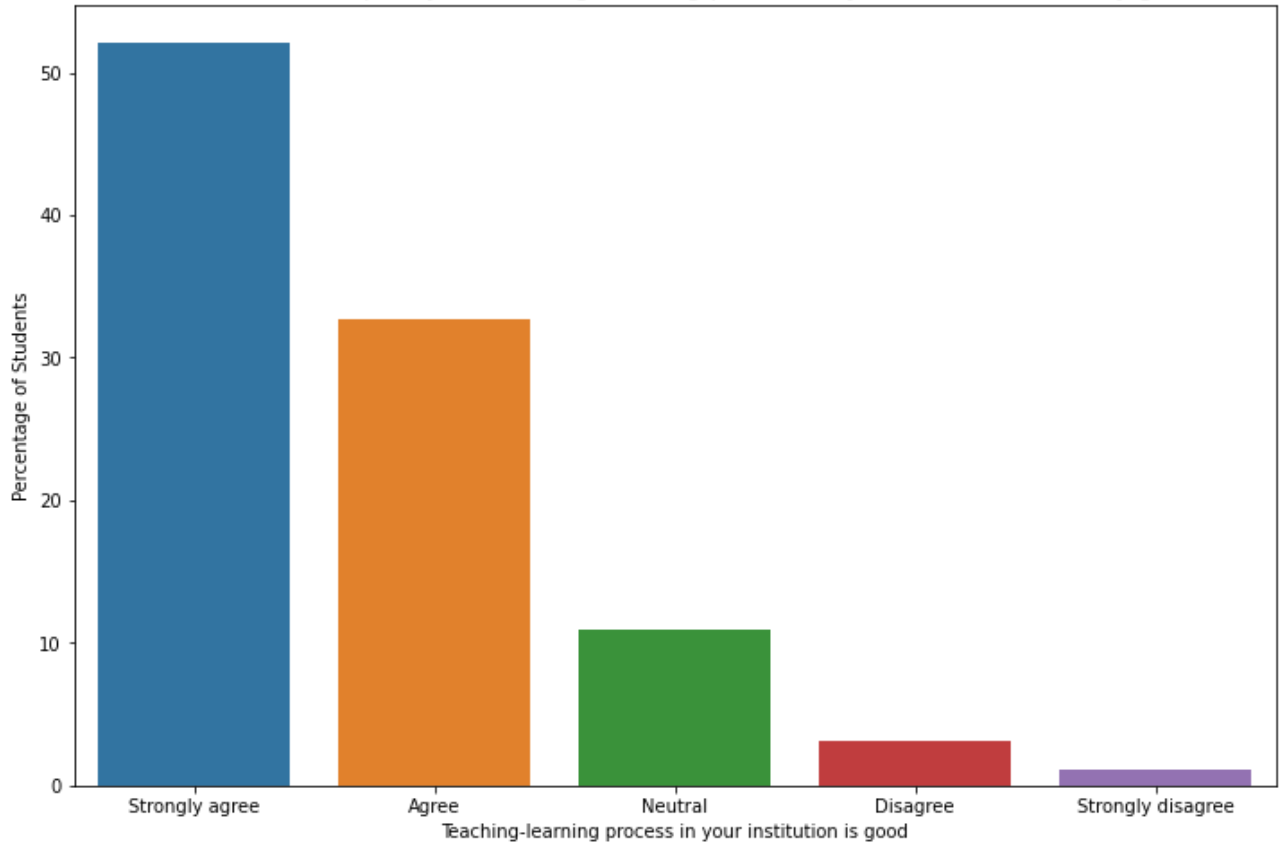
Q17: Efforts are made by the institution/teachers to inculcate soft skills, life skills and employability skills to make you ready for the world beyond college?



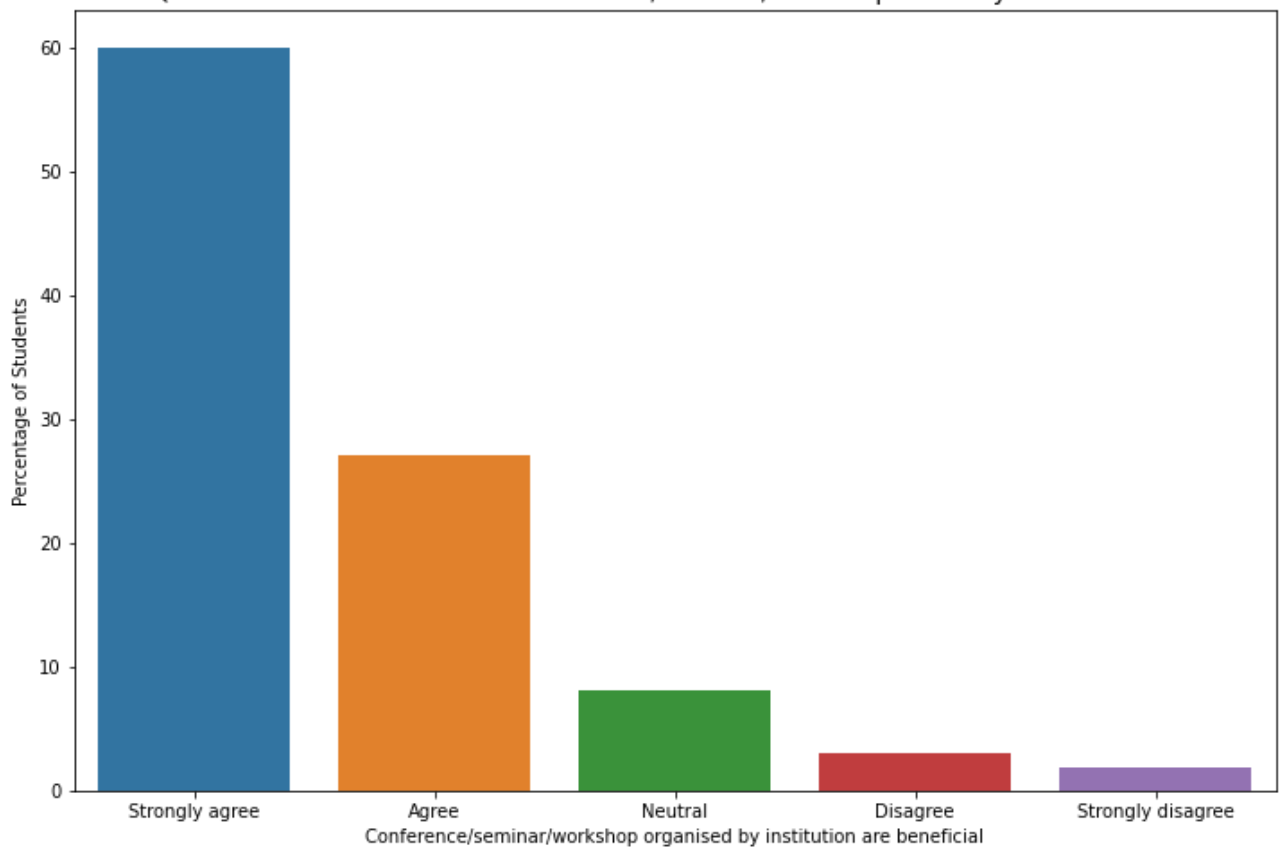
Q18: How many teachers use ICT tools such as LCD projector, multimedia, Zoom, Microsoft Teams etc. while teaching?



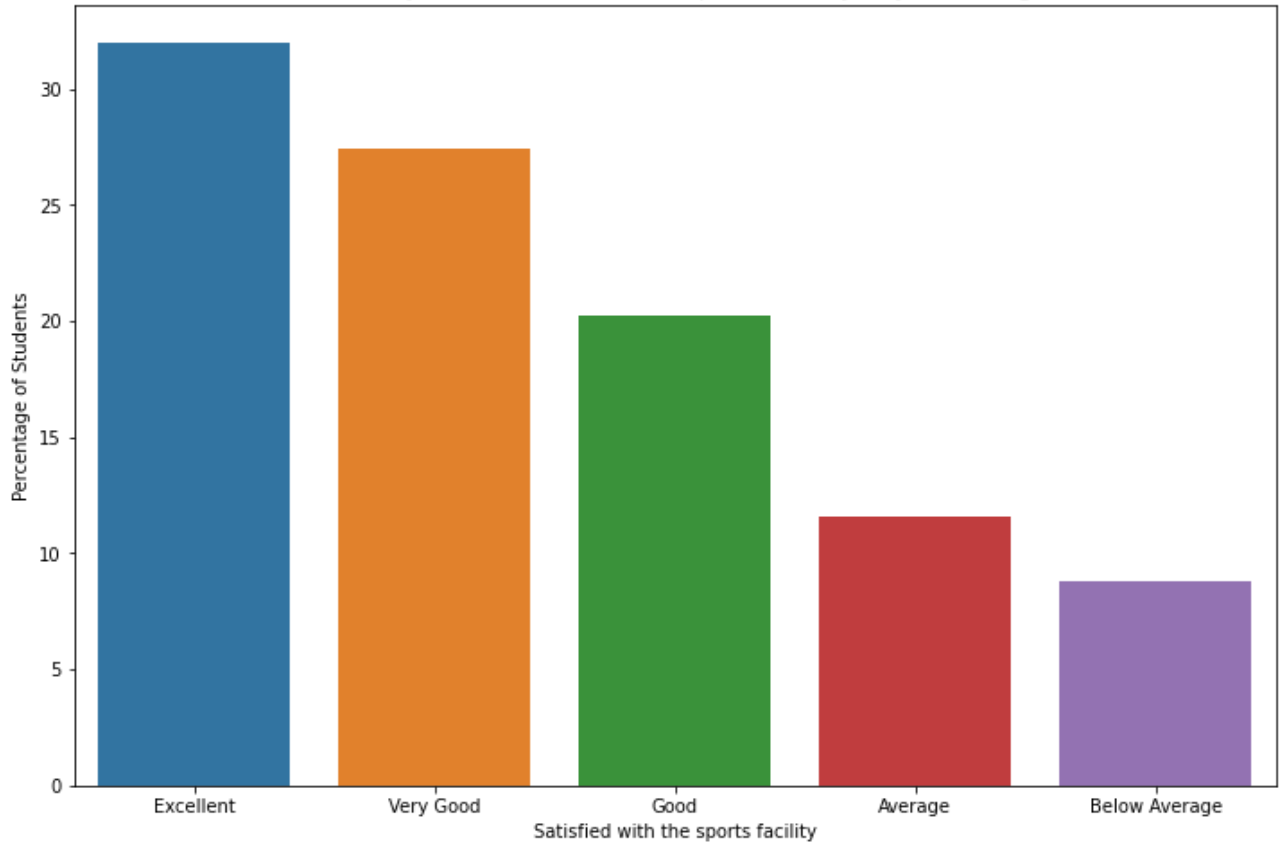
Q19: The overall quality of teaching-learning process in your institution is very good?



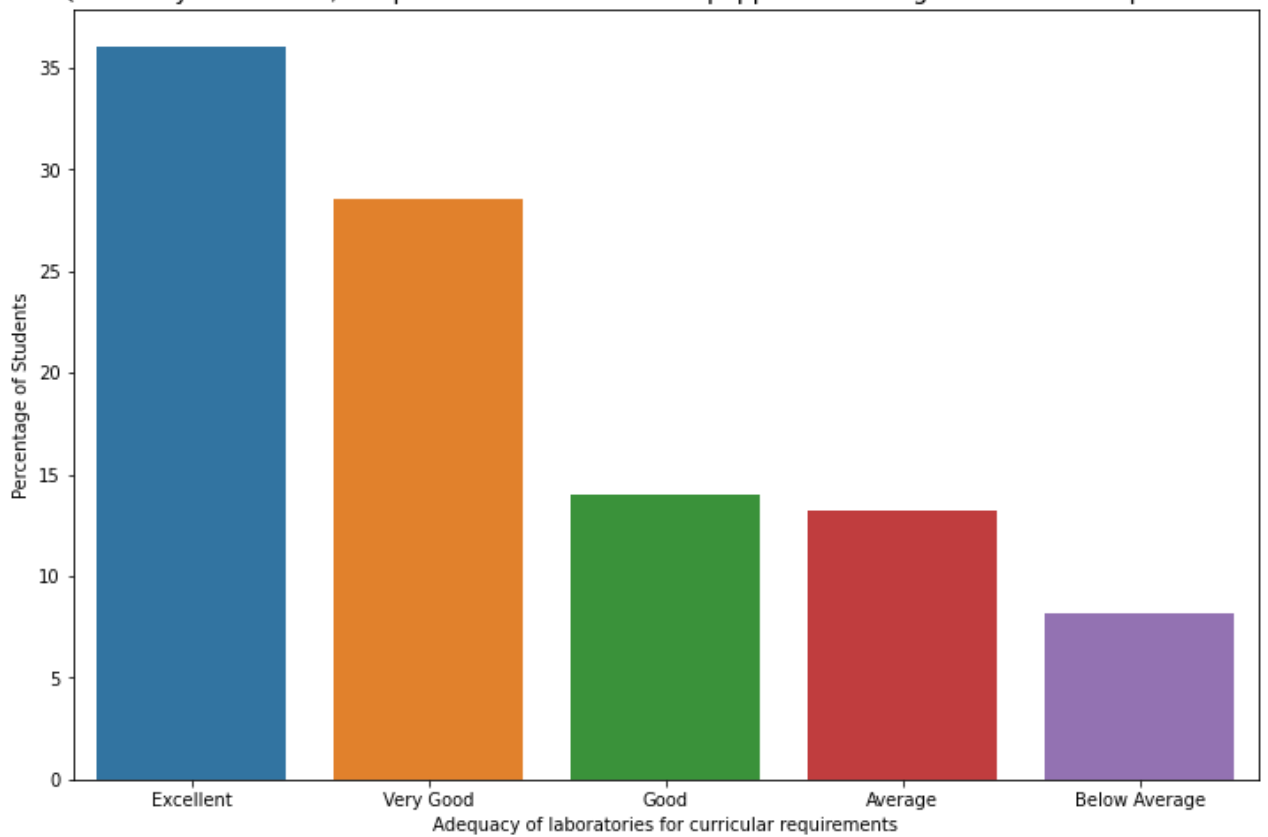
Q20: How beneficial are the conference/seminar/workshop held in your institution?



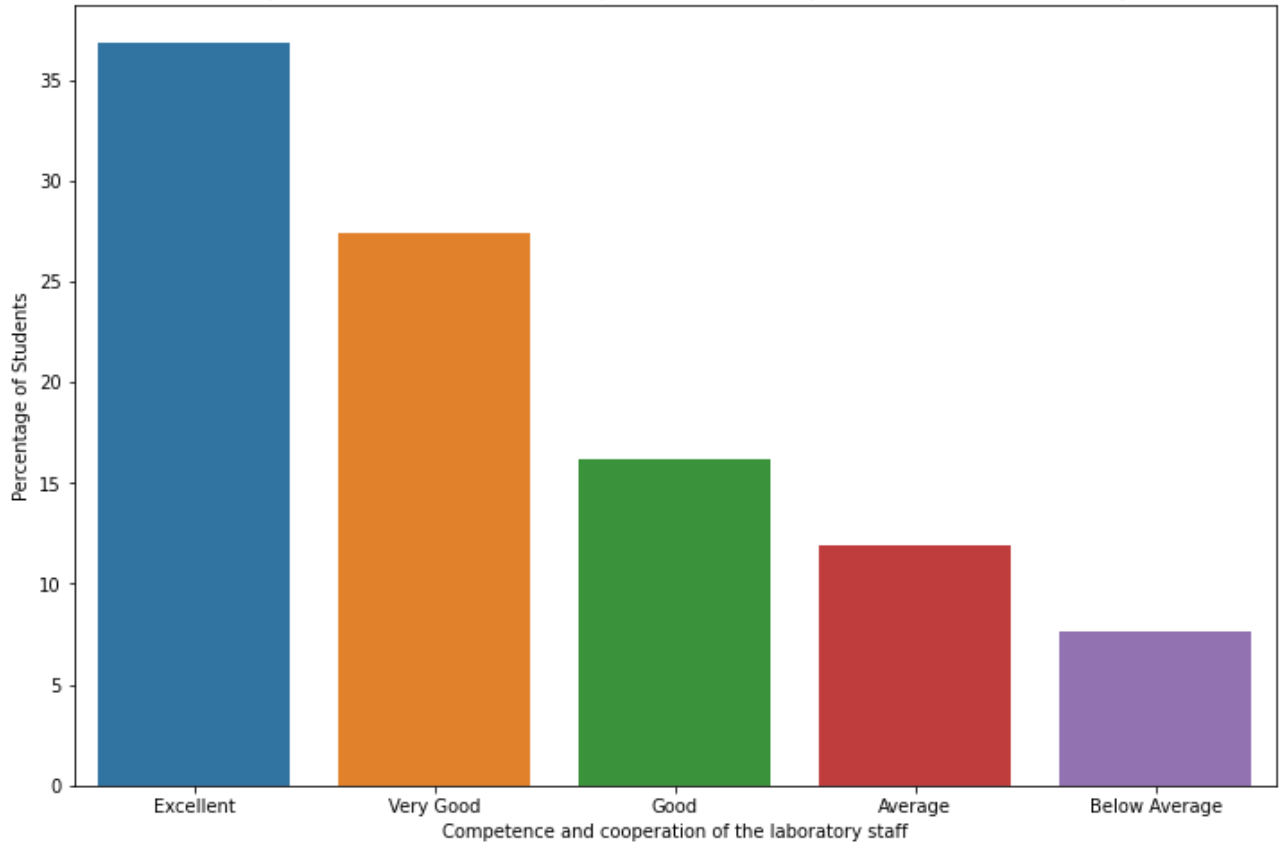
Q21: Are you satisfied with the sports facility in your college?



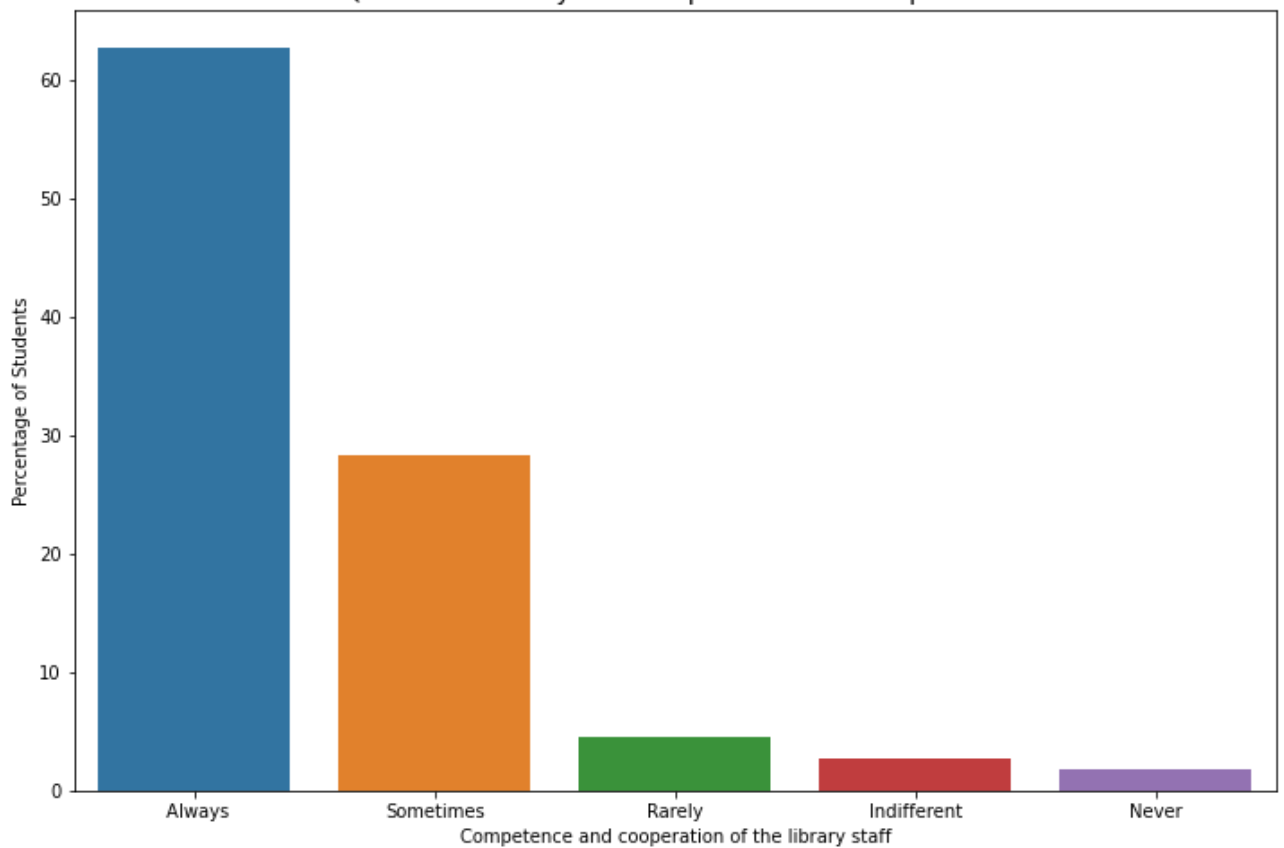
Q22: Are your science/computer laboratories well-equipped according to curricular requirements?



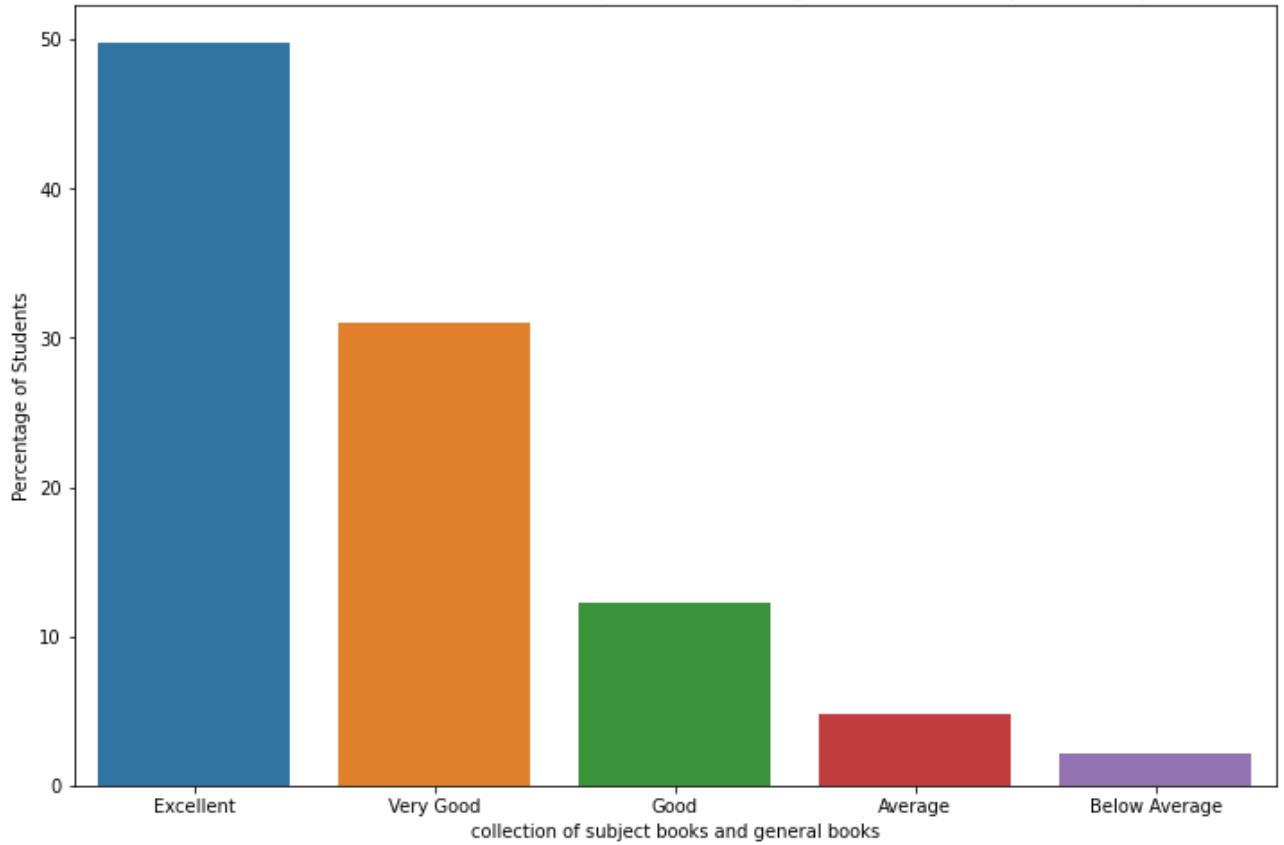
Q23: Are you satisfied with the competence and cooperation of the laboratory staff?



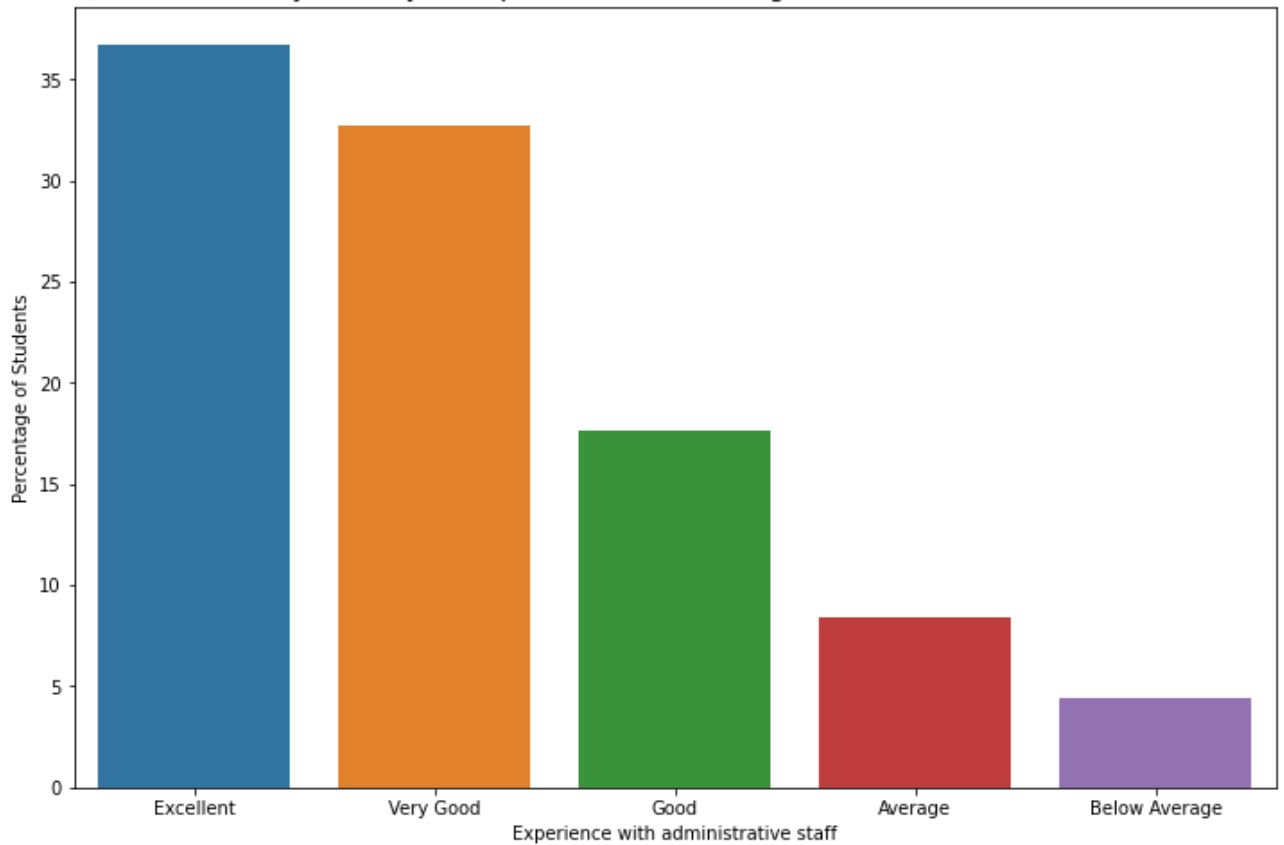
Q24: Is the library staff cooperative and competent?



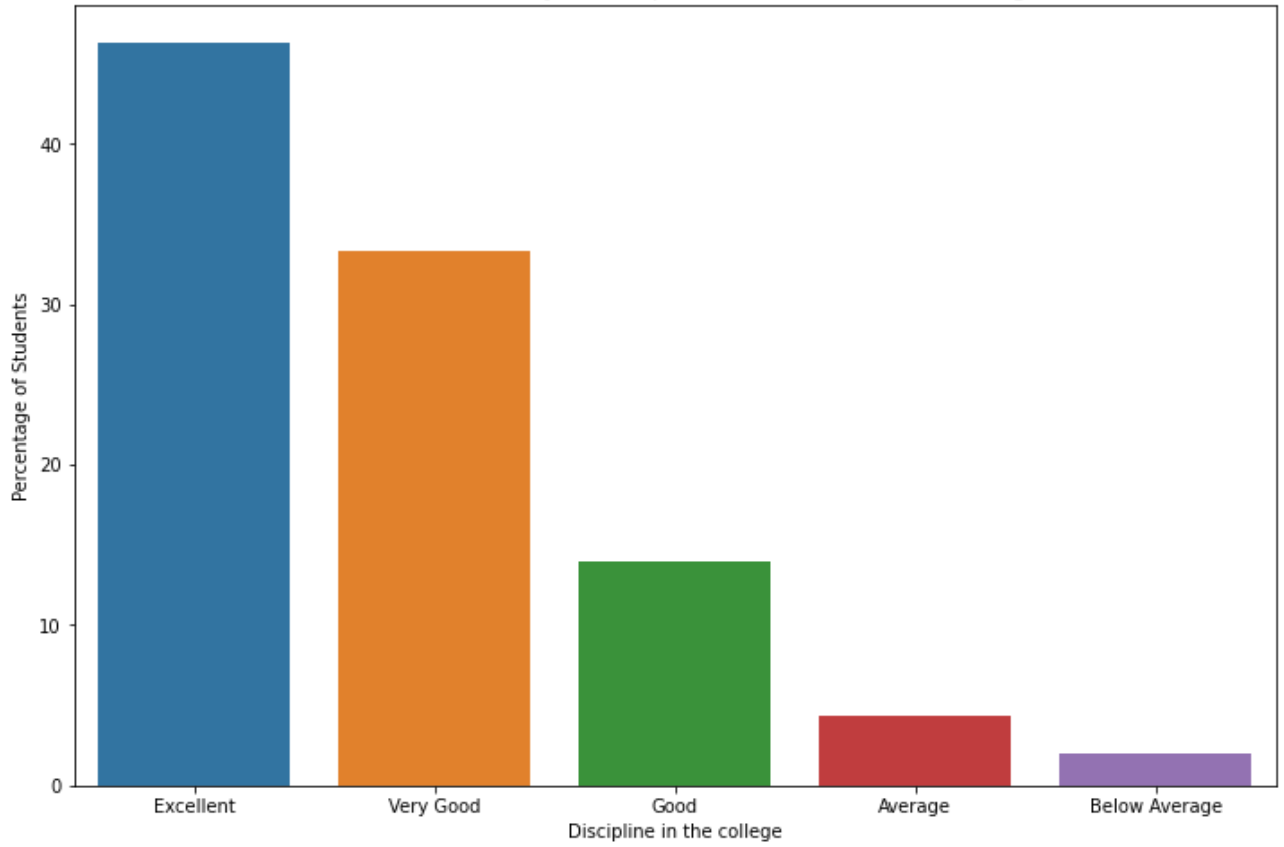
Q25: How is the collection of subject books and general books in your library?



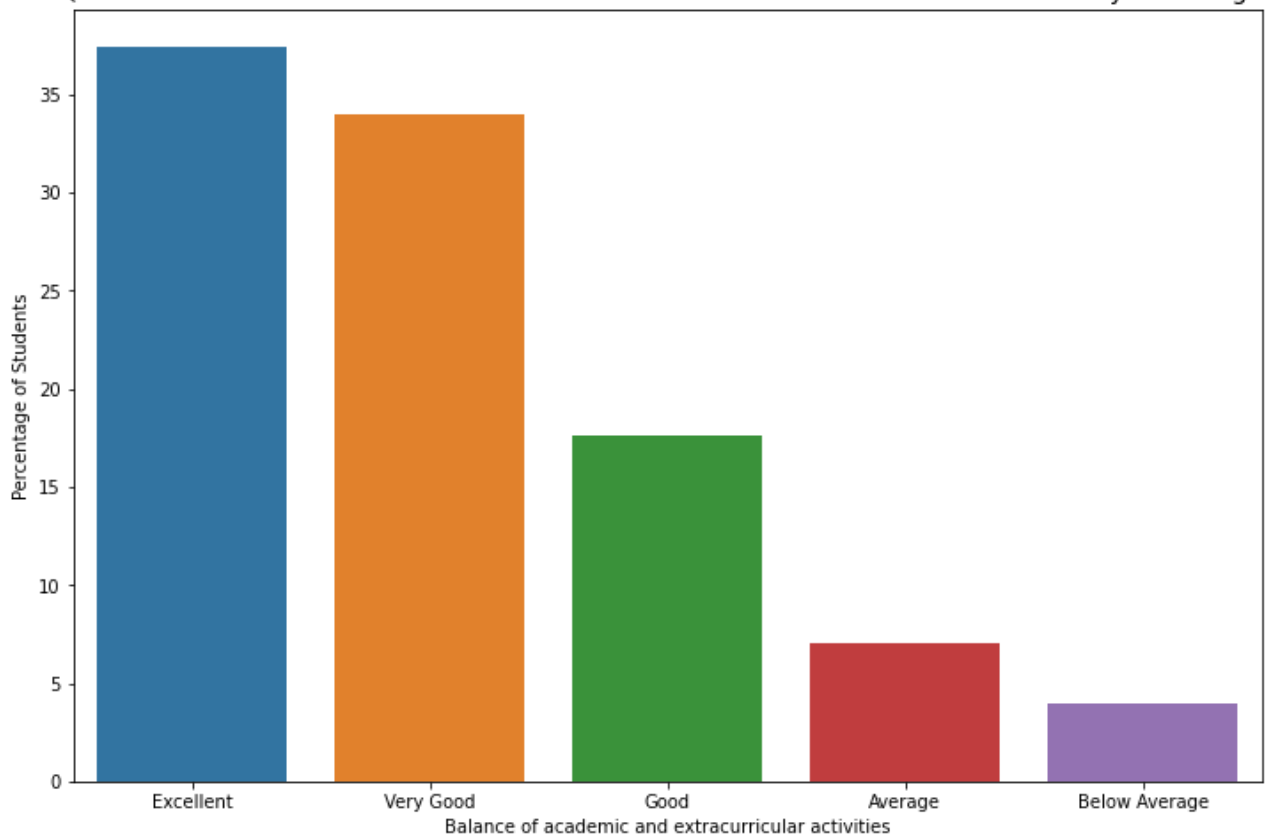
Q26: How would you rate your experience while dealing with administrative staff in the office?



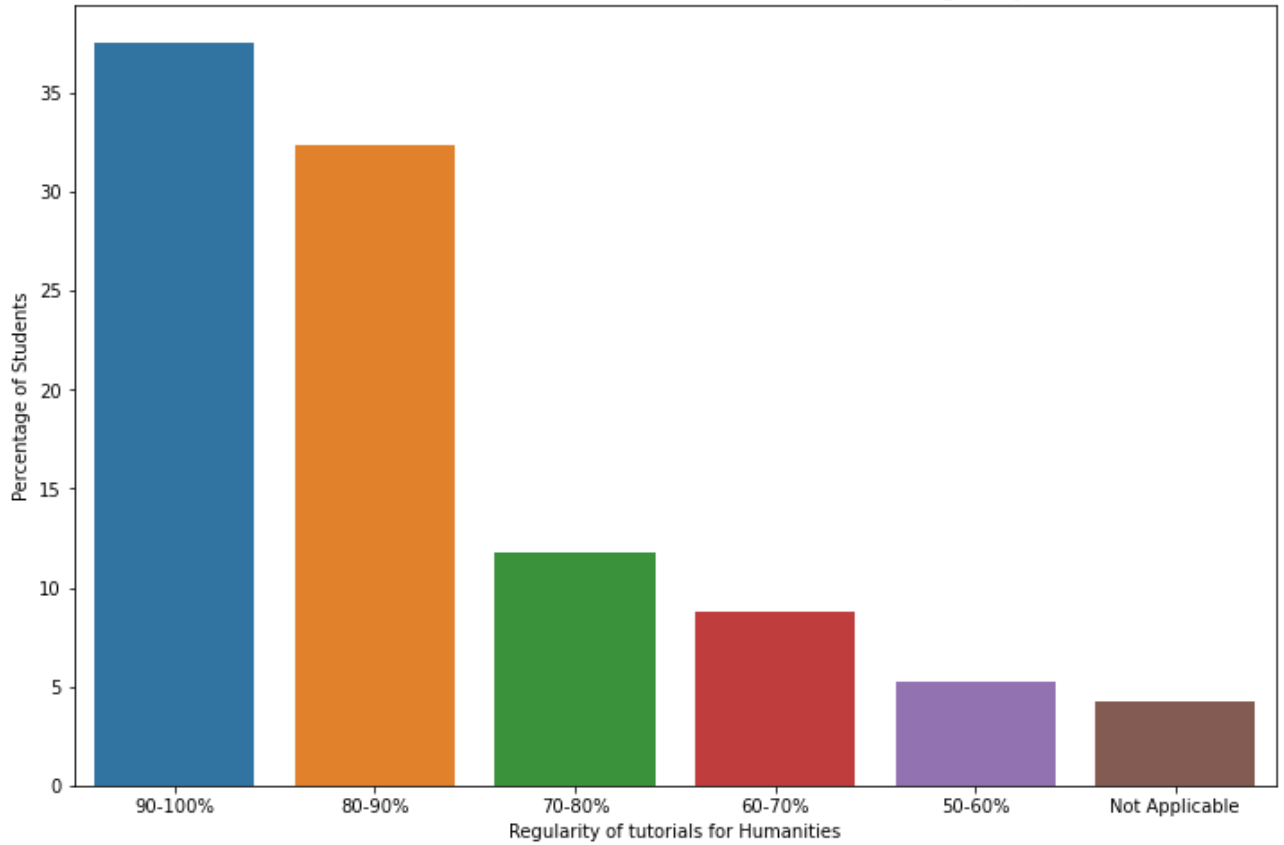
Q27: How effectively is discipline maintained in the college?



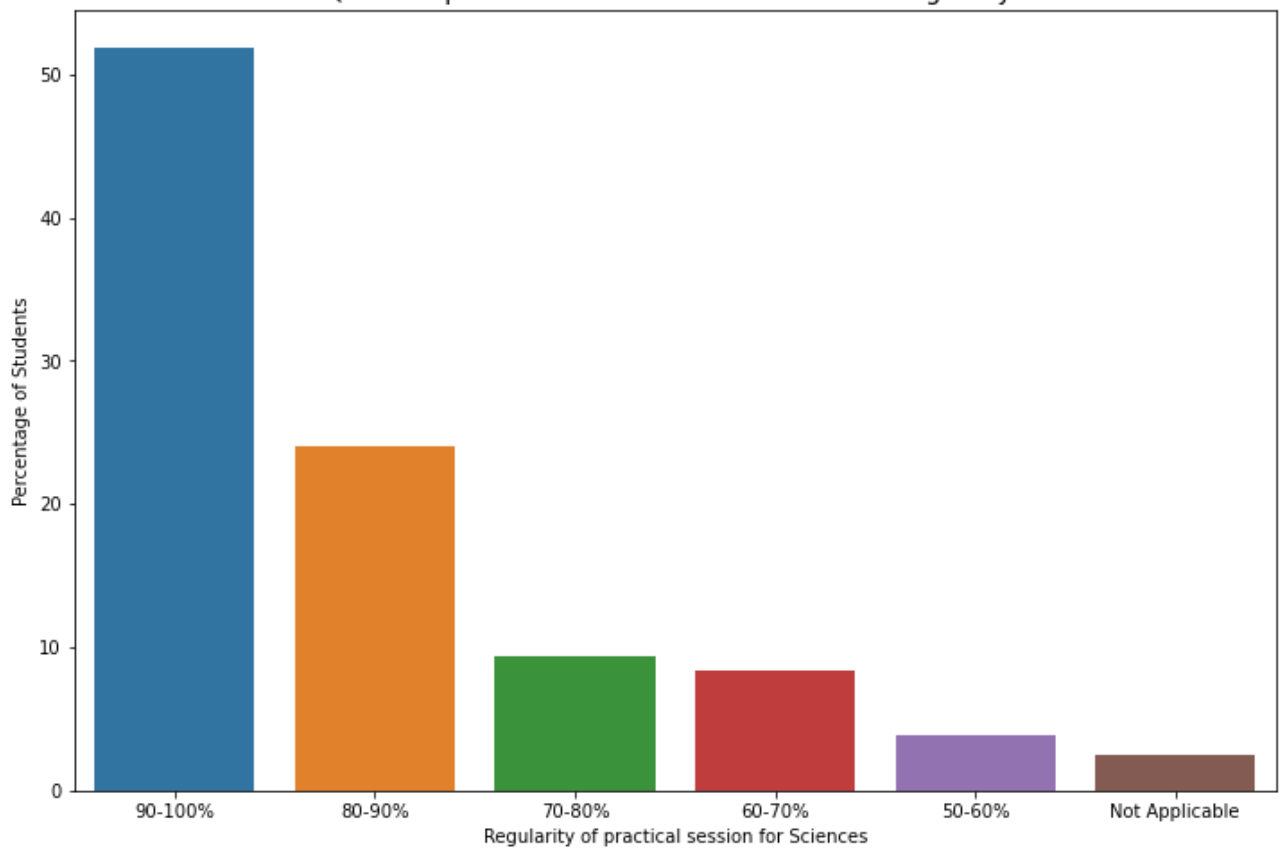
Q28: How is the balance between academic routine and extracurricular activities in your college?



Q29: Are tutorials for Humanities students held regularly?



Q30: Are practical sessions for Sciences held regularly?



STUDENT SUGGESTIONS AND ACTIONS TAKEN:

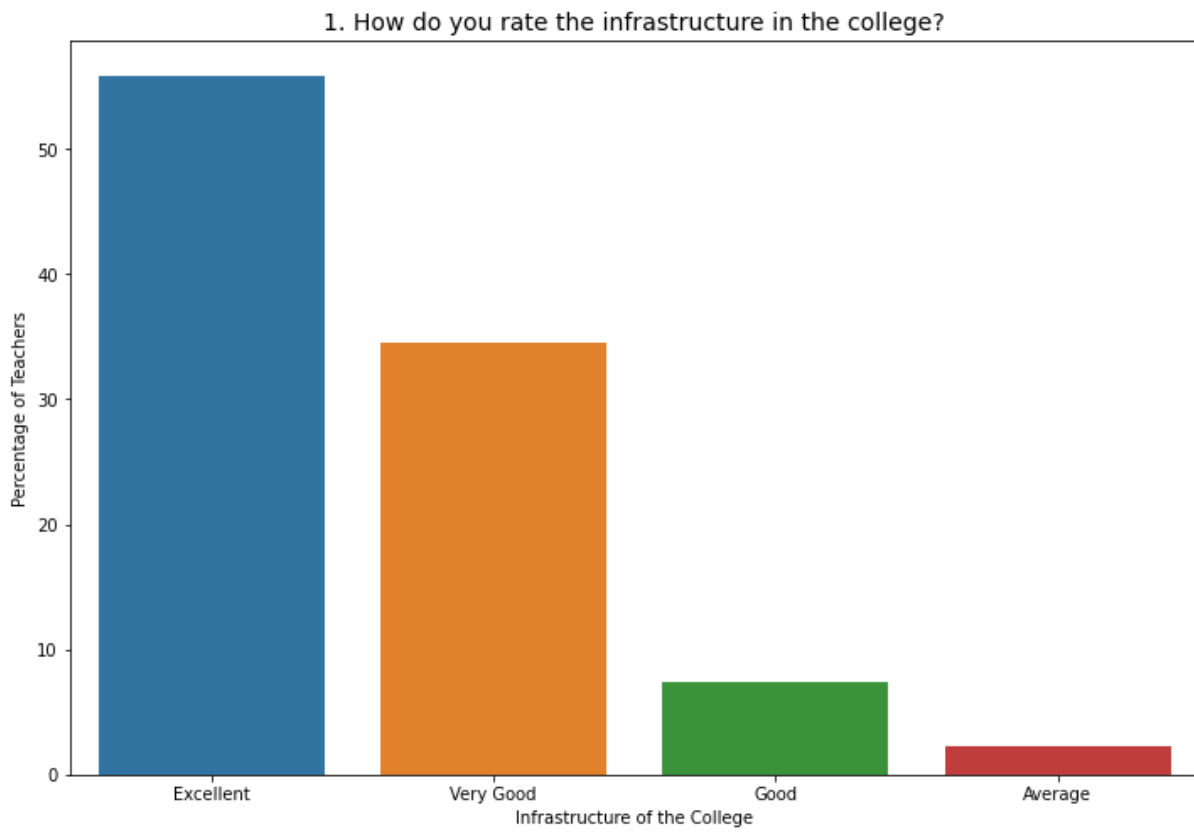
S. No.	Suggestions	Action Taken
1	To improve the sports infrastructure and facilities in the college	<p>It was communicated to the TIC, Deptt. of Physical Education to Increase and update the sports facilities and the related infrastructure in college. It was informed by the TIC that the playfields/grounds/courts have been renovated and/or restructured as required in most games such as Cricket, Basketball, Volleyball, Tennis, Kho Kho etc. New facilities have also been added to the sports infrastructure for example new gym equipment and preparing Chess room.</p> <p>A yoga workshop was organized during Covid times and the college aims to organize more such events related to fitness.</p>
2	Canteen infrastructure and hygiene should be further improved	<p>It was communicated to the Convener, canteen committee to revamp the canteen infrastructure (For example, adding more furniture etc.), ensure hygiene strictly, adding more healthy food items to the menu.</p> <p>The convener informed that due to Covid Pandemic, the Canteen was closed for almost the whole year in 2020-21. However, when the college reopens for students in physical form, the Canteen committee will ensure that healthy food is provided and hygiene is maintained in the college canteen. Moreover, the committee has given its requisitions to Development committee for renovating and revamping the infrastructure in canteen.</p>
3	Hostel facility should be provided	<p>Plan to build girls hostel has been finalized and all the maps have been approved from competent authorities. College administration is waiting for requisite funding.</p>
4	Teaching learning process should be made more efficient	<ul style="list-style-type: none"> ● The principal conducts regular meetings with students, teachers and teachers in charge of all departments to ensure that the teaching learning process is smooth and efficient. ● During Covid time, the college made a smooth and swift transition to online teaching on MS teams platform. ● All faculty and students are provided IDs and passwords for MS TEAMS to ensure uninterrupted online teaching learning.

		<ul style="list-style-type: none"> ● Timetable committee convener is instructed to prepare timetable for online teaching in such a way that there is a gap after 2 consecutive theory classes. ● Academic audits are conducted twice every year to ensure the good academic standards. ● State of the art infrastructure provided in the new Jijabai Academic block to ensure ICT enabled Teaching Learning ● Recording studio is functioning for teachers to record their lectures which can be shared with students
6	Administrative staff should be made more accessible to students and the grievances must be handled more efficiently	<p>It was communicated to AO ADMIN to ensure that:</p> <ul style="list-style-type: none"> ● Dealing assistants readily and politely handle the students' grievances. ● Queries received from students should be promptly replied. ● Soft skill training programs should be regularly conducted for staff. <p>AO ADMIN assured that the above mentioned points will be taken care of.</p>
7	More textbooks should be added to library and fine for late book return must be reduced.	<p>Students are apprised about the e-resources and e-books accessible through Inflibnet and NLIST through Teachers in charge of Departments. .</p> <p>It was communicated to the Convener, Library committee to purchase more textbooks for students and waive off the late book return fine in genuine cases.</p> <p>During COVID times, College waived off all the library fines related to late book return for students.</p>
8	There should be a repository from where students can download the study material provided by teachers	<p>An ERP portal (SPACE) has been introduced in the college, which has a separate section from where students can easily download their study material.</p> <p>Teachers upload the e- content on college website and also upload the notes regularly on MS TEAMS and other online platforms.</p> <p>Some teachers also record and share their lectures with students and some teachers upload their lecture videos on you tube too.</p>
9	More skill based courses should be	The college has made collaborations with different

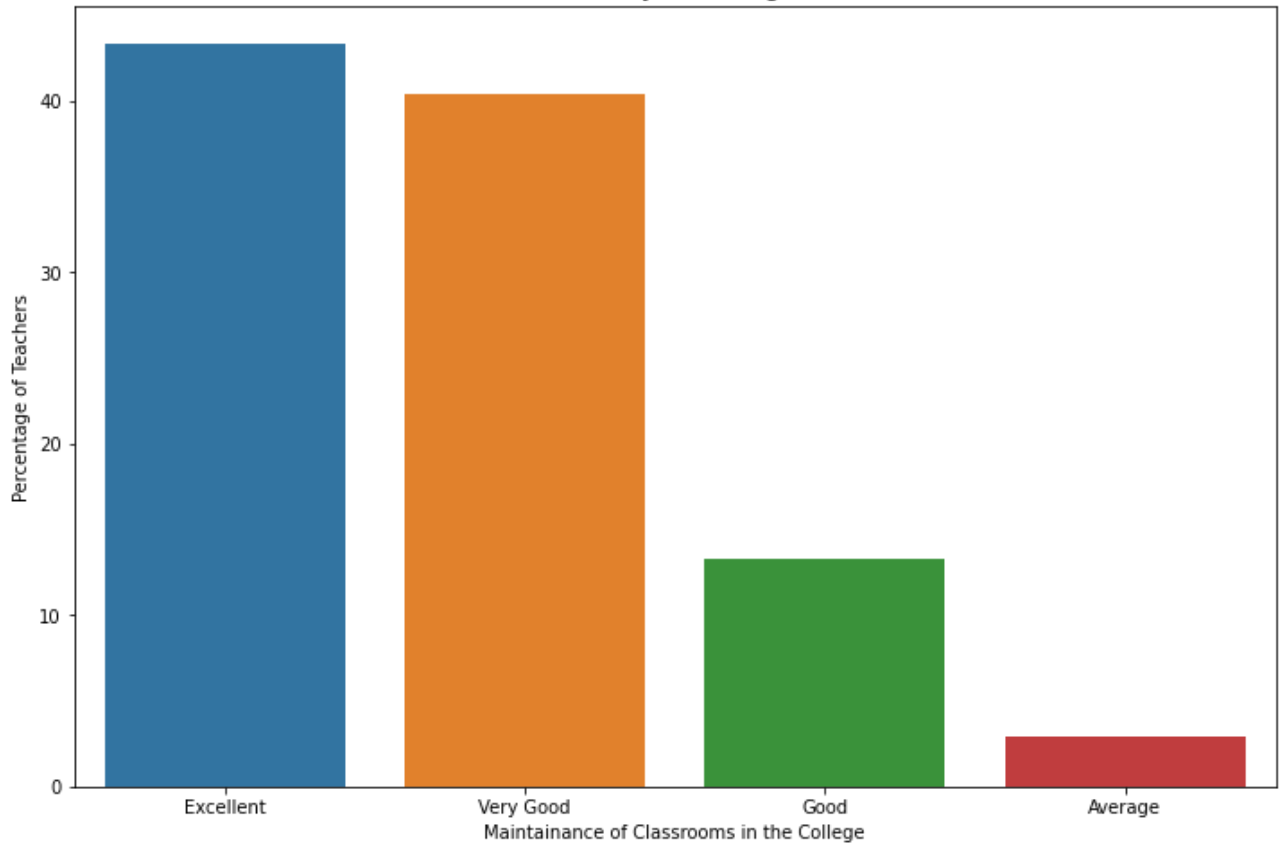
	added	<p>institutes and conducted various skill-based add-on courses for the students. An E- learning cell has been constituted in college which conducts such programmes for enhancing the employability of students. Online courses on Python, R were conducted in 2020-21. Add on courses on French, German, Legal awareness are also conducted.</p> <p>A value added course has been introduced by Department of Physics, which is open to students of all courses. Other Departments are also working on preparing structure of such value added courses which will be skill based.</p>
10	Personalized counselling sessions should be organized for the students	<p>College has a very strong mentor-mentee network. Teachers conduct regular meeting with students (mentees) where they share their issues with their mentors.</p> <p>Mentors have been instructed to encourage their mentees and give them personalized counselling sessions for guidance on all issues.</p> <p>Placement cell organizes various counseling sessions on career guidance for students. Many departments also organize career guidance sessions by eminent speakers for students.</p> <p>A counselor is appointed by college and students consult her for personal guidance.</p>

B. Feedback Analysis Report and Action Taken Report: Faculty

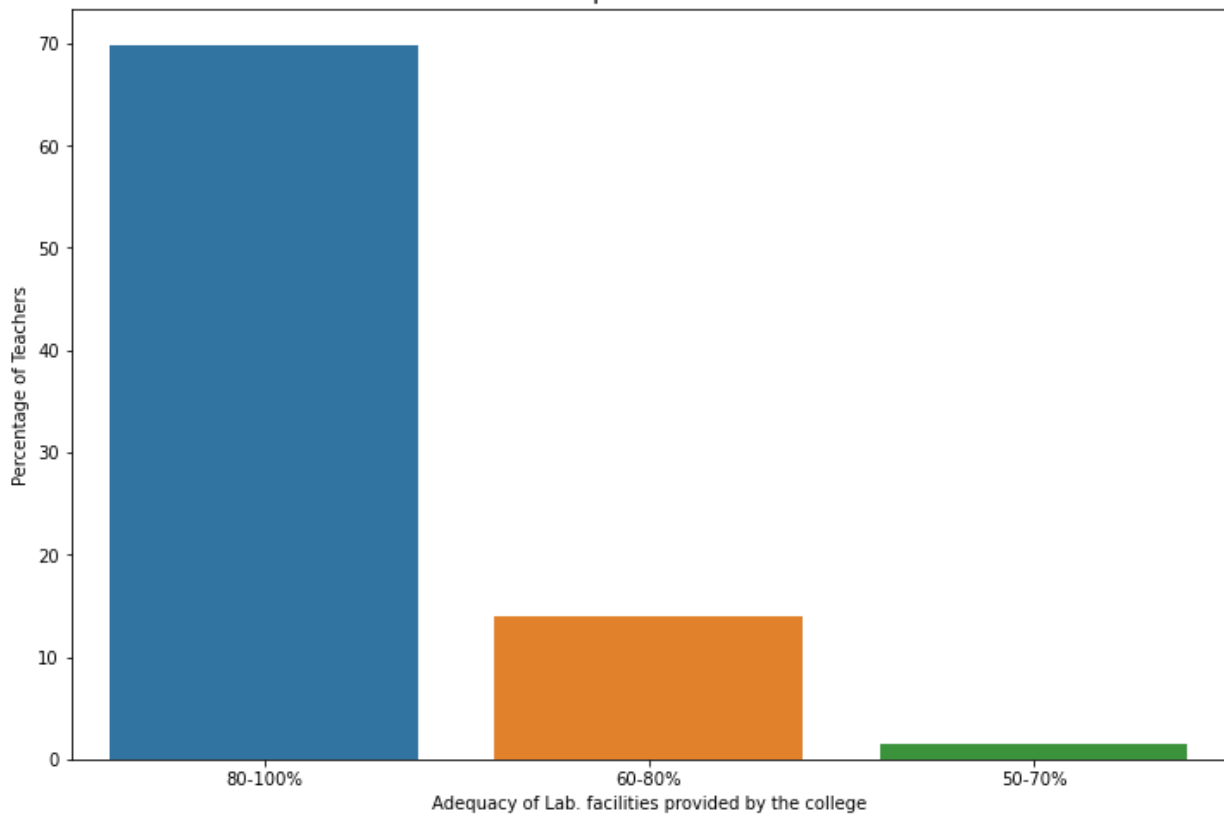
Feedback was taken by the IQAC from the Teaching faculty about the infrastructure available in college and various other aspects in 2020-20. Presented here are some findings of the feedback collected and a summary of the actions taken.



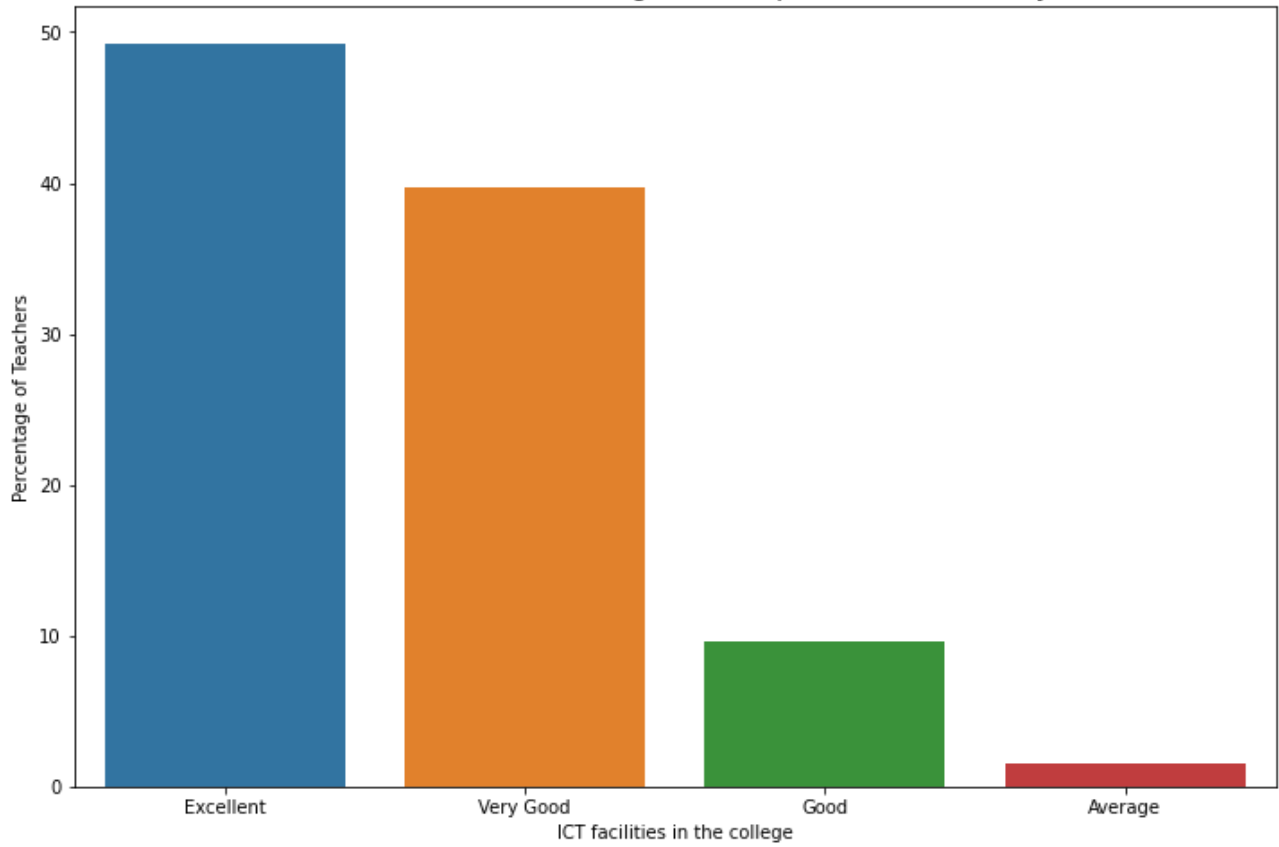
2. Are the classrooms in your college well-maintained?



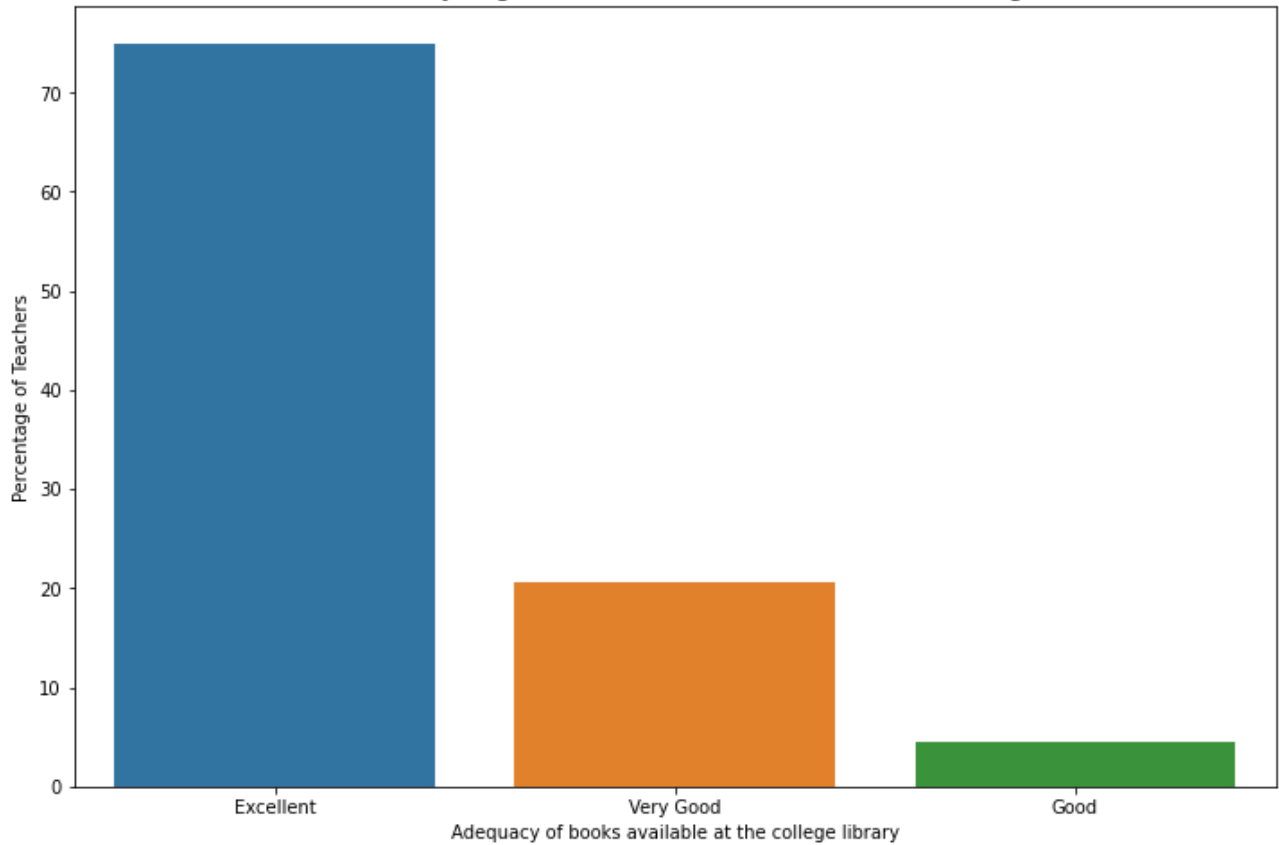
3. Do the laboratory equipments, chemicals and specimens supplied by the college meet the curricular requirements?



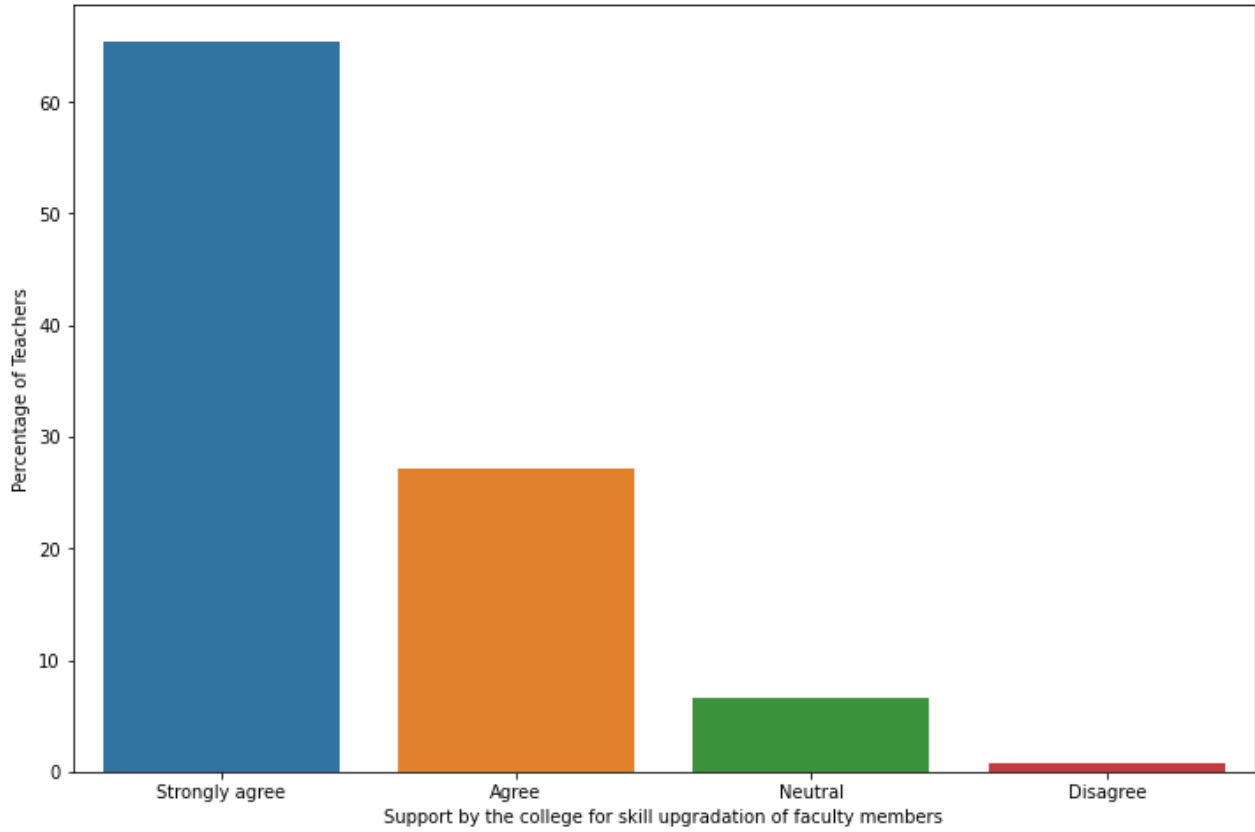
4. ICT facilities in the college are adequate and satisfactory



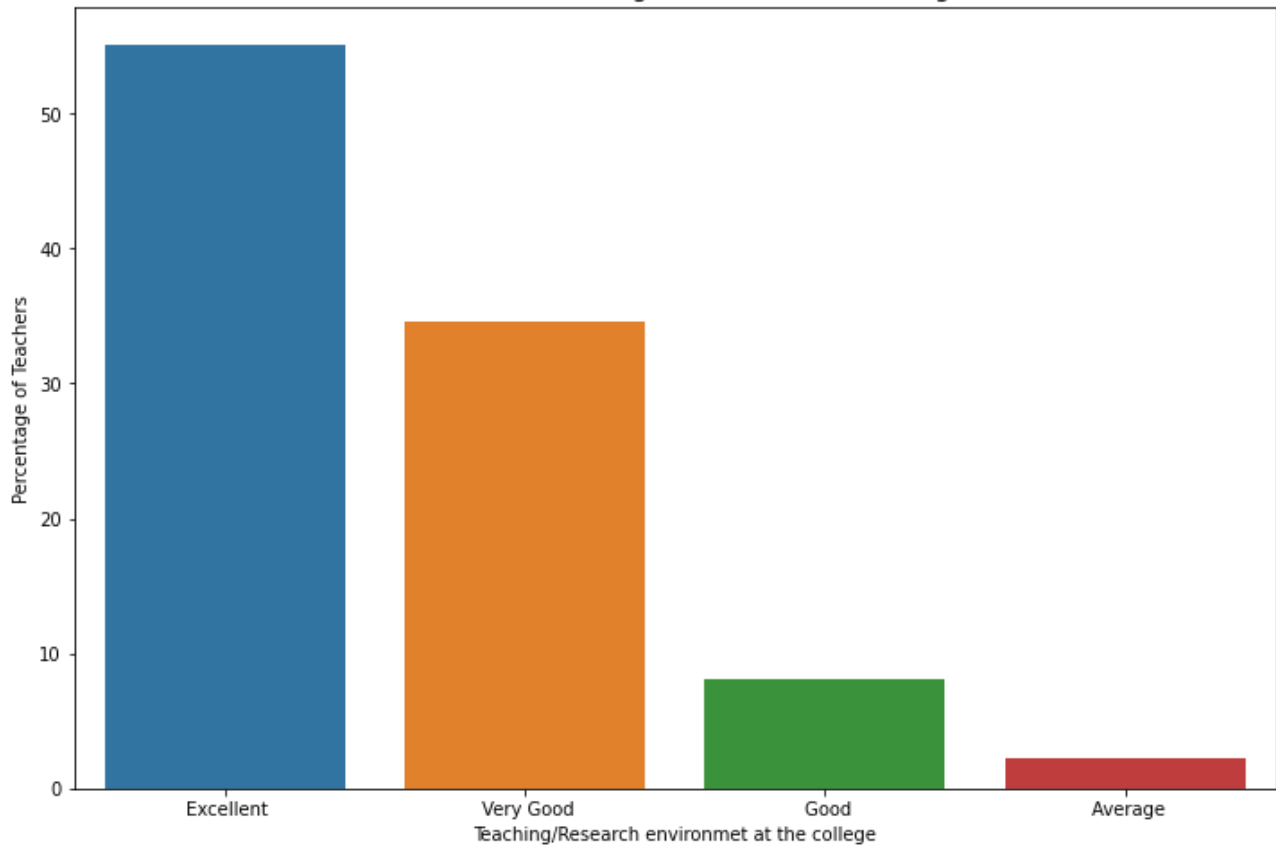
How would you grade the collection of books in the college?



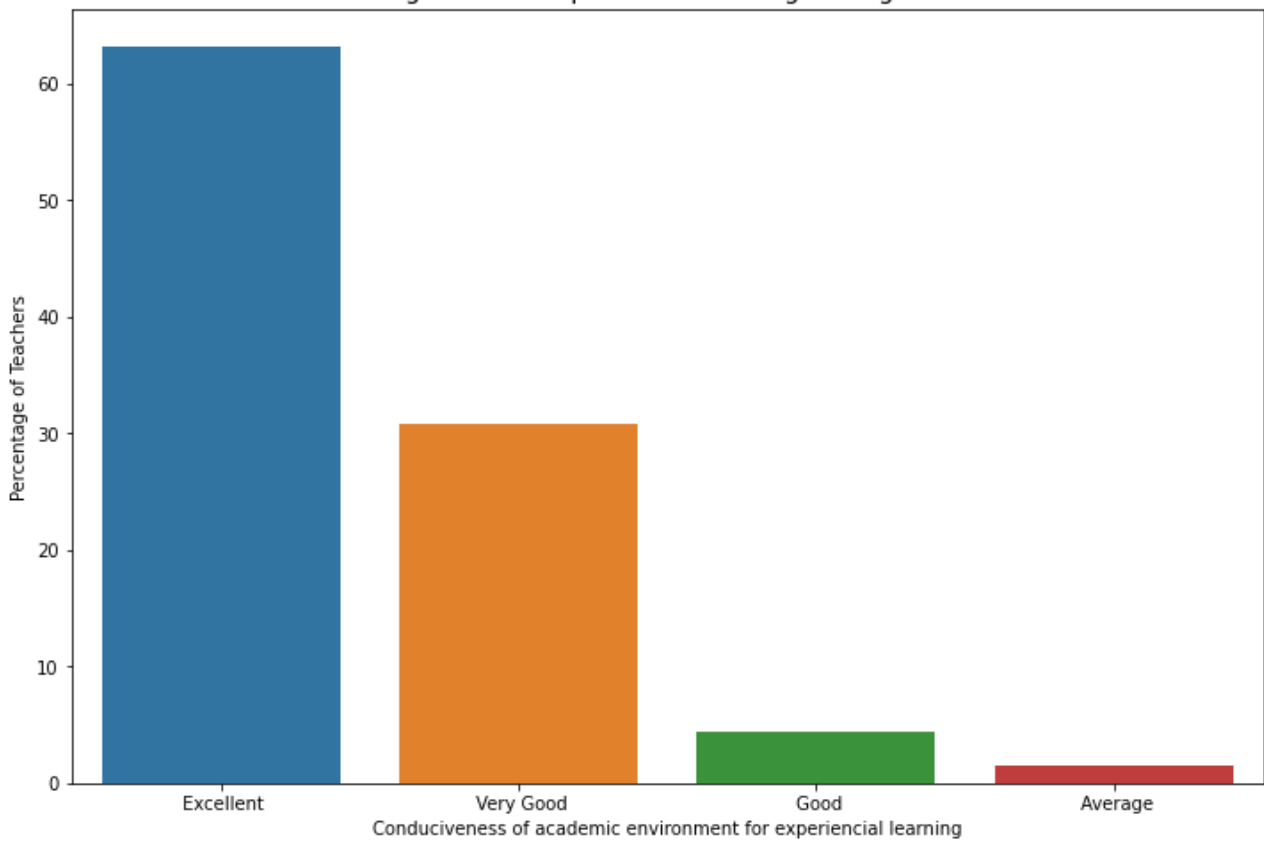
6. Does the college provide adequate opportunities and support to faculty members for upgrading their skills and qualification?



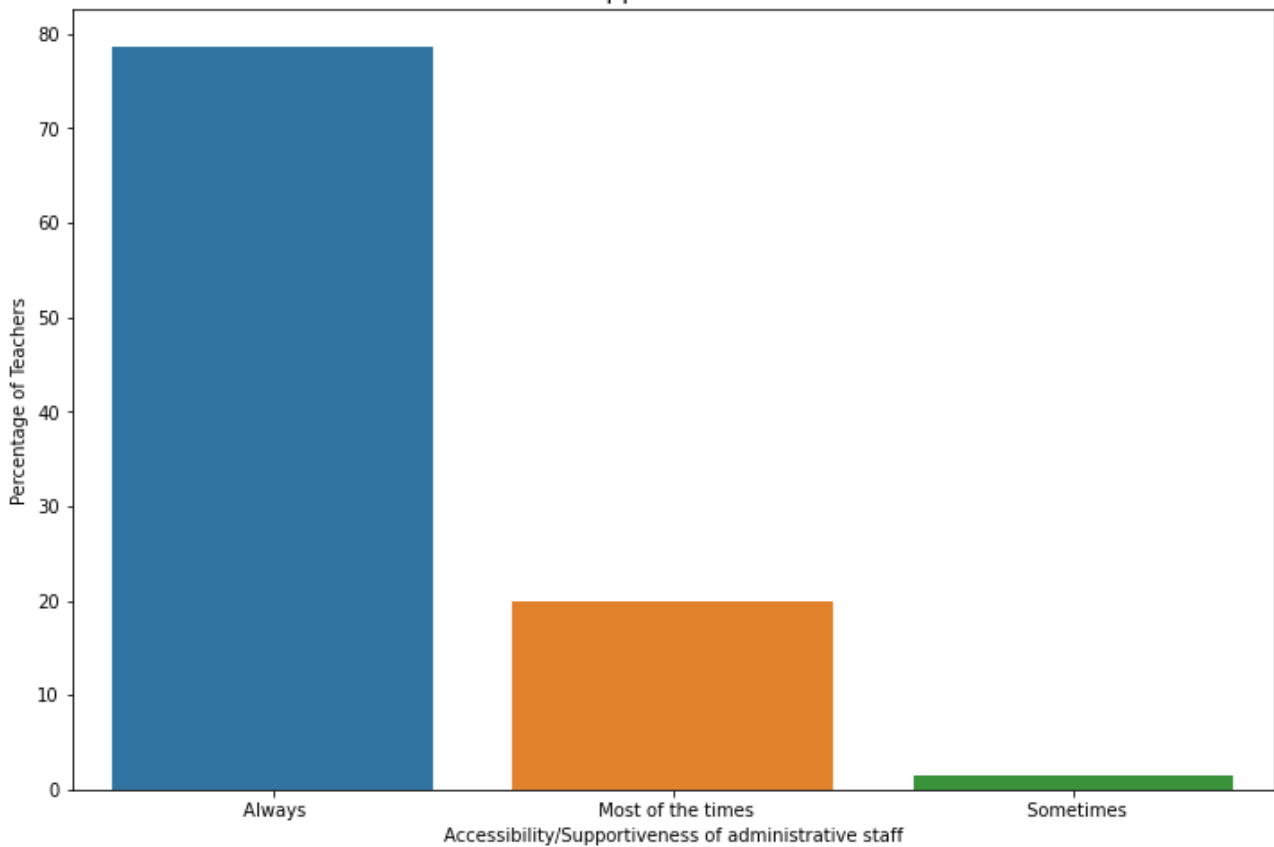
7. Is the environment in the college favorable for teaching and research?



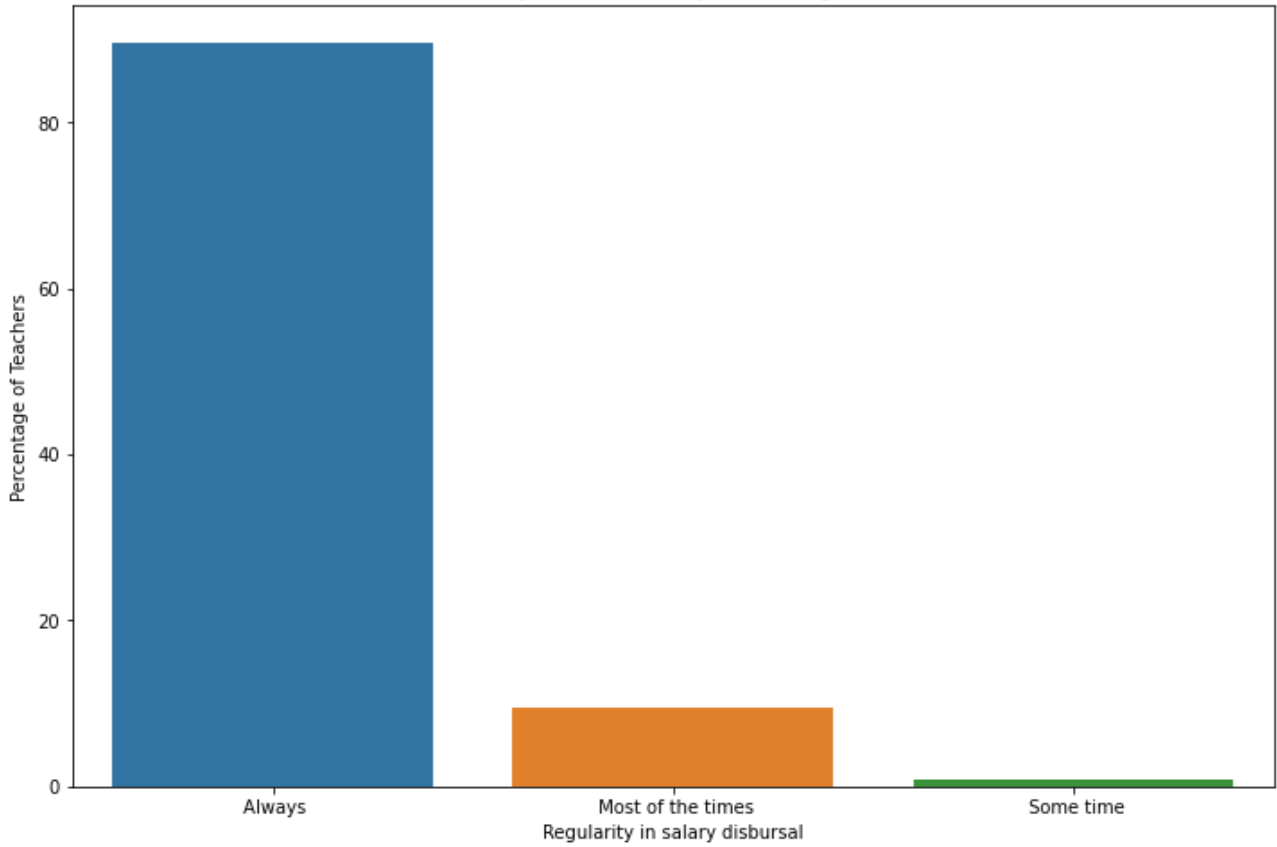
8. Is the academic environment in the college conducive for adopting new methods/strategies of teaching to assist experiential learning among students?



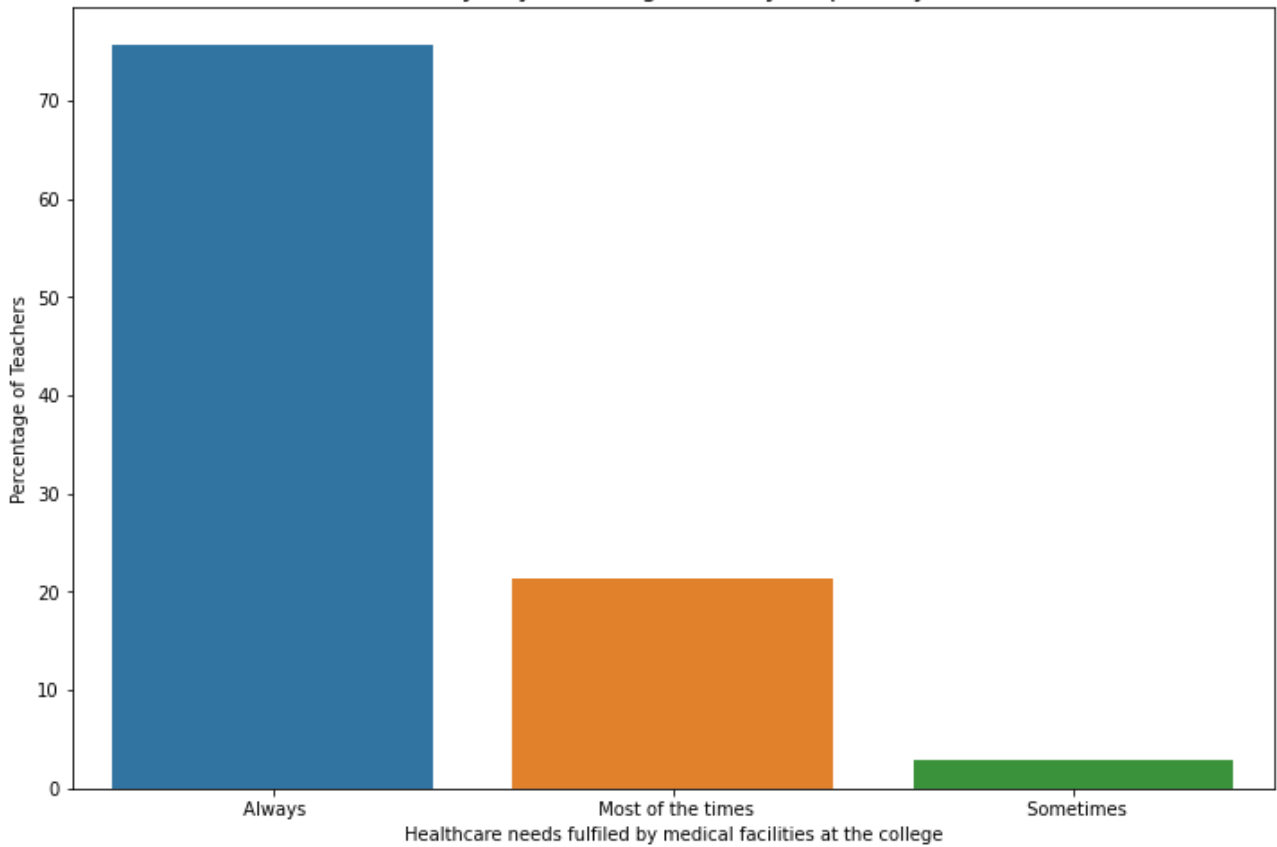
9. How accessible and supportive is the administrative staff?



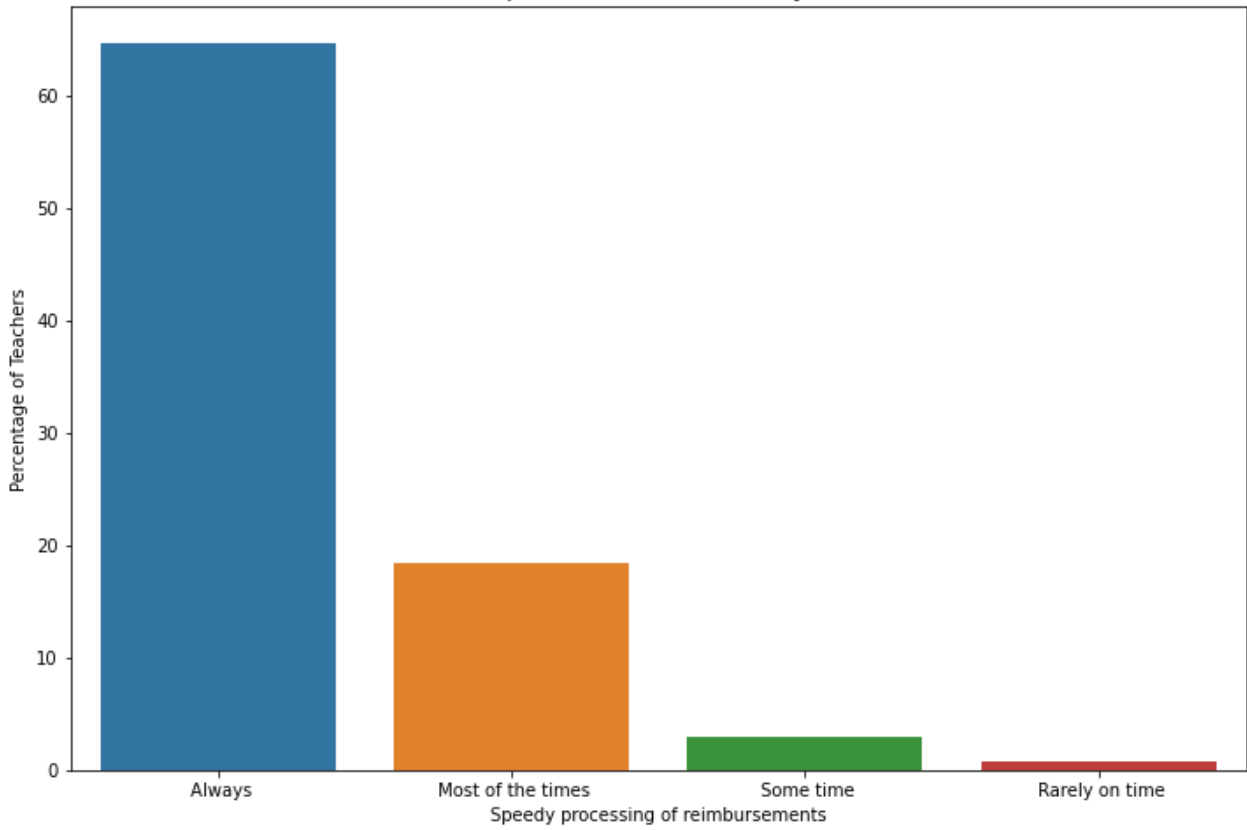
10. The salary disbursement in your college is on time.



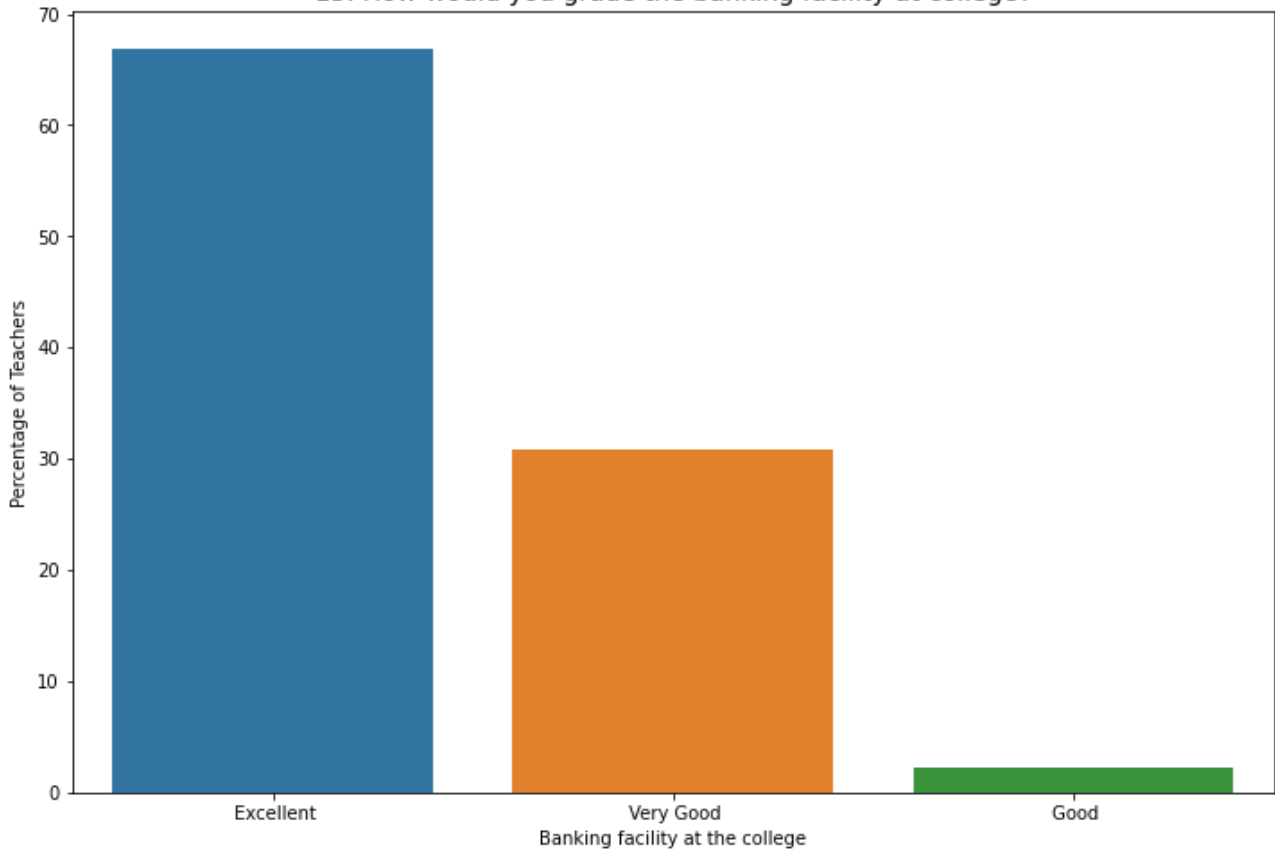
11. The medical facility at your college fulfills your primary healthcare needs.



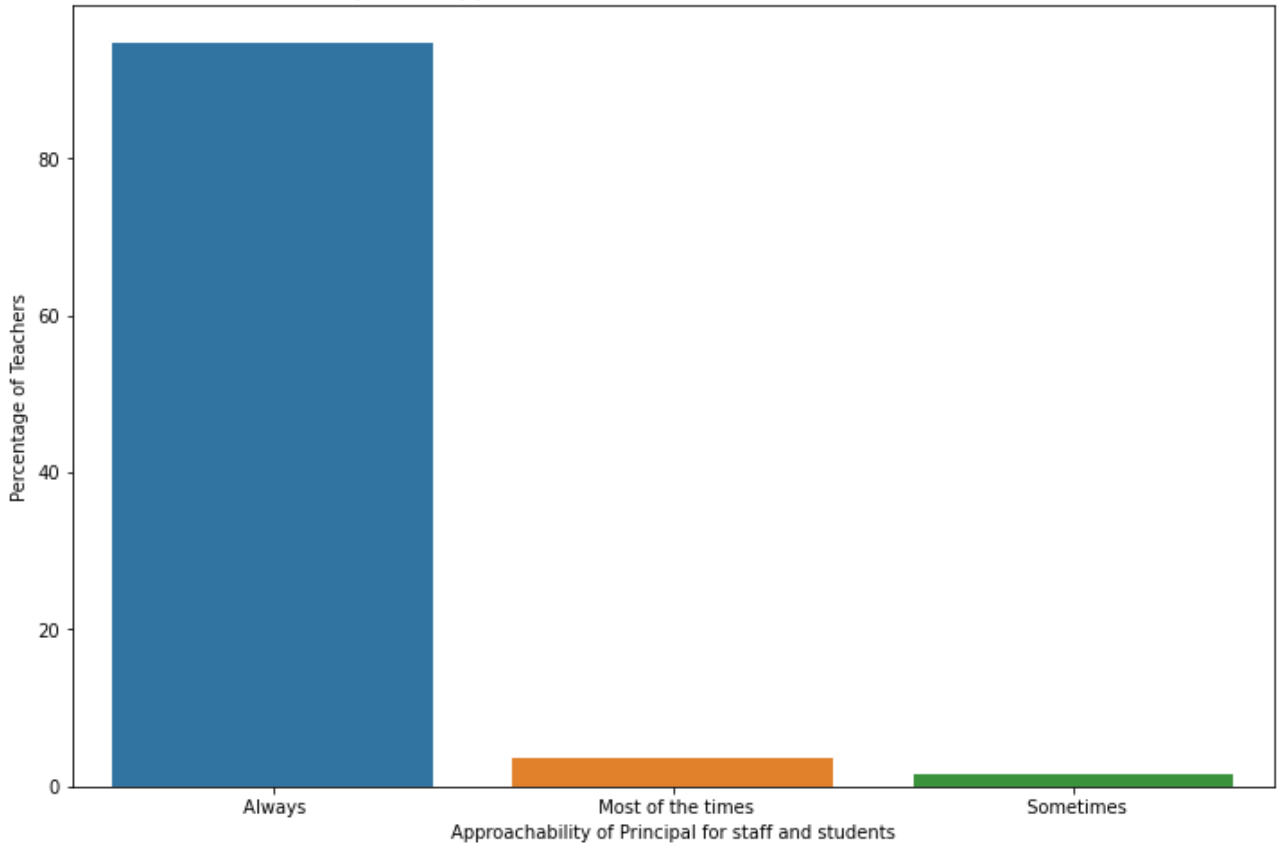
12. Your requests for medical reimbursement/LTC-reimbursement /children education allowance are processed without delay.



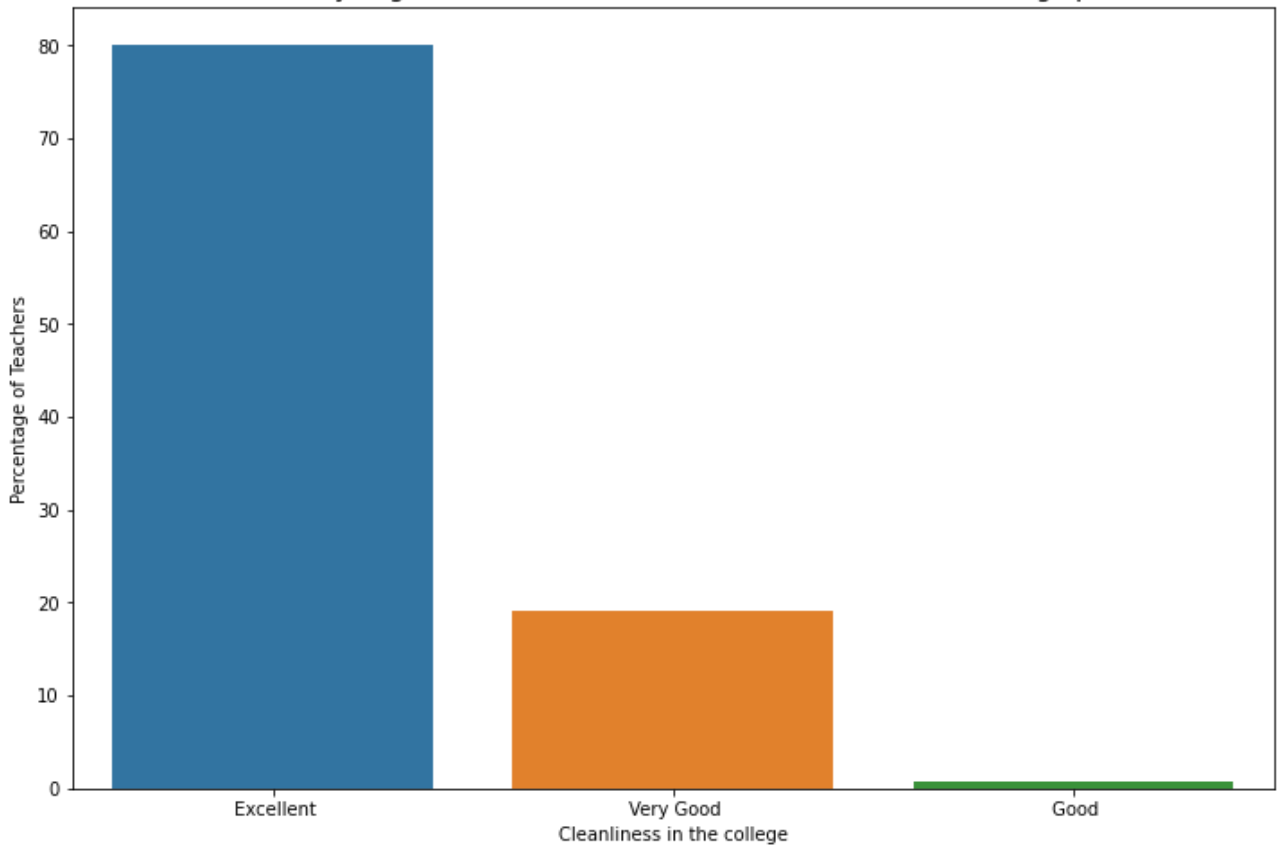
13. How would you grade the banking facility at college?



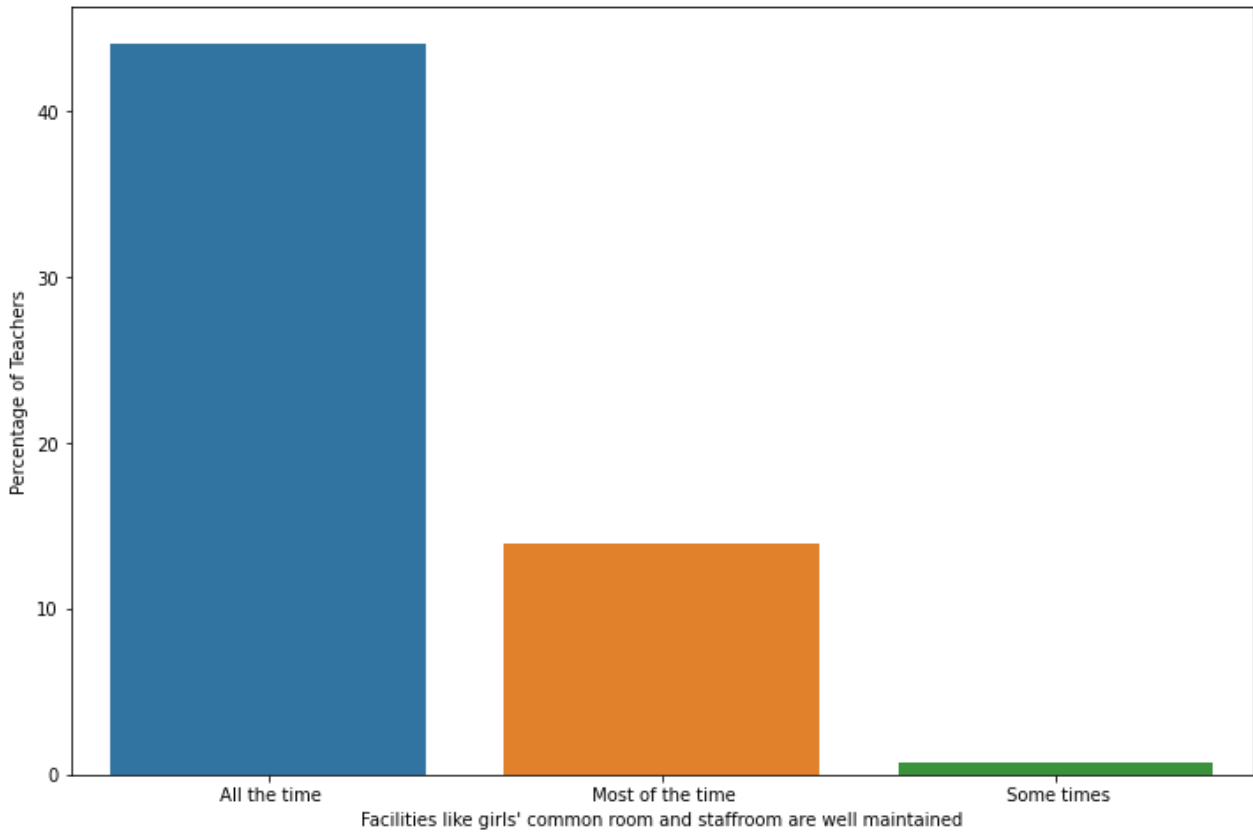
14. The Principal is supportive and accessible to all the staff and the students



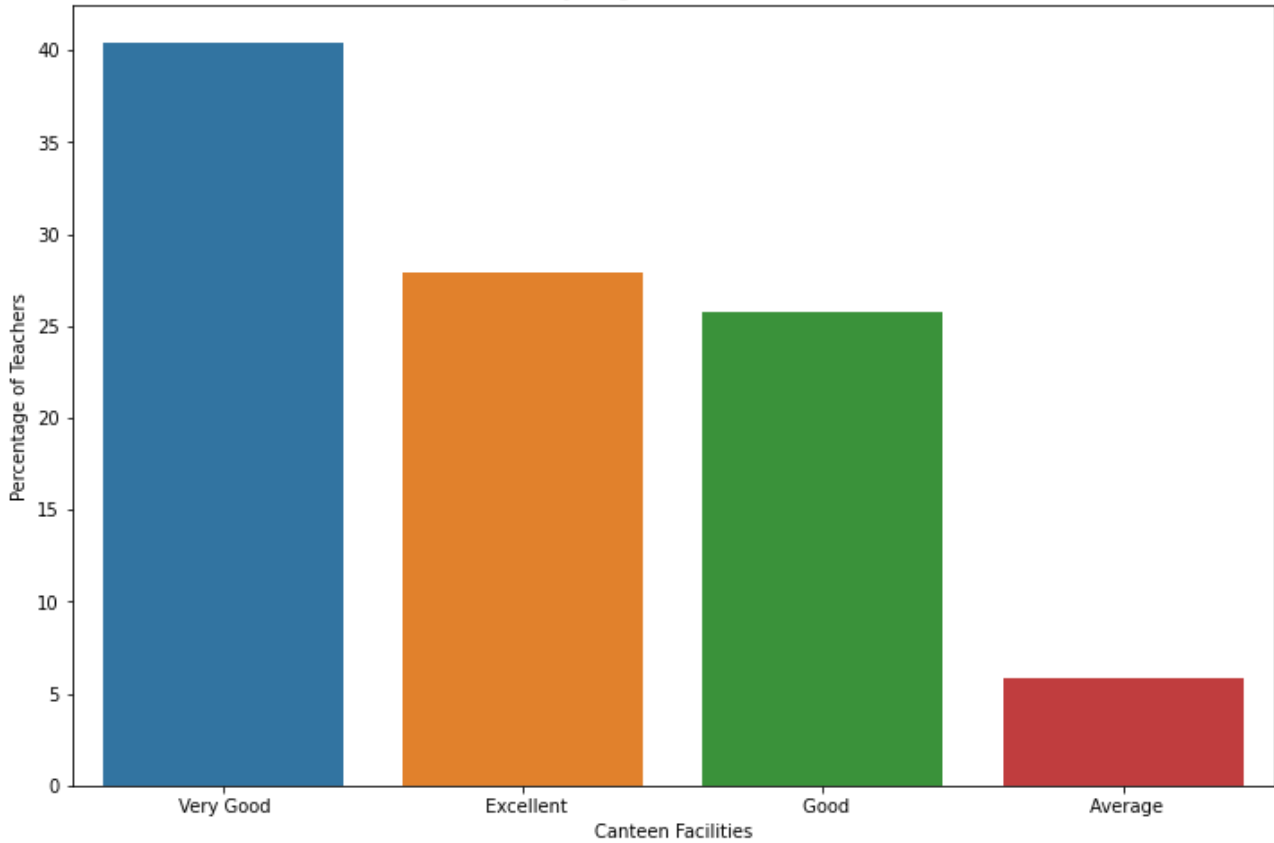
15. How would you grade the maintenance and cleanliness of the college premises?



16. The college takes strict measures about the upkeep of the staffroom, girls' common room, and other facilities



17. How would you grade the canteen facilities?

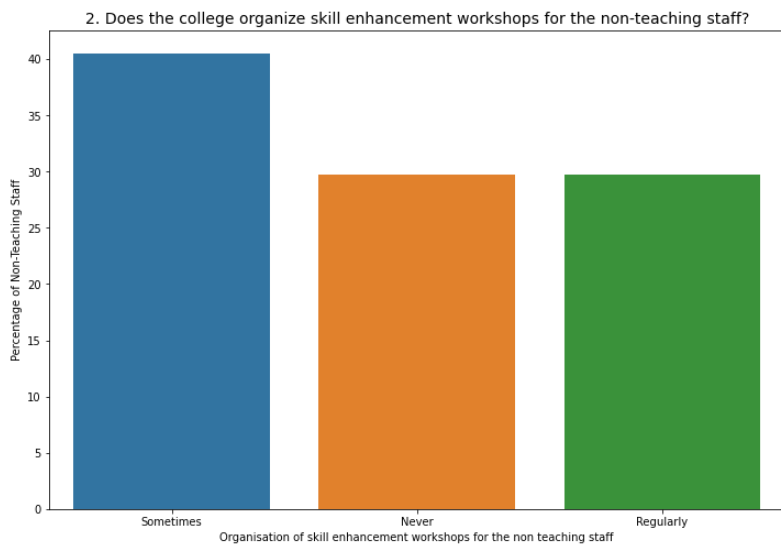
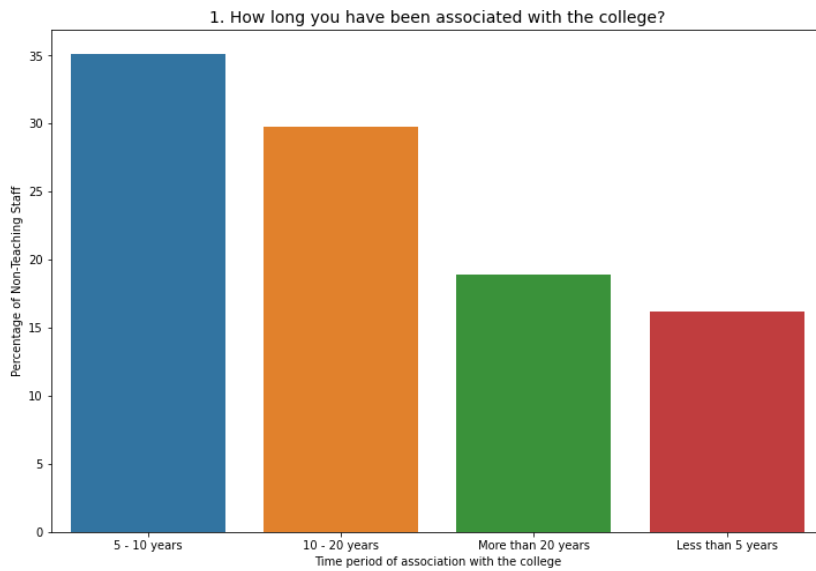


FACULTY SUGGESTIONS AND ACTIONS TAKEN :

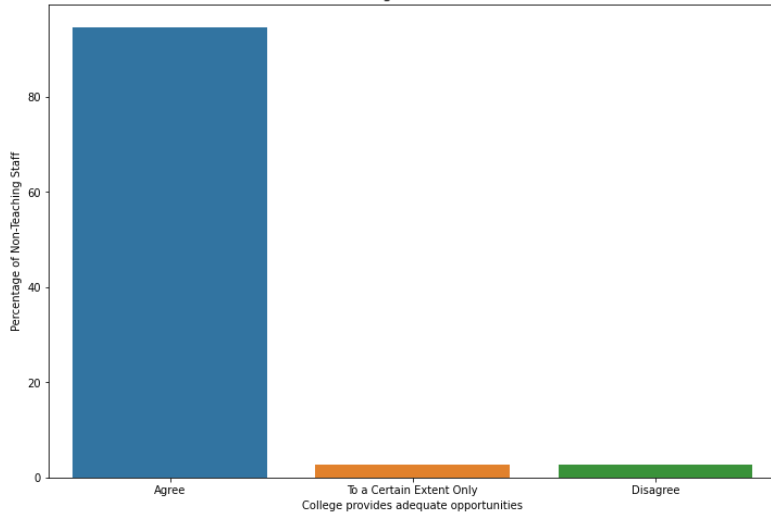
S. No.	Suggestions	Action Taken
1	Research facilities be made available in the college	New Jijabai academic block has 7 state of the art research labs for faculty members and students. Moreover, the college research cell has started Intramural research projects for which a financial grant is also given.
2	Need to improve the canteen infrastructure	It was communicated to the Convener, canteen committee to revamp the canteen infrastructure (For example, adding more furniture etc.), ensure hygiene strictly, adding more healthy food items to the menu.
3	Research avenues must be widened at the college	The college research Cell has been constituted to promote the research based activities in the college and it provides funding to the faculty members for intramural research projects.
4	Data of teachers and students should be maintained centrally by the college and it must be accessible to all stakeholders.	An ERP portal (SPACE) has been introduced in the college which has a centralized data repository. The data is now accessible to all the stakeholder as per their requirements. Moreover, College IQAC cell is trying to channelize and simplify the process of collecting data from all stakeholders.
5	Lift facility must be provided at the college	New Jijabai academic block has lift facility and it is connected with the old block also.
6	Hindi magazines must be purchased in library	It was communicated to the Convener, Library committee to purchase more Hindi Magazines in the library.
7	Administrative work distribution should be uniform among all the faculty members.	It was communicated to the Staff council secretary to ensure that Administrative work is evenly distributed among faculty. The Secretary, Staff council assured that an even distribution of administrative work among faculty will be ensured by allotting at most 2 committees to each faculty member.

C. Feedback Analysis Report and Action Taken Report: Non-Teaching

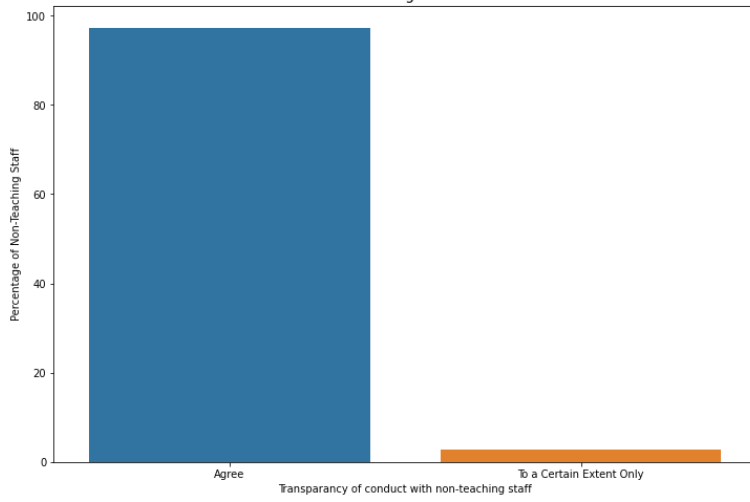
Feedback was taken by the IQAC from the non-teaching staff about the various aspects like organization of skill enhancement workshops, equality at college, opportunities of growth etc. Presented here are some findings of the feedback collected and a summary of the actions taken.



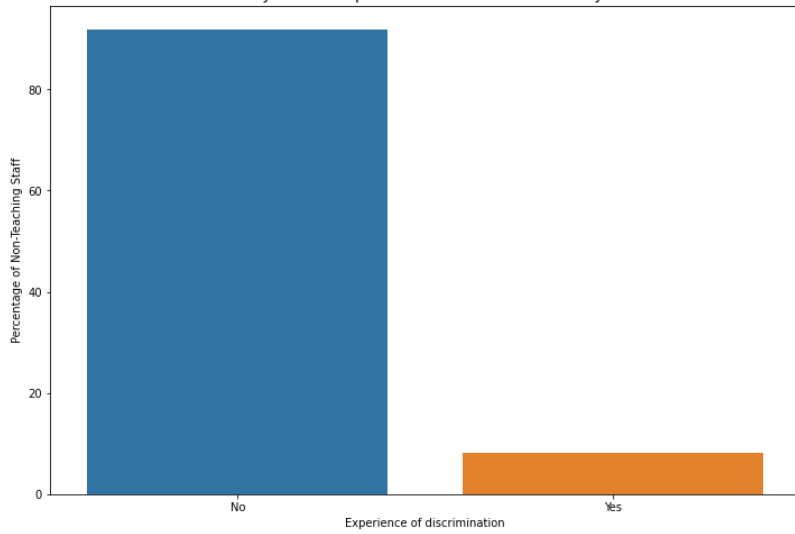
3. Do you think the college provides you with adequate opportunities for personal and professional growth?



4. Do you think the college practices a policy of transparency in its overall conduct with its non-teaching staff?



5. Have you ever experienced discrimination in any form?

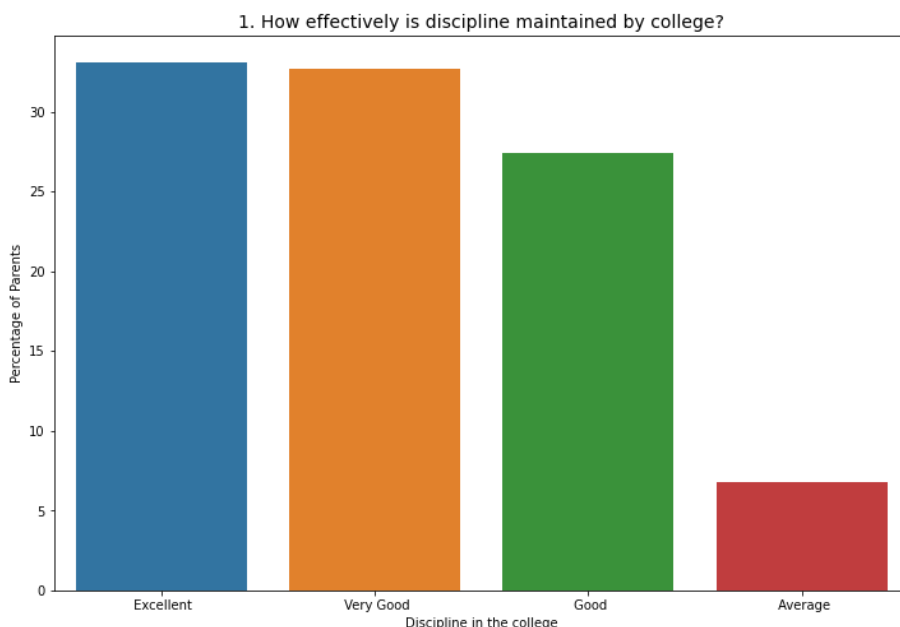


NON – TEACHING STAFF SUGGESTIONS AND ACTIONS TAKEN :

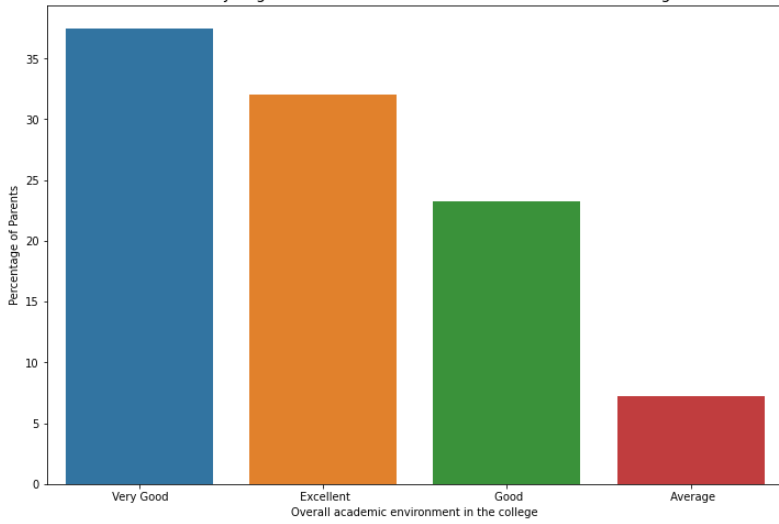
S. No.	Suggestions	Action Taken
1	Skill enhancement and soft skill training programs must be conducted for all the non-teaching staff on regular basis.	It was communicated to AO ADMIN to ensure that Soft skill training programs and skill enhancement programs should be regularly conducted for staff. AO ADMIN assured that such programs will be conducted. Moreover, Lab staff trainings are being conducted on regular basis under DBT star college scheme
2	Work balance should be taken care in respect of same cadre	It was communicated to AO ADMIN to ensure an even distribution of workload among the staff.

D. Feedback Analysis Report and Action Taken Report: Parents

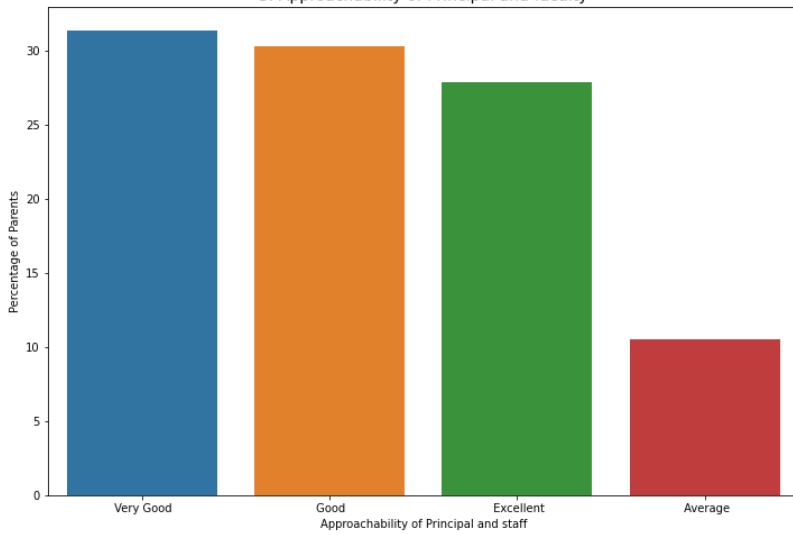
Feedback was taken by the IQAC from the parents regarding the efficacy of college in grooming of ward and making them well equipped in availing further employment/higher studies opportunities. Presented here are some findings of the feedback collected and a summary of the actions taken.



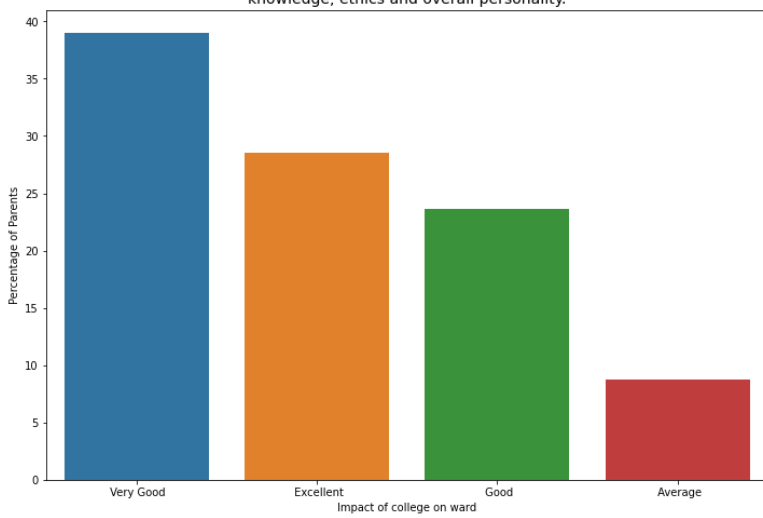
2. How do you grade the overall academic environment in the college?



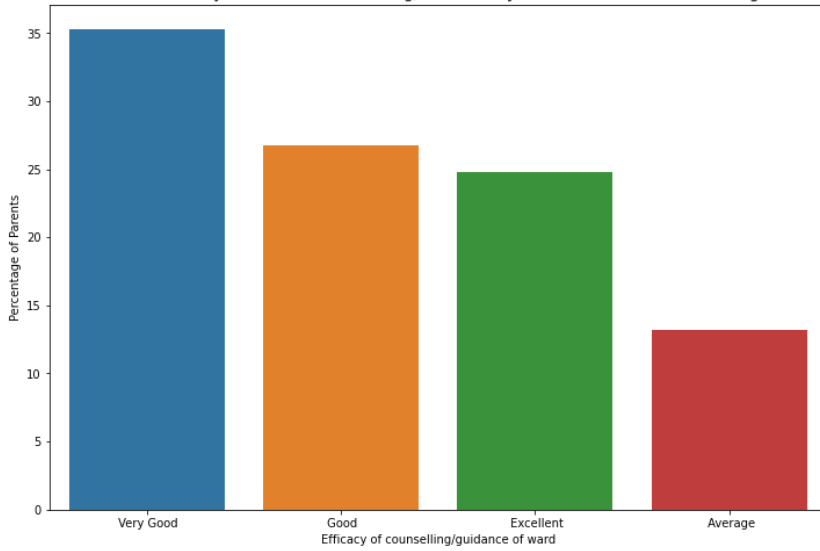
3. Approachability of Principal and faculty



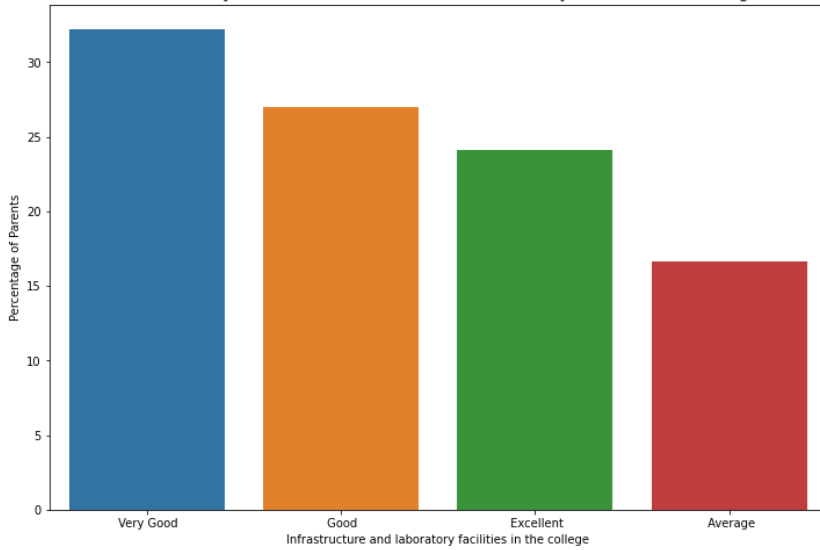
4. Rate the level of improvement observed by you in your ward while studying in college regarding knowledge, ethics and overall personality.



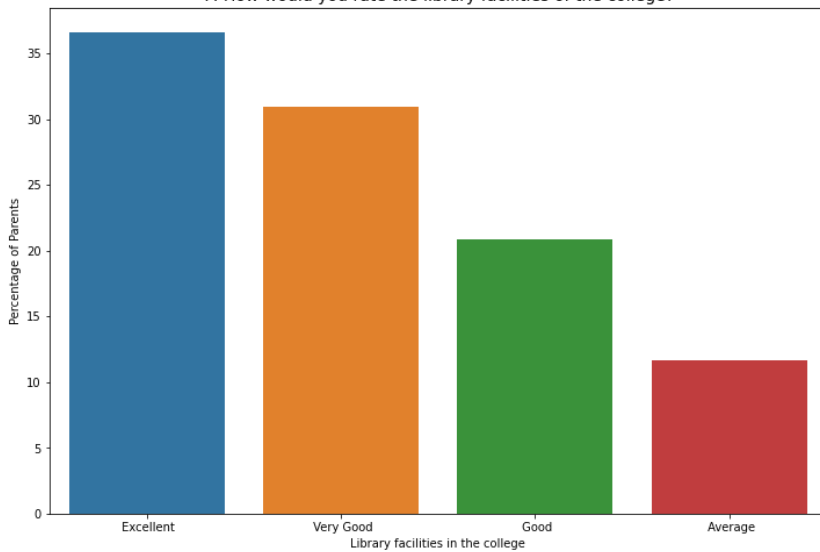
5. How would you rate the Counselling/ Guidance your ward obtains in the college?



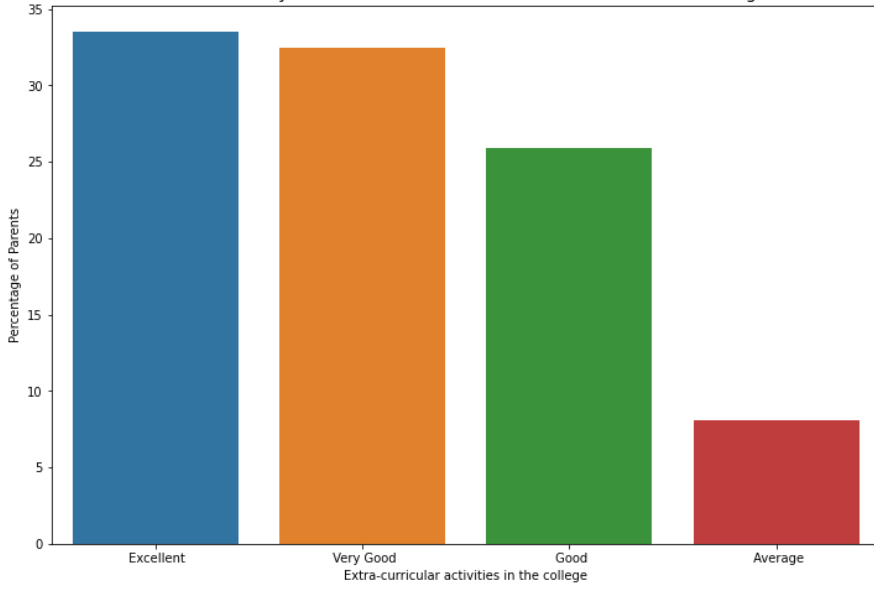
6. How would you rate the Infrastructure and Laboratory facilities of the college?



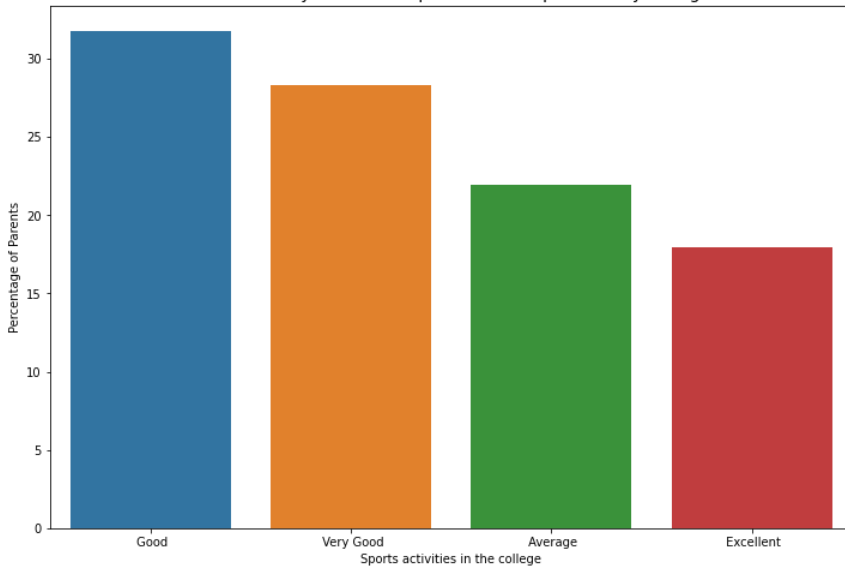
7. How would you rate the library facilities of the college?



8. How would you rate the extra-curricular environment of the College?



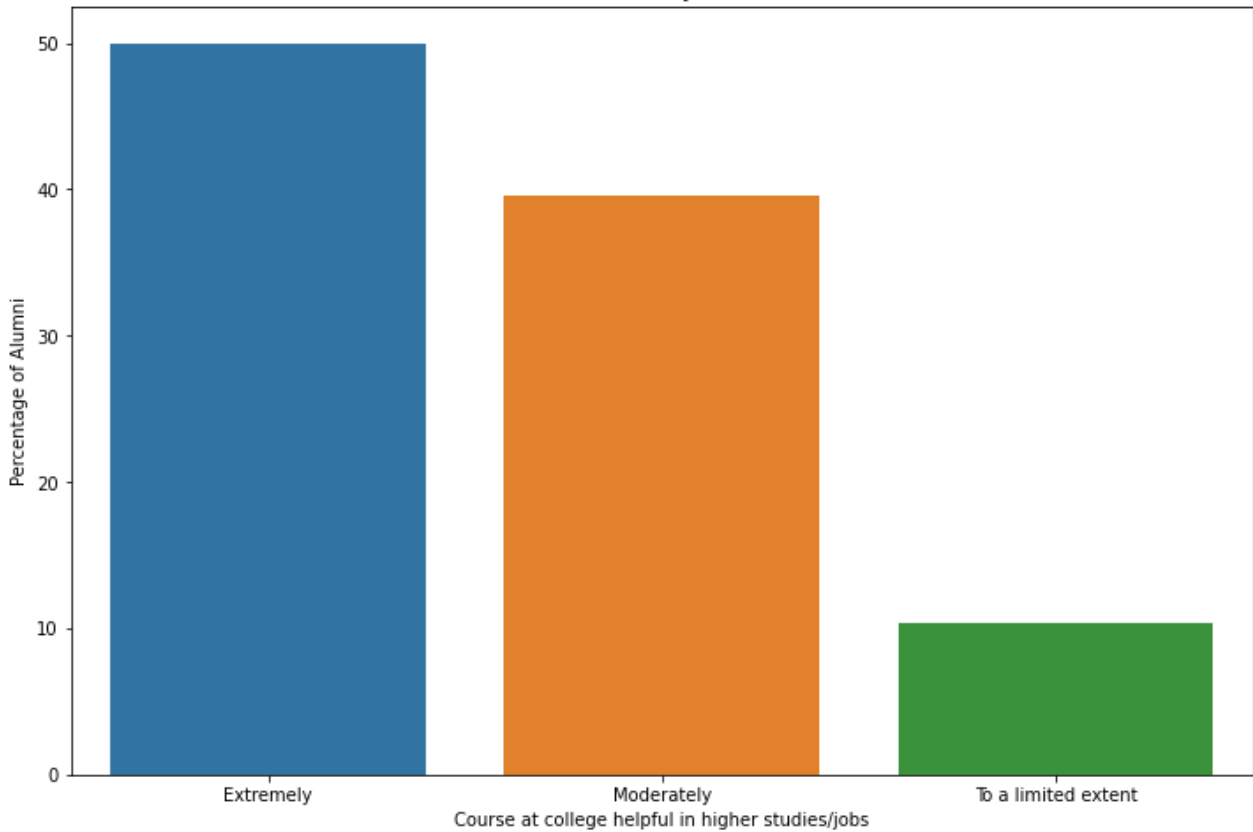
9. How would you rate the sports facilities provided by College?



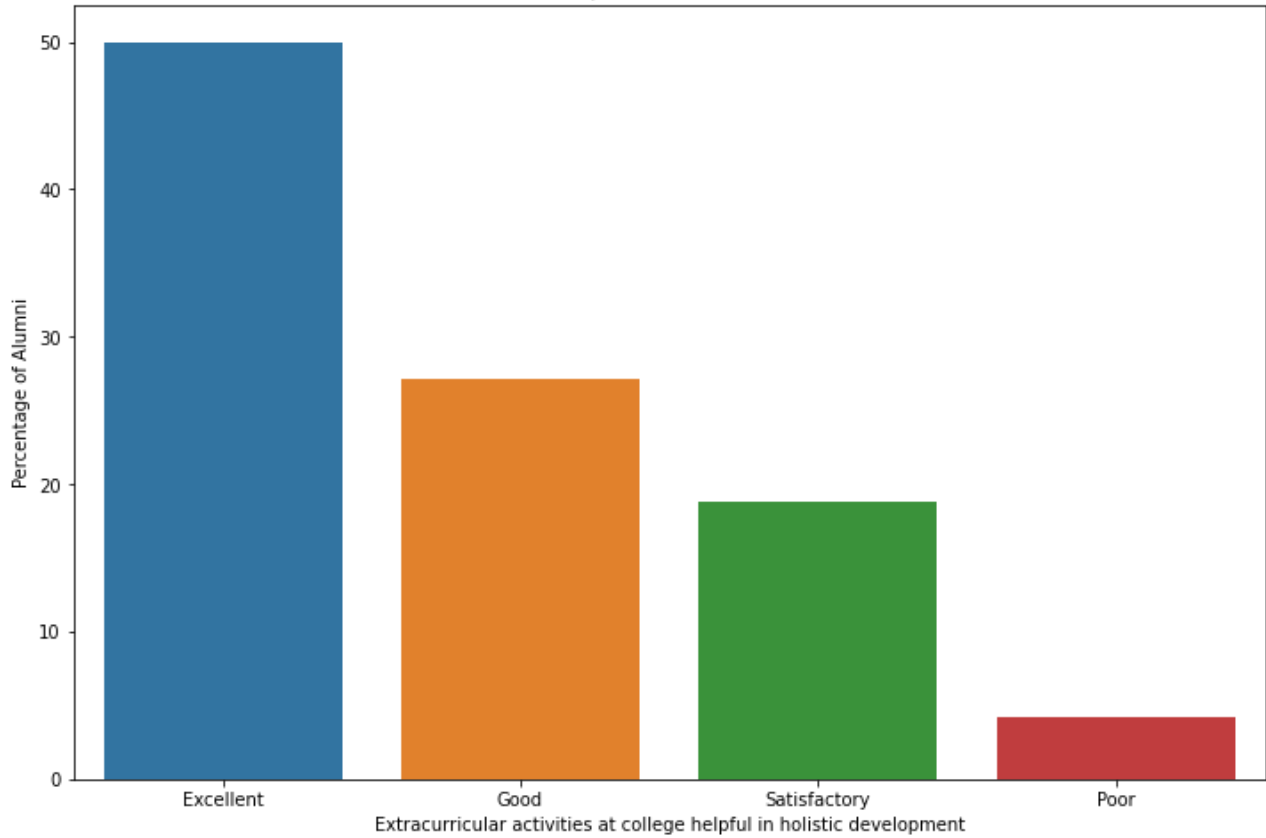
E. Feedback Analysis Report and Action Taken Report: Alumni

Feedback was taken by the IQAC from the alumni regarding the role played by college in preparing them for future career opportunities as well as suggestions for making the teaching learning process more effective. Presented here are some findings of the feedback collected and a summary of the actions taken.

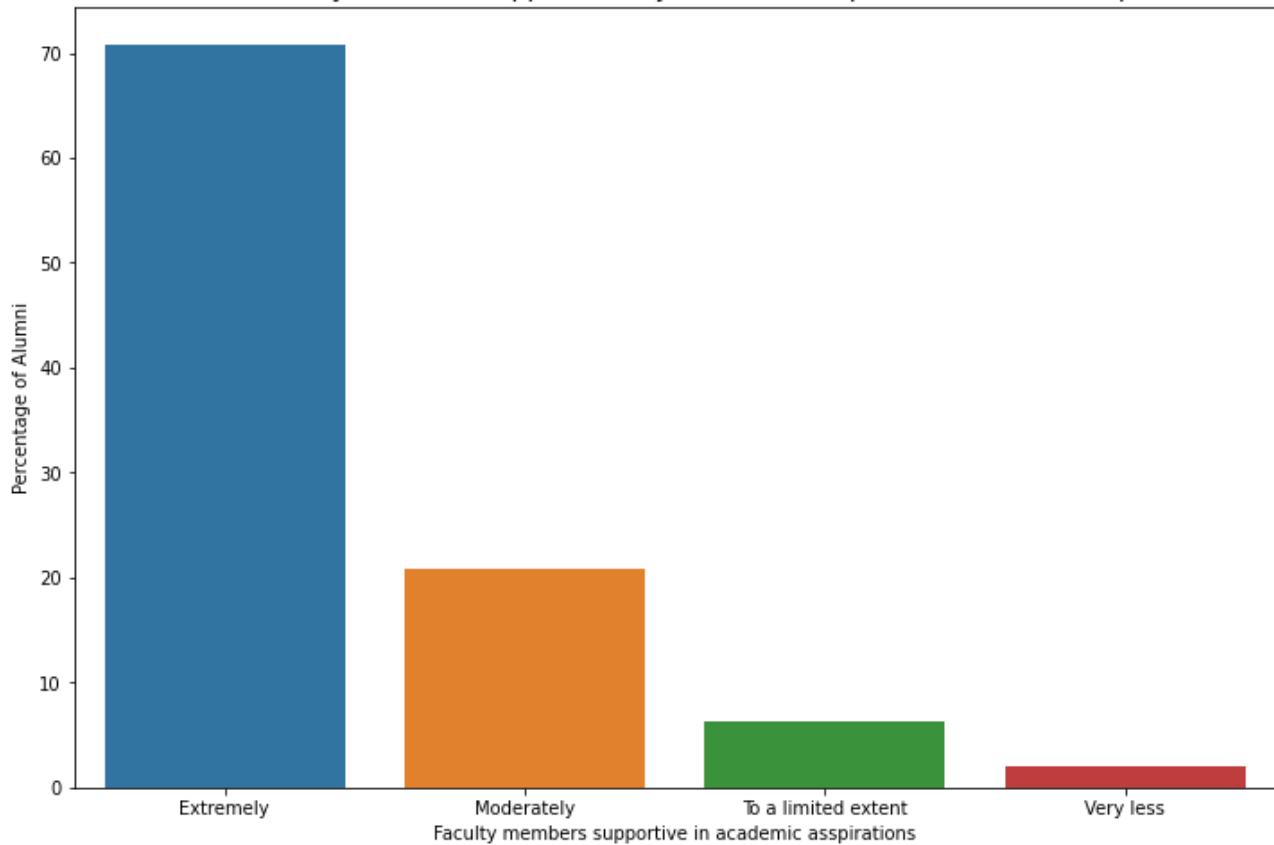
1. Was your course of study at Shivaji College crucial in building a knowledge base for your higher studies/job?



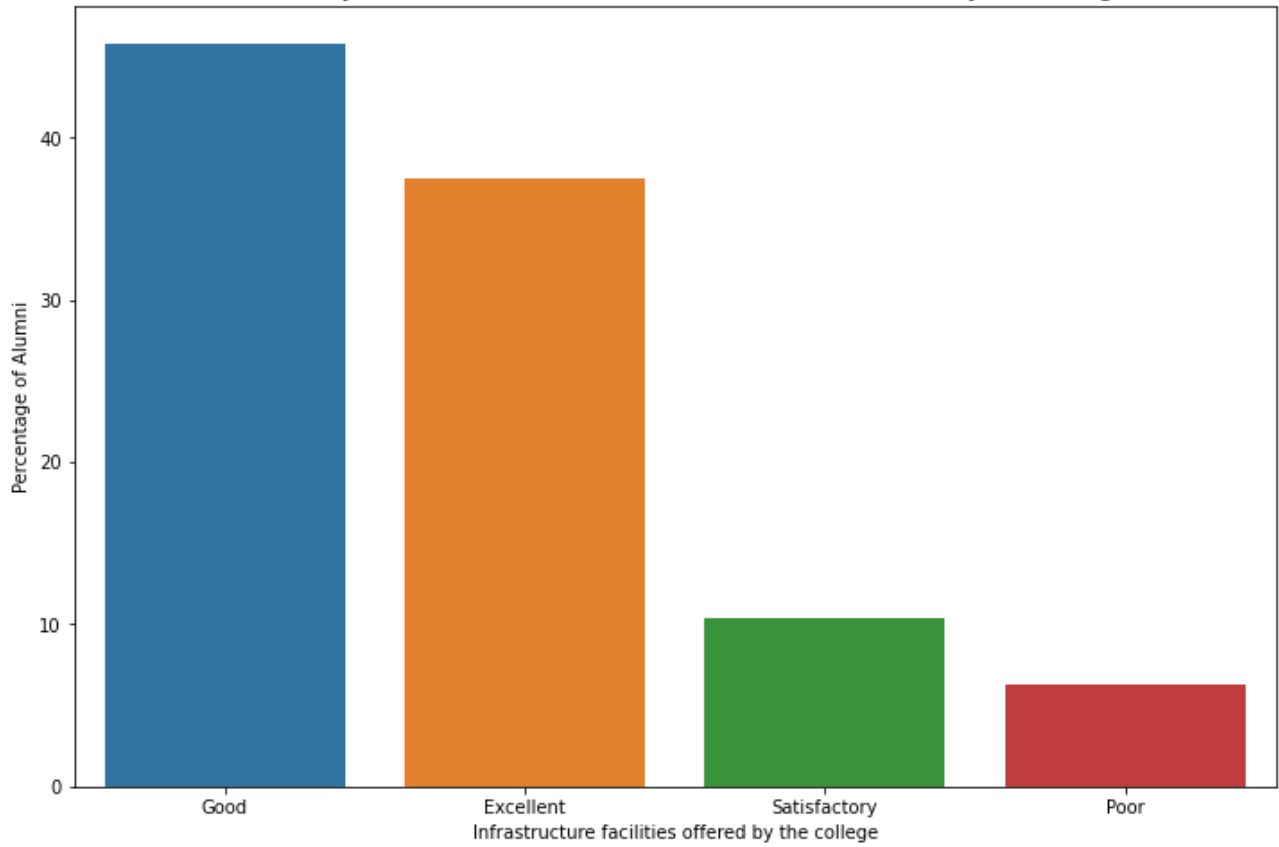
2. How do you rate the various extracurricular activities conducted by the college for the holistic development of students?



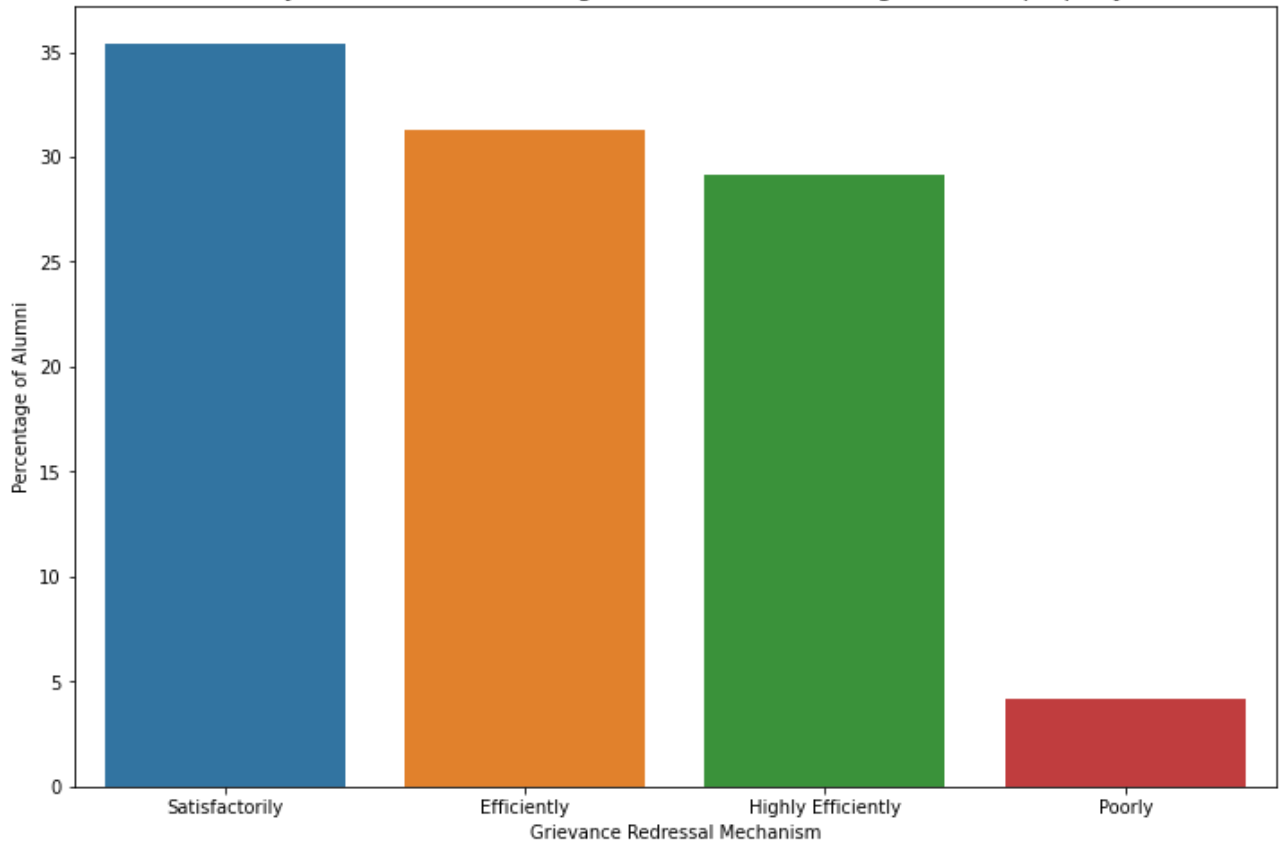
3. Were the faculty members supportive in your academic pursuits and other aspirations?



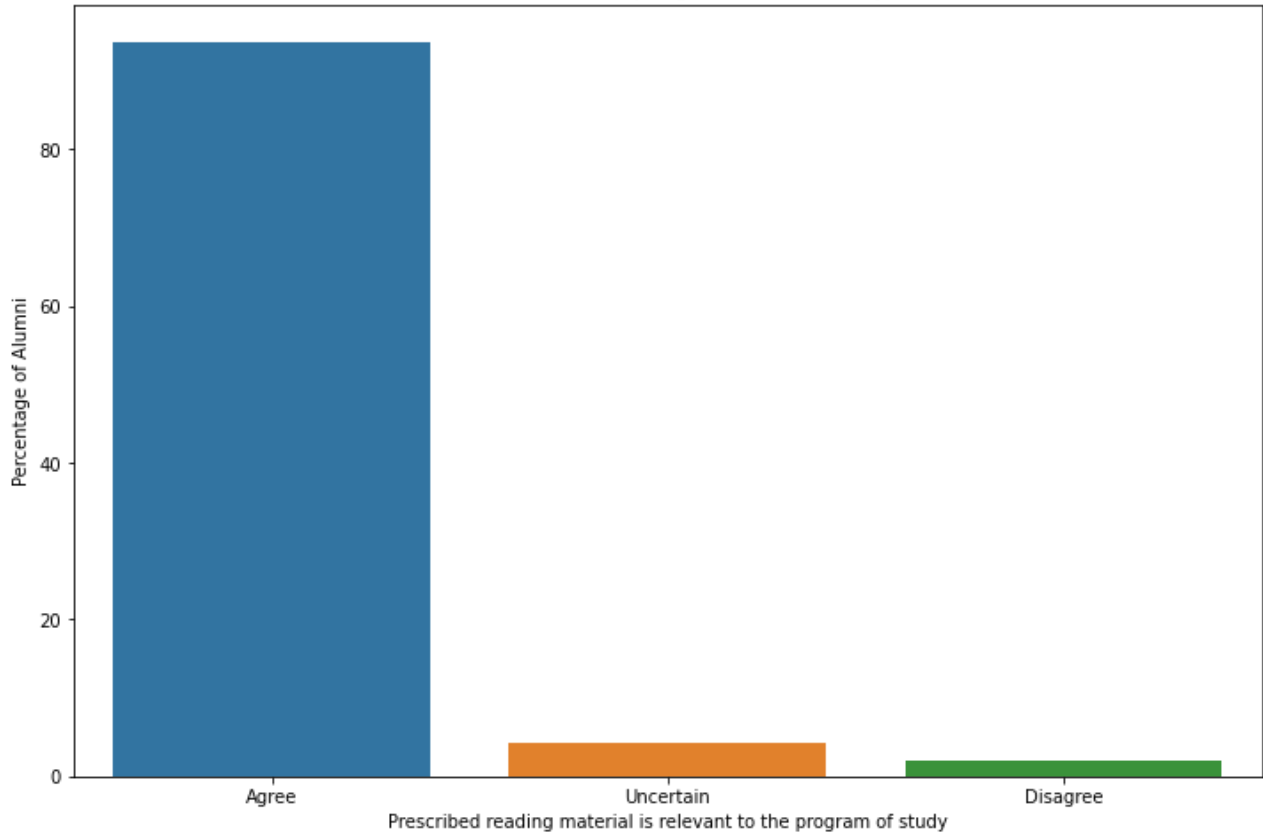
4. How do you rate the infrastructure and facilities offered by the college?



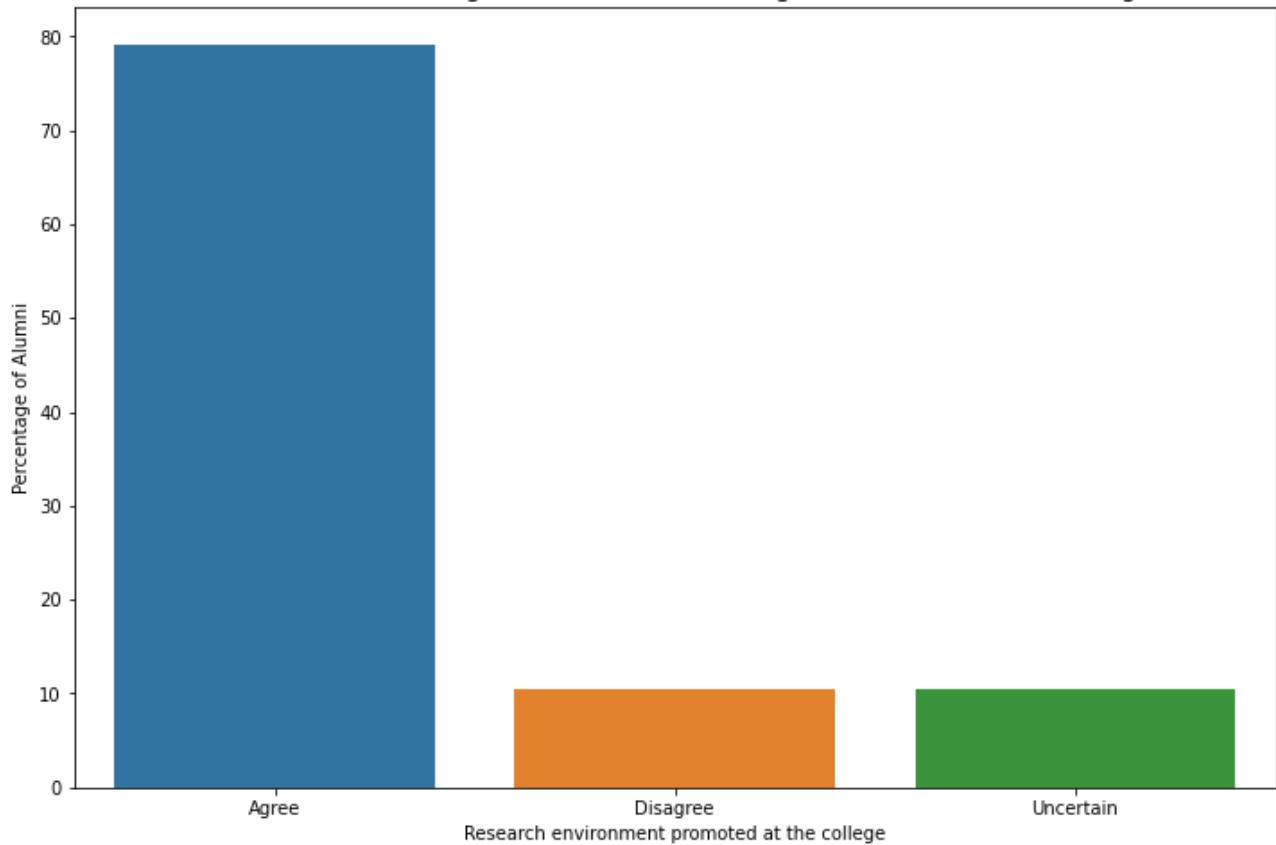
5. Do you think that the college addresses student's grievances properly?



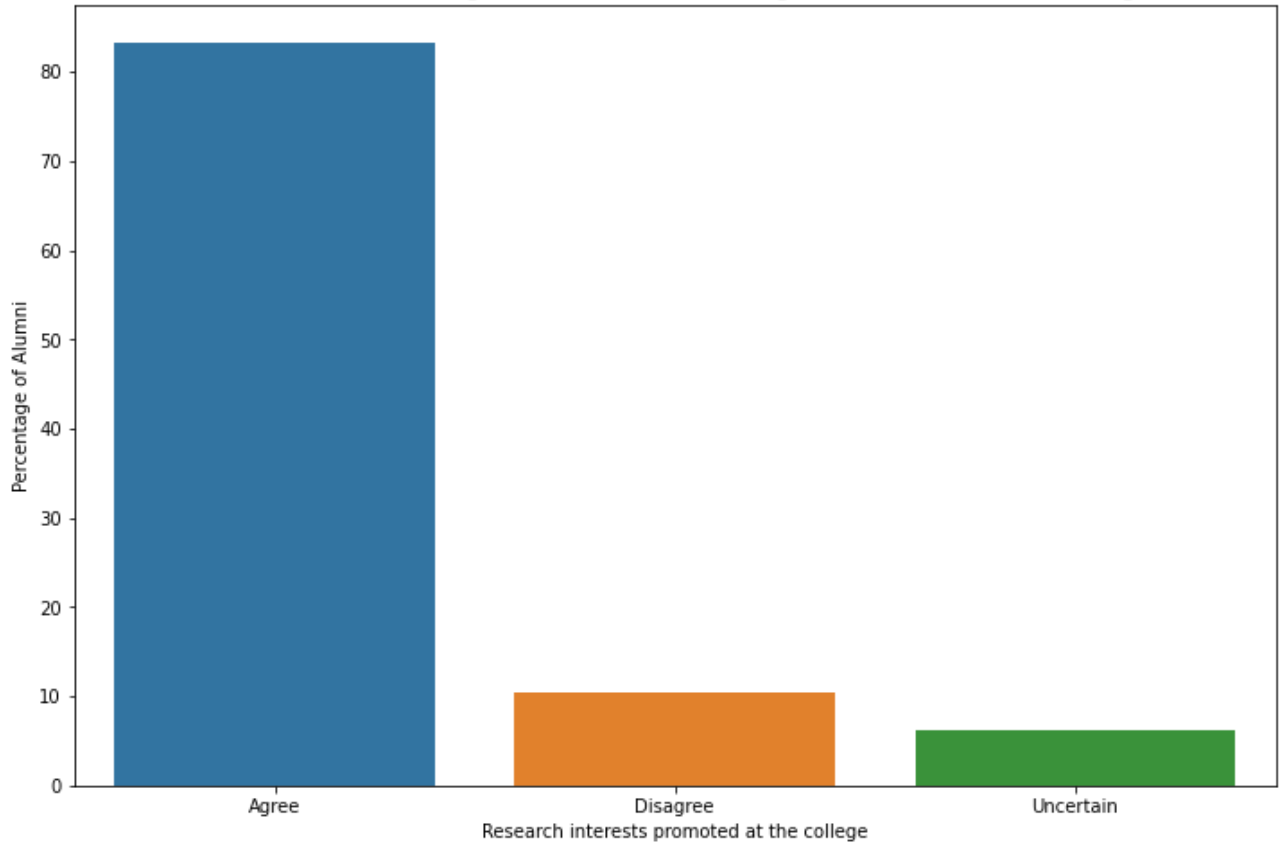
6. The texts and reading materials prescribed in the syllabus are comprehensive, up-to-date, and relevant to the programme of study.



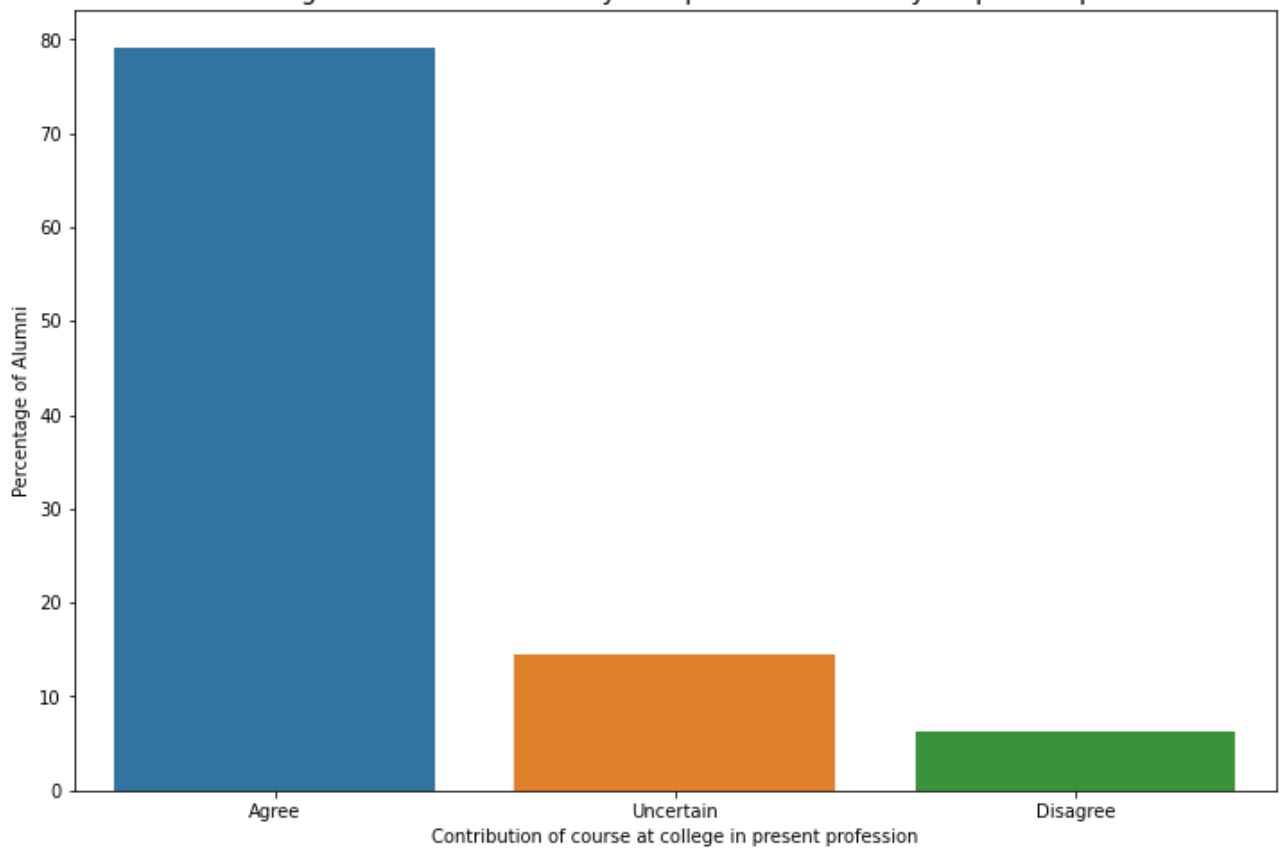
7. Did the classroom and college environment encourage research interests among students?



8. Did the classroom and college environment encourage research interests among students?

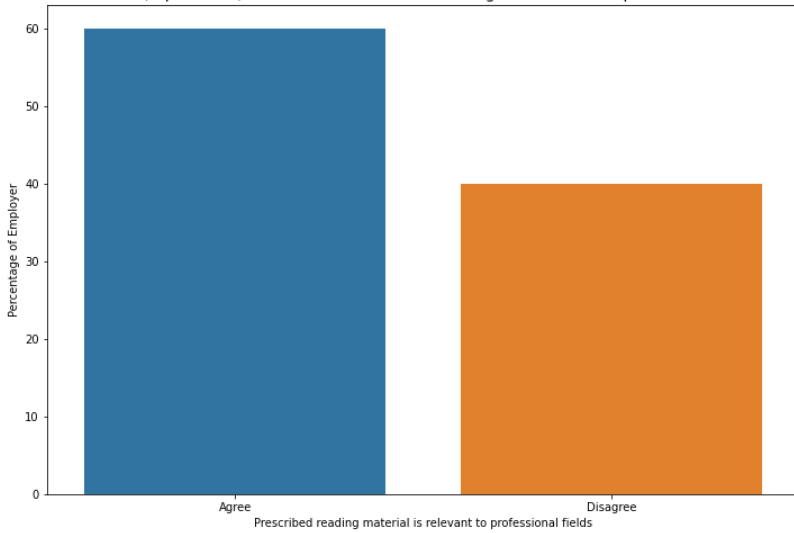


9. Your undergraduate studies made you aspire to undertake your present profession.

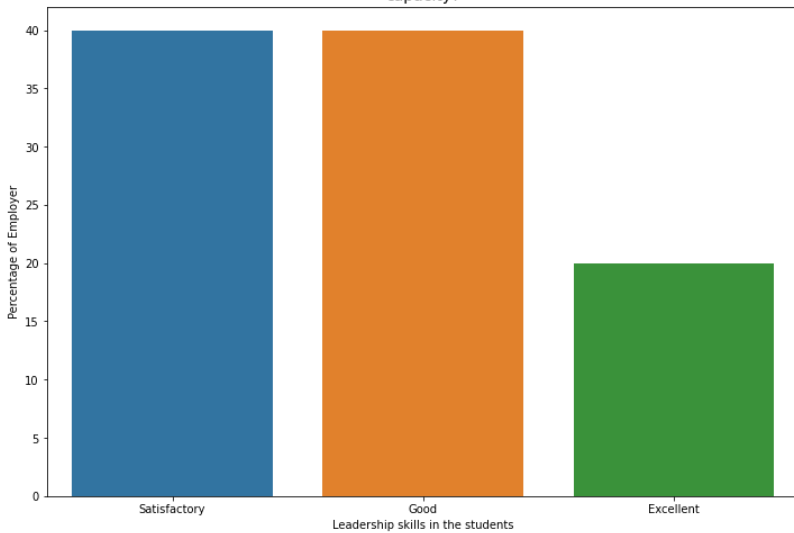


F. **Feedback Analysis Report and Action Taken Report: Employer**
 Feedback was taken by the IQAC from the employer regarding the performance of students at industry. Presented here are some findings of the feedback collected and a summary of the actions taken.

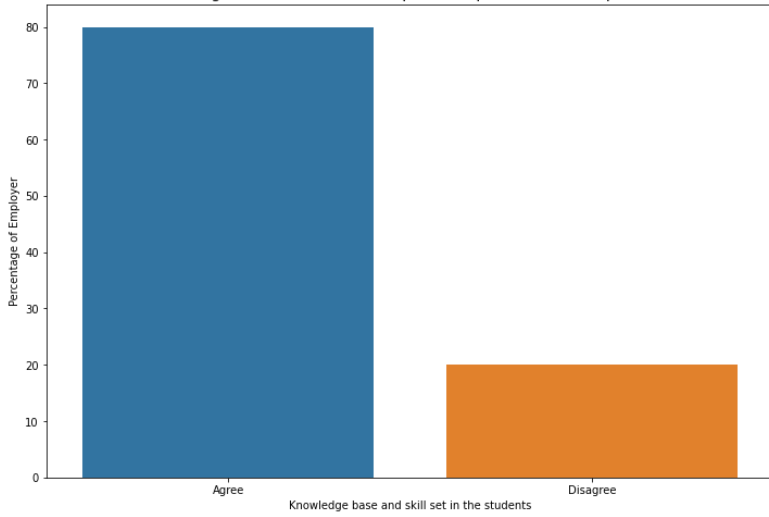
1. The topics, papers, and books prescribed in the curriculum of Undergraduate studies are inclusive, up-to-date, and relevant to demands in higher studies and professional fields.



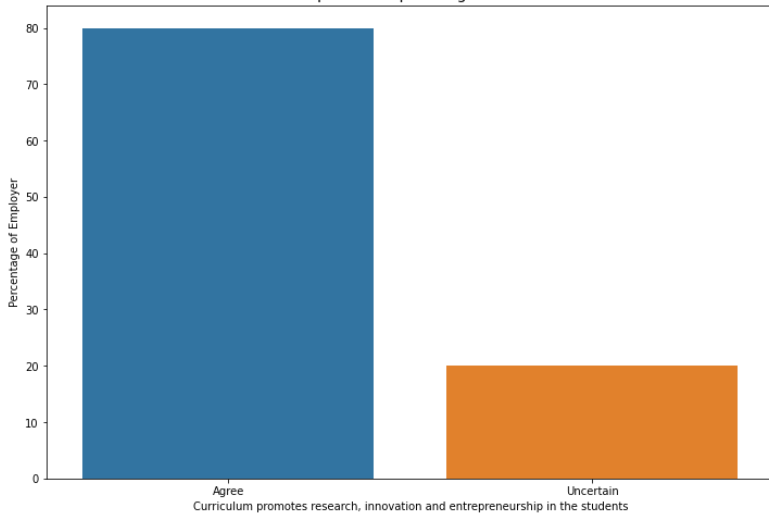
2. How would you rate our students in terms of leadership skills and the planning and organization capacity?



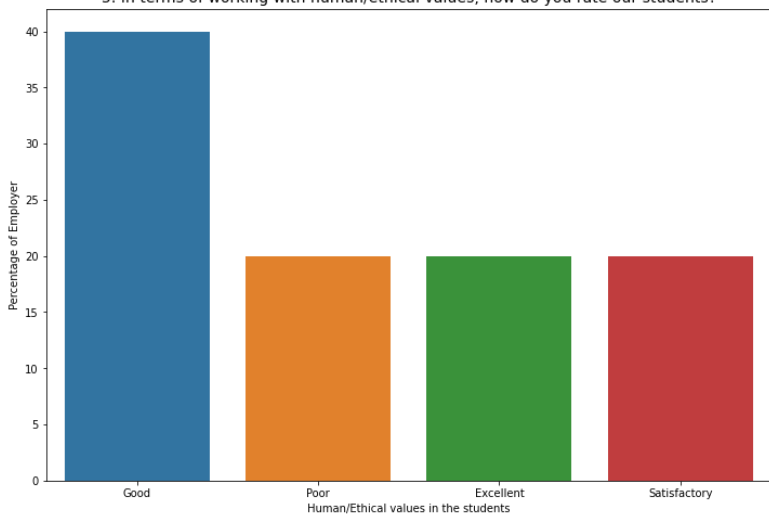
3. The curricula and co-curricular training at Shivaji College prepare students with appropriate knowledge-base and skill sets required for professional competence.



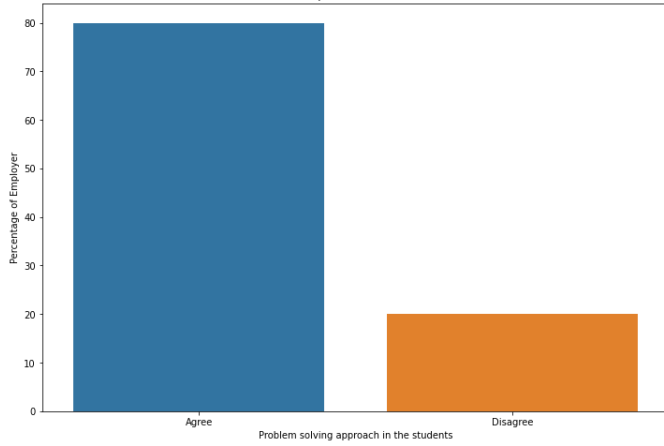
4. The curriculum at Shivaji College promotes interests in research, innovations and entrepreneurship among students.



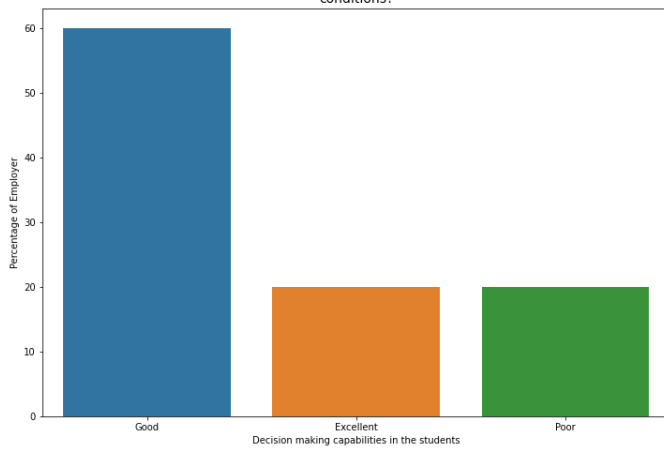
5. In terms of working with human/ethical values, how do you rate our students?



6. Students from Shivaji College exhibit objectivity and problem-solving approach toward challenges in the professional front.



7. How do you rate our students with respect to the ability to make decisions under adverse conditions?



Shiv Kumar Sahdev

Prof. Shiv Kumar Sahdev
(Officiating Principal)
Shivaji College

Aparna Jain

Dr. Aparna Jain
IQAC Convenor
Shivaji College