



INSTITUTIONAL ASSESSMENT AND ACCREDITATION (Effective from July 2017)

Accreditation - (Cycle -2)

PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
SHIVAJI COLLEGE
C-6366
Delhi
New Delhi
110027

Section I:GENERAL INFORMATION

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|---|--|
| 1.Name & Address of the institution: | SHIVAJI COLLEGE New Delhi Delhi 110027 |
| 2.Year of Establishment | 1961 |
| 3.Current Academic Activities at the Institution(Numbers): | |
| • Faculties/Schools: | 3 |
| • Departments/Centres: | 16 |
| • Programmes/Course offered: | 23 |
| • Permanent Faculty Members: | 98 |
| • Permanent Support Staff: | 95 |
| • Students: | 3756 |
| 4.Three major features in the institutional Context (As perceived by the Peer Team): | 1. Adequate Student-Teacher Ratio 2. Fully automated library with RFID system 3. One of the biggest sports ground of University equipped with adequate facilities. |
| 5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure): | Visit Date From : 20-12-2021 Visit Date To : 21-12-2021 |
| 6.Composition of Peer Team which undertook the on site visit: | |
| Chairman: | Upendra Dwivedi |

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|------------------------|----------------------|
| Member Co - ordinator: | Ramakrishna Seelam |
| Member: | Ratan Joshi |
| NAAC Co - ordinator: | Dr. Shyam Singh Inda |

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion **(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)**

| <i>Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)</i> | |
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| <i>1.1</i> | <i>Curricular Planning and Implementation</i> |
| 1.1.1 QIM | The Institution ensures effective curriculum delivery through a well planned and documented process |
| 1.1.2 QIM | The institution adheres to the academic calendar including for the conduct of CIE |
| <i>1.2</i> | <i>Academic Flexibility</i> |
| <i>1.3</i> | <i>Curriculum Enrichment</i> |
| 1.3.1 QIM | Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum |
| <i>1.4</i> | <i>Feedback System</i> |

Qualitative analysis of Criterion 1

Shivaji College is located on the periphery of New Delhi; which is a co-educational institution affiliated to the University of Delhi. This multi-faculty college runs on its own wide campus. The college, at present, is offering 21 programs which is spread over 16 departments and all the programs are being offered in CBCS in terms of discipline specific, general electives and skill enhancement courses as recommended by UGC. The college has introduced 6 add-on/ certificate programs during the last 5 years.

Academic sessions are being planned before the commencement of the each semester along with academic calendar and timetables as per the guidelines of UGC and affiliating university and the compliance of the same is substantiated through an academic audit conducted by a committee constituted for this purpose. The necessary infrastructural facilities in the laboratories are being upgraded periodically for effective curriculum delivery and also to provide hands on experience to the students. The college has DBT Star College scheme which is providing financial assistance to four departments through which students are being benefitted. Periodic assessment is being undertaken through a time-bound evaluation process. The societal needs and cross-cutting issues such as gender sensitization, human values & professional ethics, and environmental consciousness are being addressed by incorporating them in curriculum. These cross-cutting issues are being promoted through various co-curricular and extension activities. Opportunities facilitating experiential learning are offered to students in campus and score of students are being benefitted by the same. Structured feed backs are being collected from all the stake holders and they were analyzed and action taken reports are posted on the college website.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)

2.1 Student Enrollment and Profile

2.2 Catering to Student Diversity

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| 2.2.1 QIM | The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners |
| 2.3 | <i>Teaching- Learning Process</i> |
| 2.3.1 QIM | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences |
| 2.3.2 QIM | Teachers use ICT enabled tools for effective teaching-learning process. |
| 2.4 | <i>Teacher Profile and Quality</i> |
| 2.5 | <i>Evaluation Process and Reforms</i> |
| 2.5.1 QIM | Mechanism of internal assessment is transparent and robust in terms of frequency and mode |
| 2.5.2 QIM | Mechanism to deal with internal/external examination related grievances is transparent, time- bound and efficient |
| 2.6 | <i>Student Performance and Learning Outcomes</i> |
| 2.6.1 QIM | Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students. |
| 2.6.2 QIM | Attainment of programme outcomes and course outcomes are evaluated by the institution. |
| 2.7 | <i>Student Satisfaction Survey</i> |

Qualitative analysis of Criterion 2

The college is offering both Undergraduate and Postgraduate programmes to the students. In the last academic session, 1343 students were admitted with hundred percent occupancy against sanctioned seats. Beside this 17 foreign students also enrolled here. More than 90 percent of reserved seats are fulfilled with reserved category students. Catchment area of the college extends up to neighboring states. At the entry level, the institute assesses the learning level of students on the basis of marks obtained in preceding class. In subsequent years, it is decided on internal assessment and mid-semester evaluations. The college also has an effective mentor-mentee system for counseling.

The college has a mechanism to identify the learning levels of students and their continuous monitoring and evaluation. Tutorial sessions are being organized for slow learners which are also used as remedial sessions. Students are exposed to out of class room activities both within and outside the campus. To encourage research aptitude, students are encouraged to participate in research activities such as innovative projects under guidance of faculty. The college proclaims that students are exposed to various student centric pedagogy such as field trips, educational tours, and industrial visits etc. for experiential and participative learning. The college and various cells/departments are maintaining magazines for which students can contribute their innovative thoughts which can ultimately enhance their expression in writing. The students are provided with edX remote access program through which students are exposed to various MOOCs offered by frontline global institutions. The student: teacher ratio, i.e., 19:1 gives good scope for interactive classroom ambience. The college has a mentor: mentee system. Faculty members are using ICT enabled pedagogical tools. Currently, the college is practicing external: internal evaluation as 75:25. To verify the veracity of the existing evaluation process particularly internal evaluation, a central internal assessment committee records the grievances, if any, and necessary measure to redress them to maintain transparency in internal evaluation process. For better measurement of graduate attributes, the college may adopt a robust CO-PSO-PO mapping mechanism though the college is a constituent college of Delhi University. Further, the college need to concentrate to introduce soft skills, life skills and employability skills in the teaching learning process to make the students industry ready.

**Criterion3 - Research, Innovations and Extension
(Key Indicator and Qualitative Metrics(QIM) in Criterion3)**

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| 3.1 | <i>Resource Mobilization for Research</i> |
| 3.2 | <i>Innovation Ecosystem</i> |
| 3.2.1 QIM | Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge |
| 3.3 | <i>Research Publications and Awards</i> |
| 3.4 | <i>Extension Activities</i> |
| 3.4.1 QIM | Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years. |
| 3.5 | <i>Collaboration</i> |

Qualitative analysis of Criterion 3

The college has a Research Cell to support research and innovative skills among faculty and students by organizing interactive sessions, workshops and seminars with eminent speakers deliberating on recent research and knowledge. Faculty are encouraged to get financial assistance for research projects from government funding agencies and publish their research. During the last five years the college had received financial assistance for research from Government of India organizations such as Department of Science & Technology (DST), Department of Biotechnology (DBT), Indian Council of Social Science Research (ICSSR) and University Grants Commission (UGC). Students are also motivated to take up interdisciplinary research projects such as paper recycling, water harvesting, and vermi-composting to spread awareness about sustainability and ecological balance. These projects are funded by affiliating university. Further several community outreach programs are being organized by NCC and NSS and also by various wings of the college. The college also promote and produce environment-friendly, reusable sanitary napkins to girl students to promote feminine hygiene ambience on the campus. To encourage a sense of communal and social responsibility among students and also to sensitize them various outreach and extension activities are being taken up by the college. Some of these extension activities are well rewarded. To promote a healthy and ethical research ecosystem, the college has organized programs on research methodology and intellectual property rights. The college had entered into MoUs with other institutions/organizations for the betterment of the research aptitude among students. In this context, Vidya Vistar Scheme is extended up to the Colleges of Sikkim and Jammu.

***Criterion4 - Infrastructure and Learning Resources
(Key Indicator and Qualitative Metrics(QIM) in Criterion4)***

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| 4.1 | <i>Physical Facilities</i> |
| 4.1.1 QIM | The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. |

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| 4.1.2 QIM | The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc. |
| 4.2 | <i>Library as a Learning Resource</i> |
| 4.2.1 QIM | Library is automated using Integrated Library Management System (ILMS) |
| 4.3 | <i>IT Infrastructure</i> |
| 4.3.1 QIM | Institution frequently updates its IT facilities including Wi-Fi |
| 4.4 | <i>Maintenance of Campus Infrastructure</i> |
| 4.4.2 QIM | There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. |

Qualitative analysis of Criterion 4

To have a better academic ambience, the college acquires latest infrastructure facilities as and when required. To cater to the educational needs of students the college has 41 classrooms, 10 laboratories. The entire campus is Wi-Fi enabled. To promote ICT based teaching pedagogy, the college has 45 projectors, 241 desktops and 1013 laptops available for the faculty and students. Each department in the college is equipped with a library. The books in the central library of the college are RFID tagged and has KOHA ILMS software. Facilities for visually challenged students are provided with necessary facilities in the central library. The library also has access to e-journals and e-books through INFLIBNET and National Digital Library. The college has purchased subject-specific software for students and teachers to enhance teaching learning experience. The college has a big ground that enables students to participate in various games and sports. The students are provided with standard and safe sports equipment. The Cultural committee of the college has various societies which nurtures students in fashion, debate, dance, music, photography, theatre and art. The college has adequate IT infrastructure for ICT enabled teaching. For student-teacher interaction, the college has procured an ERP system which is placed in the college website. For optimal utilization of infrastructure, the college has its own policies and procedures. Fire extinguishers are available in the College. Physical verification of laboratories is done at the end of each session by a committee appointed by the Principal. The infrastructure of the college is maintained by outsourcing agencies. There is Central Bank of India branch on the campus for students and staff. The college is also having a health centre which provides emergency services, free consultation, and free medical benefits.

***Criterion5 - Student Support and Progression
(Key Indicator and Qualitative Metrics(QIM) in Criterion5)***

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|-------------------|--|
| <i>5.1</i> | <i>Student Support</i> |
| <i>5.2</i> | <i>Student Progression</i> |
| <i>5.3</i> | <i>Student Participation and Activities</i> |

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| 5.3.2 QIM | Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies) |
| 5.4 | <i>Alumni Engagement</i> |
| 5.4.1 QIM | There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services |

Qualitative analysis of Criterion 5

The college is organizing various activities for the career advancement of students pertaining to placement, career counseling, and guidance for competitive examinations. Various committees have been constituted for redressing the grievances of students. Students are being nominated as members in various committees for smooth functioning of academic issues. Cultural and sports activities are being organized by the college to showcase the innate talents of the students. To ensure the representation and participation of students, as per the State and University guidelines, the college organizes Students Union Election every year.

Meritorious and needy students also get fee concession and aid to complete their study. The college also organizes programmes of soft skills, language proficiency, life skill and computing skills. Although alumni is not registered but Alumni Association contributes the institute significantly. Alumni Relation Cell (ARC) of the college facilitate alumni network and support the present students in the form of career guidance & scholarships. ARC organized webinars during COVID-19. The alumni of the college are sponsoring various developmental activities in the college. The Alumni Relations Cell takes care of organizing need based webinars.

***Criterion6 - Governance, Leadership and Management
(Key Indicator and Qualitative Metrics(QIM) in Criterion6)***

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| 6.1 | <i>Institutional Vision and Leadership</i> |
| 6.1.1 QIM | The governance of the institution is reflective of and in tune with the vision and mission of the institution |
| 6.1.2 QIM | The effective leadership is visible in various institutional practices such as decentralization and participative management |
| 6.2 | <i>Strategy Development and Deployment</i> |
| 6.2.1 QIM | The institutional Strategic / Perspective plan is effectively deployed |
| 6.2.2 QIM | The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc. |
| 6.3 | <i>Faculty Empowerment Strategies</i> |
| 6.3.1 QIM | The institution has effective welfare measures for teaching and non-teaching staff |
| 6.3.5 QIM | Institutions Performance Appraisal System for teaching and non-teaching staff |
| 6.4 | <i>Financial Management and Resource Mobilization</i> |
| 6.4.1 QIM | Institution conducts internal and external financial audits regularly |
| 6.4.3 QIM | Institutional strategies for mobilisation of funds and the optimal utilisation of resources |
| 6.5 | <i>Internal Quality Assurance System</i> |
| 6.5.1 QIM | Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes |

6.5.2
QIM

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

(For first cycle - Incremental improvements made for the preceding five years with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Qualitative analysis of Criterion 6

For accomplishing the vision and mission framed by the college, the professional responsibilities have been shared among the faculty and stakeholders by setting up certain policies. Planning and deployment is taken up progressively from staff council to higher levels such as Governing Body. The continual support extended by the staff is driving the college towards success. Participative management is evident in the college, in which Governing Body, the Principal, the staff and the students actively participate. The effective leadership of the Principal is reflected in administrative functions. He performs responsibilities in collaborative and democratic manner through various committees.

The construction of Jijabai Academic Block is example of successfully implementation of the perspective plan laid out in 2015 and completion in 2020. The institutional bodies of the college functions effectively as per the rules of the State Government of Delhi and University of Delhi. The college has effective welfare measures for teaching and non-teaching staff, such as medical reimbursement, children education allowance, LTC/HTC, various leaves, insurance, PF etc. there is a Credit Society in the college, which provides financial assistance to the staff at reasonable interest rate. The performance of non-teaching staff is assessed through Annual Self-Appraisal Reports; while appraised for teaching staff is based on PBAS, which is submitted by faculty seeking for promotion.

Further, for placement assistance and to develop the Entrepreneurial skills among students various committees have been constituted such as Placement cell and Entrepreneurship Development Cell etc., which functions under the supervision of faculty members. The internal Academic and Administrative Audit is being conducted twice a year by IQAC for sustaining quality parameters in the college. The IQAC also take care of conducting various events to extract the innate talents of students. To assess and relieve the mental stress among the students counselors are being appointed. Annual internal financial audit is being conducted by a chartered accountant and further external financial audit is conducted by CAG. During COVID-19 pandemic, the college had followed virtual teaching platforms to support the students.

| Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7) | |
|--|---|
| 7.1 | <i>Institutional Values and Social Responsibilities</i> |
| 7.1.1 QIM | Measures initiated by the Institution for the promotion of gender equity during the last five years. |
| 7.1.3 QIM | <p>Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management |
| 7.1.8 QIM | 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 500 words). |
| 7.1.9 QIM | Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words). |
| 7.1.11 QIM | Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words). |
| 7.2 | <i>Best Practices</i> |
| 7.2.1 QIM | Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual. |
| 7.3 | <i>Institutional Distinctiveness</i> |

7.3.1
QIM

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Qualitative analysis of Criterion 7

The Women Development Cell (WDC) of the college organized seminars, community outreach programmes and workshops on contemporary gender issues. Such projects results are compiled in a form of book every year such as Utkarsh, Samtulya, The Change Maker etc. The college has taken safety measure and provided facilities for women.

The institute has taken various waste management steps. For solid waste management, composting facility and paper recycling unit is available in the college. Sewage Treatment Plant (STP) and Effluent Treatment Plant (ETP) are prosed for liquid waste management. Rainwater Harvesting System prevails in building. E-waste is given to registered vendors.

The college is providing inclusive environment in campus by various steps. There are special dedicated committees like Equal Opportunity Cell, SC, ST and OBC Counseling Committee and North East Students Counseling Committee. Teachers adopt bilingual mode of teaching. Many events are organized to promote cultural plurality and inclusivity such as Virasat, Kalanjali, Nari Gunjan etc.

The NSS and NCC wings of the college organize many functions and activities to promote constitutional obligations among students like as Constitution Day, Human Rights Day, Army Day, Voters Day etc. The college also offers a short term course on legal awareness. Many national and international commemorative days and festivals are celebrated in the College such as Independence Day, Republic Day, Hindi Diwas, Women's Day, National Youth Day, Yoga Day, Environment Day, Biodiversity Day, Water Day etc.

Two best practices implemented by the institution –

(i) Promotion of Sustainable Environment – The college is committed to create eco-friendly and sustainable campus. For environmental awareness, various efforts and campaigns are initiated such as Solar Lamp Making, discouraging the use of polythene, solar power plant, vermin compost unit, paper recycling, rain water harvesting etc.

(ii) Social Commitment and Community Outreach – The college is engaged in various community service and outreach programmes through NSS, NCC, WDC and Eco-Club such as to help Ren Basera dwellers, educating the underprivileged of Raghbir Nagar, campaign against alcoholism and drug abuse, teaching the skill of bandhani dupatta and sanitary pad making etc.

Inclusivity environment of the college is distinctive. Practices that promote inclusivity in campus and beyond are Mentor-mentee system, bilingual teaching, North-East students, counseling committee. Glimpses of cultural diversity and harmony can be seen in cultural functions.

Section III:OVERALL ANALYSIS (based on Institutional strengths.Weaknesses,Opportunities & Challenges(SWOC)(up to 500 words))

Overall Analysis

- Adequate number of full-time teachers.
- Two third of the faculty held M.Phil/ Ph.D. degree.
- Almost 50% of students are from other states.
- One of the biggest sports ground of University equipped with all facilities.
- Proximity of College to Public Transport.
- Mentor-mentee system of the College.
- The College provides laptops to its first year students.
- Fully automated library with RFID system.
- Wi-Fi enabled campus.
- Medical facility for all students in campus as WUS Health Centre is there.

Section IV:Recommendations for Quality Enhancement of the Institution

(Please limit to ten major ones and use telegraphic language)

(It is not necessary to indicate all the ten bullets)

- A Centre for Innovation and Incubation cell may be established for bringing out the innate talents of the students.
- More job/market-oriented Add-on/Short term course may be initiated.
- Student/Faculty Exchange programs may take up to expose the students to different intellectual abilities.
- Placement and training cell should be strengthened to create more employability opportunities to the students.
- All the sanctioned posts must be fulfilled with permanent faculty.
- More publications are expected from large number of faculty.
- Identify more funding agencies.
- Strengthening of Alumni Association.
- In view of large number of female employees, required creche facility in the campus.
- Preferred subjects of female students such as fine arts, music, psychology etc. must be introduced.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution
Seal of the Institution

Signature of the Peer Team Members:

| Sl.No | Name | | Signature with date |
|-------|-----------------|-------------|---------------------|
| 1 | Upendra Dwivedi | Chairperson | |

| | | | |
|---|----------------------|---------------------|--|
| 2 | Ramakrishna Seelam | Member Co-ordinator | |
| 3 | Ratan Joshi | Member | |
| 4 | Dr. Shyam Singh Inda | NAAC Co-ordinator | |

Place: Date