Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions
(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services.

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring

quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**
In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

- ➡ Having a functional IQAC.
- ➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- ➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- ➡ Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

Shivaji College

1.2 Address Line 1

Raja Garden

Address Line 2

Ring Road

City/Town

New Delhi

State

Delhi

Pin Code

110027

Institution e-mail address

shivajicollege.ac@gmail.com

Contact Nos.

011-25116644

Name of the Head of the Institution:

Dr. Shashi Nijhawan

Tel. No. with STD Code:

011-25116644

Mobile:

+91-9868183049

Name of the IQAC Co-ordinator:

Dr. Darshan Malik

Mobile:

9711191055

IQAC e-mail address:

iqac.shivajicollege.ac@gmail.com

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

1.4 **NAAC Executive Committee No. & Date:**

EC (SC)/09/A&A/60.1 dated 14.9.2015

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

1.5 Website address:

shivajicollege.ac.in

Web-link of the AQAR:
            For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc
1.6 Accreditation Details

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

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

1.8 AQAR for the year *(for example 2010-11)*   2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*
   i. AQAR _____ _____**14/09/2016**_____
       (DD/MM/YYYY)4
   ii. AQAR_____ _____**14/09/2017**_____
       (DD/MM/YYYY)
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv. AQAR_____ _____ (DD/MM/YYYY)
1.10 Institutional Status
   University   State ☐   Central ☐   Deemed ☐   Private ☐

   Affiliated College   Yes ☐   No ☐

   Constituent College   ☐√   Yes ☐   No

   Autonomous college of UGC   Yes ☐   No ☐

   Regulatory Agency approved Institution   Yes ☐   No ☐

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

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

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Urban ☐   Rural ☐ Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☑   UGC 12B ☑

Grant-in-aid + Self Financing ☐   Totally Self-financ ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑ Commerce ☑ Law ☐ PEI (Phys Edu ☑

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

Others   (Specify)   University of Delhi

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

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc-
NONE

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST ☐

UGC-Innovative PG programmes ☐   Any other (*Specify* ☐

UGC-COP Programmes ☐

2. IQAC Composition and Activities

2.1 No. of Teachers `13`

2.2 No. of Administrative/Technical staff `2`

2.3 No. of students `2`

2.4 No. of Management representatives `1`

2.5 No. of Alumni `1`

2. 6 No. of any other stakeholder and community representatives `3`

2.7 No. of Employers/ Industrialists `1`

2.8 No. of other External Experts `1`

2.9 Total No. of members `24`

2.10 No. of IQAC meetings held: 27

2.11 No. of meetings with various stakeholders: No.   27   Faculty `10`

Non-Teaching Staff Students `1`   Alumni `15`   Others `1`

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

If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

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

Level Total Nos. `39`   International `-`   National `4`   State `21`   Institution `13`

National level

S. no.	DEPARTMENT	EVENT
1.	HISTORY	National Seminar on **Indian History- Multiple Locations"** on April 5 – 6, 2018
2.	PHYSICS	

		National Conference on **Current and Future Perspectives in Nanotechnology : Nanoworld 2018** from April 12-13 2018.
3.	WDC	In association with UN women **Gender Fair** on January 30-31, 2018
4.	Department of Sciences	Inspire 2018 in association with Department of Science and Technology, Govt. of India from July 16-20, 2018.

University/State level

S. no.	DEPARTMENT	EVENT
1.	BOTANY	Annual Academic Festival '**FRAGRANCE**' on February 2, 2018
2.	BIOCHEMISTRY	• Annual Academic Festival **'Biochaperones 2K18'** on February 28, 2018 • Academic Programme on **"Intellectual Property Rights"** in collaboration with DIPP-IPR CHAIR and Centre for Science Education and Communication (CSEC), University of Delhi on September 26, 2017.
3.	BUSINESS ECONOMICS	Annual Academic programme **Invoke** on March 23, 2018.
4.	CHEMISTRY	Annual academic programme **Rastantrum** on March 22, 2018
5.	COMPUTER SCIENCE	Annual technical programme **Techelons** from March 19-20, 2018.
6.	COMMERCE	Annual Academic programme **Optimum** on March 22, 2017**.**
7.	ECONOMICS	Annual Academic programme **Pareto** on February 27, 2018.
8.	GEOGRAPHY	• Workshop entitled "**Indian Cultural Values and Sustainable Environment: Emerging Grassroot Activism in Environmental Management and Rural Development**" on August 25, 2017 • Annual Academic programme '**Shivalik 2018'** to be held on March 21, 2018
9.	HINDI	Two-day Faculty Development Program on the topic of "**CBCS Pathyakram: adhyayan ke sandarbh evam paddhtiyan**" on January 19-20,

S. no.	DEPARTMENT	EVENT
		2018
10.	HISTORY	Annual Academic programme '**Itihas**' on February 22, 2018
11.	MATHEMATICS	o Seminar on "**Mathematics & Statisctics**" on March 12, 2018. The speakers at the event were **Dr. N. Shravan Kumar**, IIT Delhi & **Dr. Sudhir Kapoor**, Department of Statistics, University of Delhi o Seminar on **Mathematics: Historic and Current Perspectives** on November 10, 2017 o Seminar on **Mathematics and Statistics** on March 12, 2018 o Workshop on "**A Vedic Approach to Mathematical Sciences**" on September 27, 2017 o Annual Academic Festival, "**Infinity**" on February 19, 2018
12.	PHYSICS	o Workshop "**SPECTRUM-2018**" on February 12, 2018. o Annual Academic Festival "**Invenio**" on March 30-31, 2017.
13.	SANSKRIT	o **Sanskrit Sammelan**, in association with Shree Hanuman Sanskrit Mahavidyalay, Raghubir Nagar, Delhi on February 11, 2018.
14.	ZOOLOGY	o Annual Academic Festival of Life Science Society 'Verve 2017' on April 7, 2017 • One day Symposium "**Oyster 2018**" on the theme of '**Developmental Biology**'

College level

S. no.	DEPARTMENT	EVENT
1.	BIOCHEMISTRY	Departmental lecture series
2.	BUSINESS ECONOMICS	Departmental lecture series
3.	BOTANY	Departmental lecture series
4.	COMMERCE	Departmental lecture series
5.	ECONOMICS	Departmental lecture series
6.	ENGLISH	Departmental lecture series

7.	ENVIRONMENTAL SCIENCE	Practical Training for **Paper Recycling**
8.	HINDI	Departmental lecture series
9.	PHYSICS	Departmental lecture series
10.	POLITICAL SCIENCE	• Departmental lecture series o Debate competition on the topic: "**India at 70: Yet Miles away from a Vibrant Democracy**" on August 28, 2017 o Celebrated **The UN Day** on October 24, 2017 o Celebrated **'The Constitution Day'** or **'Samvidhan Diwas'** to spread awareness among the students regarding the importance of the constitution on November 27, 2017

2.14 Significant Activities and contributions made by IQAC

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

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Same as in 2.14

* Attached the Academic Calendar of the year as Annexure I.

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

       Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> The AQAR was placed and discussed with the Governing body on May 4, 2018

Part – B

Criterion I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3			
UG	19		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others(add on courses)				
Total	22	NIL	1	NIL

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	22
Trimester	NA
Annual	NA

1.3 Feedback from stakeholders* Alumni √ Parents √ Employers ☐ Student √
  (On all aspects)
  Mode of feedback   :   Online √   Manual √

  Co-operating schools (for PEI) ☐

Please find attached the analysis of the feedback in the Annexure II

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

> As per the UGC guidelines and norms, Delhi University and its constituent colleges follows CBCS course structure for all the undergraduate courses.

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

Nil

Criterion – II
Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Principal and Librarian)
107	63	42	-	2

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

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	*	Nil	*	N/A	N/A	N/A	N/A	Nil	*

*Permanent Recruitment is
under process and the Faculty on Ad-hoc (96) were appointed against the vacant positions

2.4 No. of Guest and Visiting faculty and Temporary faculty   Nil

1   NA

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	21	24
Presented papers	25	27	6
Resource Persons	3	Nil	53

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

In pursuit of teaching excellence, the faculty of Shivaji College adopts the following Innovative processes during the process of teaching and imparting knowledge to the students:

1. Teachers are now using multimedia techniques in classrooms via audio visual displays and power point presentations. Interactive methodology is adopted by conducting seminars, presentations and group discussions. Relevant discussions are done on the latest media reports as well as research articles. Students also prepare their projects on Power Point and give presentations in class which are assessed by teachers.

   The following innovative methods were adopted by various departments:

- Department of Mathematics uses a smart board, smart pad and a visualizer to facilitate teaching process. Visualizer is also used by few more Departments as a Teaching Aid.

- Department of Business Economics Innovative process at the time of teaching adopt Argumentation process and Context based learning (through experiences).

- Department of Economics adopted the technique of Elevator Pitch in the class to help students organize and execute their research ideas in the most precise manner. This gave them a practice of covering all critical aspects of an idea in a form of concise presentation delivered in short time.

- Dr.Tejbir Singh Rana from Department of Geography and Dr. Ruchira from Department of Hindi have uploaded their e-lectures on their subject specific topics on Youtube/web.

2. Departments organised field visits, study tours and excursions to various places to make teaching learning process more interesting and unconventional. The following Departments have organised educational visits for their students:

  - Department of Biochemistry organized an educational trip to National Brain Research Centre (NBRC) Manesar, Haryana on September 28, 2017.

- Department of Botany organised:
  i. Educational visit of B. Sc. (Hons) Botany IV semester students to Centre for Rural Development and Technology, IIT Delhi on April 6, 2018
  ii. Industrial visit of students of B. Sc. (Hons) Botany IV semester to Yakult Danone Plant Sonepat on March 26, 2018.

- Department of Computer Science organised students visit to Rastrapati Bhawan on September 8, 2017.

- Department of History organized a Heritage Walk to Humayun's Tomb and Lodhi Garden on February 10, 2018.

- Department of Environment Sciences organised field visit
  i. For the students of B.A. (Hons) English and B.A. (Hons) Economics IInd semester to Indian Agricultural Research Institute, PUSA on February 2, 2018
  ii. For the students of B.Sc. (Hons) Biochemistry and B.Sc. (Hons) Chemistry IInd semester to Okhla Bird Sanctuary, Noida, Uttar Pradesh on February 5th and 13th, 2018.

- Department of Geography organised the educational visits
  i. Long Excursion of B.A. (Hons) Geography of IV semester students to Dui, Somnath and Ahmedabad from March 3-9, 2018.
  ii. Local Excursion of B.A. (Hons) Geography students to Teliyar Lake, Rohtak on January 20, 2018.

iii. Local Excursion of B.A. (Hons) Geography VI Semester students to Khurampur Village, Sonepat on January 18, 2018.

- Department of Hindi organized an educational visit to Kurukshetra on November 7, 2017.

3. Students are involved in maintaining the College Herbal Garden, Vermi-composting and Paper Recycling Unit as a part of the Eco Club and Garden Committee.

4. Students are regularly motivated to understand science through creative art activities like rangoli, pot painting, salad making and poster making competitions during several cultural/academic events that are regularly organised in college.

5. National and International seminars were organized in most of the departments to expose students to new ideas and concepts in their subjects as well as in interdisciplinary fields of study.

6. Eminent dignitaries (Ministers, Professors and Scientists) visited our college in the academic year 2017-18 to give talks and interact with the students to motivate them in various fields - academic as well as extracurricular activities.

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

| 180 |

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

> The Examinations and evaluation processes are strictly as per the University of Delhi/UGC guidelines.

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

| Nil |

2.10 Average percentage of attendance of students

| 66.28 % |

2.11 Course/Programme wise distribution of pass percentage: Annexure III

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

IQAC was set up in 2015 to ensure consistent improvement in the academic, administrative and financial activities of the College. The IQAC team conducts regular meetings to plan and implement quality initiatives at various levels. At the end of each semester, audits of each

department and administrative branches are conducted by an IQAC sub-committee to ensure that each system is in place. Results, syllabi and timetable are some issues which are scrutinized by IQAC in departmental audits. All the lab equipments are checked and any discrepancies found are rectified. Students are required to fill feedback forms at regular intervals and the suggestions of stakeholders are taken on priority and efforts are made to take all corrective measures. Subsequently, IQAC holds meetings in which these audits and their reports are evaluated to ensure efficiency and quality in academics and administration.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	11
UGC – Faculty Improvement Programme	40
HRD programmes	Nil
Orientation programmes	4
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	40
Others	15

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	48	13	Nil	10
Technical Staff	43	8	Nil	10

Criterion – III
3. Research, Consultancy and Extension

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

The IQAC has been very active through the **College Research Cell (CRC)** in promoting the research climate among the faculty members and students. Information and research highlights are posted on notice boards, through emails, bulk sms and college website to ensure that the information reaches faculty members and students. This has resulted in increased participation in conferences, seminars and workshops. There have also been several research publications in National and International journals. The CRC monitors the progress of research projects and timely submission of reports and utilization certificate

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		33,08,000		

	Ongoing
Name of Project	Design and Analysis of sensitive characteristics on successive occasions and their applications MRP No. [EMR/2016/000455]
Outlay in Rs. Lakhs	19,08,100/-
Names of Project Investigators	Dr Kumari Priyanka
Funding Agency	SERB, New Delhi
Name of Project	Indigenous Ecological Knowledge for Soil, Water and Nutrient Conservation in Sikkim Himalaya
Outlay in Rs. Lakhs	6,00,000
Names of Project Investigator/s	Dr. Prabuddh Kumar Mishra
Name of funding agency	ICSSR
Name of Project	To record the seasonal variation of invertebrate biodiversity in Riparian zone of the Yamuna River in Delhi-NCR region by using foldscope as a research tool
Outlay in Rs. Lakhs	8,00,000
Names of Project Investigator/s	PI-Dr. Sunita Gupta Co PI- Ms Nimita Kant, Dr. Parul Kulshreshtha
Funding Agency	Department of Biotechnology, Government of India

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		4.25 lacs		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	51	15	
Non-Peer Review Journals			
e-Journals		3	
Conference proceedings			

3.5 Details on Impact factor of publications:

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

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2016-19	SERB	19.08 lacs	
	2017-19	ICSSR	6 lacs	
	2018-19	DBT	8 lacs	
Minor Projects	2017-19	UGC	4.25 lacs	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [13]   Chapters in Edited Books [33]

ii) Without ISBN No. [   ]

[   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

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

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

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		CSIR			

3.12 No. of faculty served as experts, chairpersons or resource persons - 56

3.13 No. of collaborations | Nil | International | | National | | Any other | |

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs :
From Funding agency | 37,33,100 | From Management of University/College | - |

Total | 37,33,100 |

3.16 No. of patents received this year- **NIL**

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

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

Total	International	National	State	University	Dist	College
16	4	12				

3.18 No. of faculty from the Institution who are Ph. D. Guides | 9 |
and students registered under them | 12 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 3 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
JRF | 1 | SRF | 1 | Project Fellows | | Any other | |

3.21 No. of students Participated in NSS events:
University level | | State level | |

National level | | International level | |

3.22 No. Of students participated in NCC events:

University level ☐   State level ☐

National level [77]   International level ☐

3.23 No. of Awards won in NSS:

University level ☐   State level ☐

National level ☐   International level ☐

3.24 No. of Awards won in NCC:

University level ☐   State level ☐

National level [3]   International level ☐

3.25 No. of Extension activities organized

University forum ☐   College forum [4]

NCC [5]   NSS [9]   Any other ☐

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

- The Eco club celebrated **World Ozone Day** on September 15, 2017. The event was highlighted by a talk on **"Stratospheric and Ground-level Ozone"** by Dr. Sharandeep Singh, Scientist D, Central Pollution Control Board (CPCB) followed by screening of documentary on "Ozone layer and its story" and various students competitive events.

- Enactus Shivaji organized Diwali Mela "**SWASTIK"** on the October 13, 2017. Enactus Shivaji also initiated a book collection drive and successfully distributed the books collected from the faculty members and students to 'Hope Foundation' (Dilshad Garden) and 'The Bal Seva Orphanage' (Uttam Nagar).

- Leaders for Tomorrow (LFT) unit of Shivaji College, organized a plantation drive -**ADAPT** *(Adopt a plant)* in College campus on October 16, 2017. The volunteers planted more than 50 saplings. A Collection Drive was held from October 30 to November 11, 2017 to collect clothes, books etc. **Visit for Compassion** were organized on November 4, 2017 and November 14, 2017 to distribute donated material to underprivileged children staying at Rajouri Garden Raen Basera.

- A **Blood Donation Camp** was organized by Leaders for Tomorrow (LFT) in collaboration with Lions Blood Bank on January 16, 2018. Almost 80 students voluntarily donated blood.

- Several **Cleanliness Drives** were organized in and around the College campus by NCC cadets, members of Leaders for Tomorrow and NSS.

- The NCC cadets also conducted **a Traffic rules and Road Safety awareness drive** on April 7, 2017 and a rally for water conservation on April 23, 2017.

- **Yoga day** was organized by NSS on the occasion of the 3rd International Yoga Day, on June 21, 2017.

- NSS Shivaji organized an **Awareness Campaign against use of plastic** with a massive rally of students.

- A street play on the awareness of ill-effects of alcoholism was conducted by NSS-Shivaji College at Raghubir Nagar on September18, 2017.

- NSS Shivaji participated in the campaign, **Rally for Rivers** in association with Isha Foundation on September 24, 2017.

- **C.Y.O.W.B.- Carry Your Own Water Bottle** a rally was organized by the NSS Team of Shivaji College for the awareness about harmful effect that plastic has on our environment. The volunteers carried their own steel bottles to portray their role towards the environment. The rally started from the college went to main Rajouri market and back.

- The NSS students and teachers took a pledge promising to be responsible voters and citizens of country on the National Voters Day, January 25, 2018.

- **PEHAL: EK PRAYAAS** is a "pehal" taken by our NSS volunteers devoting two hours daily for providing better quality education for underprivileged children of Raghubir Nagar (slum area). The children came to Shivaji College in two slots (morning and evening). The students came five days a week and were taught Science, Maths, English, Hindi, Social Science, G.K along with extracurricular activities.

- NSS organized a visit on January 23, 2018 to **Apna Ghar**, an abode for the homeless who have been abandoned by their families, the helpless and impoverished people, and the victims of depression. Inspired by the visit, two of the volunteers helped a few more vagabonds find a home at **Apna Ghar**

- **Post card campaign was** organized by NSS to create awareness among shopkeepers and householders, of Rajouri Garden, about controlled use of plastic on February 13, 2018.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20,235 m^2 (Academic block) 20,235 m^2 (Sports ground) = 10 Acre	-	-	-
Class rooms	41	-	-	41
Laboratories	14	-	-	14
Seminar Halls	1	-	-	1
No. of important equipments purchased	1383	81	UGC	1464
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1074562	UGC	1074562
Others	20+9=29	-Computers -Stage	General Fund Student Fund	Rs. 1452330/- Rs. 135000/-

4.2 Computerization of administration and library

> The records of students, teaching and non-teaching, administrative and accounts are computerized.
> Library of the college has OPAC system for locating the books.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	72177	-	1893	1485320	74070	-
Reference Books	2296	-	01	1995	2297	-
e-Books	138521 through N-LIST		-	-	138521 through N-LIST	-
Journals	2		-	-	2	-

e-Journals	6328 through N-LIST		-	-	6328 through N-LIST	-
Digital Database	-	-	-	-	-	-
CD & Video	655	-	18	Free With Books	673	-
Other (Specify)	286 Braille Books, 30CD & 5Angel For VH		10 Angels	79999.50	286 Braille Books, 30CD & 15Angel For VH	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others (Library)
Existing	159 desktops 936 laptops	4	Wifi enabled campus	3	2	1	17	1 (Server)
Added	29	-	-	-	-	-	-	-
Total	1124	4	2 modem	3	2	1	17	1 (Server)

Others:
1. Annual Maintenance Contracts for major equipment and softwares of the college.

2. Cleaning of overhead tanks and coolers are carried out thrice a year for maintaining the hygiene.

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

- LAN connection was installed in Computer Laboratory-1, 2 & 4.

- Twelve access points are available for better Wi-Fi coverage.

- All the interested students of Ist year were issued laptops for better access to study material.

4.6 Amount spent on maintenance in lakhs:

   i) ICT

<div>374297</div>

   ii) Campus Infrastructure and facilities

<div>1764482</div>

   iii) Equipments

<div>421375</div>

   iv) Others

<div>95983</div>

Total:

<div>2656137</div>

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Information for students is disseminated with the use of latest technology as well as traditional means like display boards etc.

- Notices are put up on the college website regularly.
- Links to various facilities like timetable and fees submission are available on the website.
- The students are also apprised about various issues by employing bulk SMS facility.
- The college has a Facebook page where the information about latest activities in the college is updated regularly.
- Whatsapp groups of various departments/classes and societies like cultural, NSS, WDC etc. are used to disseminate information regarding the activities pertaining to that society/class.
- Orientation Day was held on July 20, 2017 where the newly admitted students were introduced to the institution. The co-ordinators of various committees explained the roles of the committees and encouraged students to actively participate and contribute as members. Further, Departmental orientations were held on the same day. Students were apprised of the course structure and various facilities available in the college followed by orientation of various societies.
- Monthly attendance is displayed on the college website. Marks of internal assessment are uploaded and displayed at the end of semester.
- In case of any student related problem the parents are directly contacted.
- Each teacher mentors allotted group of students and counsels them.
- Academic calendar is uploaded on the college website at the beginning of the session.
- This year, college provided facility of online generation of Admit cards for the University examinations held in May/June 2018.

5.2 Efforts made by the institution for tracking the progression

- The college keeps track of student progression through the Alumni club. All the Departments of the college held their annual alumni meet and sought data from the alumni attending the meet.
- The college website has a link to alumni registration wherein the form requires the educational qualification and current profession to be filled by students.
- Alumni Data is being collected by various departments through Google forms and other means.
- The results are analyzed at department level and presented in staff council.
- Continuous assessment and evaluation is conducted for students for tracking their progression and marks are uploaded online.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3780	113	-	-

(b) No. of students outside the state (UG)   1585

(c) No. of international students   18

Males

No	%
12	66.67

No	%
06	33.33

Females

Last Year(2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2146	552	128	990	33	**3849**	2061	569	150	957	43	**3780**

Demand ratio   Dropout %

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

- Teachers counsel students for competitive examinations
- There are previous year question papers and magazines in library for preparation of various competitive examinations
- The closing time of the library has also been extended from 5:30 p.m. to 7:00 p.m. to help the students in their academic pursuits.
- Academically weaker students of different subjects were supported through Remedial coaching classes

No. of students beneficiaries   1250

5.5 No. of students qualified in these examinations
Not Applicable as the understated examinations are post PG

NET [   ]   SET/SLET [   ]   GATE [   ]   CAT [   ]

IAS/IPS etc [   ]   State PSC [   ]   UPSC [   ]   Others [   ]

5.6 Details of student counselling and career guidance

The placement cell of Shivaji College organised various workshops and interactive sessions during the year 2017-2018.

- A workshop on Civil services was organised by **Vision IAS** in the month of **August, 2017**
- A session on CV writing was conducted in the month of **September, 2017** in collaboration with **IMS Institute**. The speakers have addressed the audience on various aspects of building one's career.
- A workshop was organised by **Teach for India** in the month of **February, 2018** where the students were made aware about their 2-year fellowship programme.
- In the **March, 2018** an interactive session by **Josh Talks** was conducted where students of our college got an opportunity to hear people doing great in industries and also discuss their own future plans.

No. of students benefitted | 500-600

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5 for Placement 20 for internship	238 for placement 367 for internship	93 for placement 167 for internship	11

5.8   Details of gender sensitization programmes

- Women's Development Cell (WDC) in association with "Safecity" and "She The People TV" organized a Legal Round table on August 24, 2017.

- Workshop entitled "Gender and Media: From Margins to Mainstream" was organized by WDC on September 19, 2017 in collaboration with Breakthrough and Alliance India.

- WDC celebrated the International Day for The Girl Child on October 11, 2017 by organizing a diverse palette of events under "Khwabeeda".

- WDC organized its annual Gender Fair on January 30-31, 2018 in collaboration with UN Women on the theme "Redefining Womanhood- Inspire, Empower, Act!" The inaugural ceremony was graced by Dr. Satya Pal Singh, Hon"ble Minister of State, HRD (Higher Education), Swati Maliwal (Chair Person of Delhi Commission for Women) and Sanya Seth (Program Analyst, UN Women).

- At the Gender fair, Jijabai Achievers Awardees were felicitated. The award ceremony was graced by dignitaries like Smt. Smriti Zubin Irani (Hon'ble Minister of Information and Broadcasting & Minister of Textiles, Government of India), Ms. Kamla Bhasin, South Asia Coordinator, One Billion Rising, Smt. Nayana Sahasrabuddhe, Vice President, Bhartiya Stree Shakti. Also, the coffee table book "The Change Makers" of this year highlights the life journey of nine exceptional women with iconic visions, who have endured adversity, fought misfortune, restructured themselves and transformed the core of the society for good.

- WDC also organised a performance by "Nari Gunjan" musical band, this year to showcase the efforts of Dalit females from Bihar. This is a one of its kind, an all women Dalit band which has fought against all odds in their male dominated village.

5.9 Students Activities

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

State/ University level | 71 | National level | | International level | |

No. of students participated in **cultural** events

State/ University level | 150 | National level | 55 | International level | - |

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

Sports : State/ University level | 10 | National level | | International level | |

Cultural: State/ University level | 131 | National level | 39 | International level | |

5.10 Scholarships and Financial Support

	Number of students	**Amount**
Financial support from institution	310	Rs.10,56,500
Financial support from government		
Financial support from other sources	27	Rs.3,41,455
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives
Fairs   : State/ University level [2]   National level [1]   International level [ ]
Exhibition: State/ University level [3]   National level [ ]   International level [ ]

5.12   No. of social initiatives undertaken by the students   [18]

- The Eco club celebrated "World Ozone Day" on September 15, 2017. The event was highlighted by a talk on "Stratospheric and Ground-level Ozone" by an eminent speaker from Central Pollution Control Board followed by screening of documentary on "Ozone layer and its story" and various competitive events for students.
- Vermi-composting Unit: Eco Club is engaged in producing vermi-compost from organic waste. The compost is made using earthworms, cow dung etc. The vermi composting unit produces excellent quality of compost which is used in college lawns and also distributed free of cost among teaching, non-teaching staff and students.
- Paper Recycling Unit: Eco Club manages and collects waste paper generated from college and recycles it for further use.
- Eco Club organized "Pledge to Plant, Adopt & Protect a Tree Campaign". The motive of the campaign was to sensitize the students and teachers alike for the protection of plants and also to motivate them to participate in afforestation programmes so as to protect Mother Earth from pollution, climate change and global warming.
- Leaders for Tomorrow (LFT) unit of Shivaji College, organized a plantation drive -ADAPT (Adopt a plant) in College campus on October 16, 2017 where the volunteers planted more than 50 saplings.
- LFT Unit organised a Collection Drive from October 30 to November 11, 2017 to collect clothes, books etc. Visit for Compassion were organized on November 4, 2017 and November 14, 2017 to distribute donated material to underprivileged children staying at Rajouri Garden Rain Basera.
- A Blood Donation Camp was also organized by LFT in collaboration with Lions Blood Bank on January 16, 2018. Almost 80 students voluntarily donated blood.
- Several Cleanliness Drives were organized in and around the college campus by NCC cadets, members of LFT and NSS.
- The NCC cadets also conducted a Traffic rules and Road Safety awareness drive on April 7, 2017 and a rally for water conservation on April 23, 2017.
- Yoga day was organized by NSS on the occasion of the 3rd International Yoga Day, on June 21, 2016.
- NSS Shivaji organized an Awareness campaign against use of plastic with a

massive rally of around 200 students.

- A street play on the awareness of ill-effects of alcoholism was conducted by NSS-Shivaji College at Raghubir Nagar on September 18, 2017.
- NSS Shivaji participated in the campaign, Rally for Rivers in association with ISHA Foundation on September 24, 2017.
- C.Y.O.W.B. - Carry Your Own Water Bottle a rally was organized by the NSS Team of Shivaji College for the awareness about harmful effect that plastic has on our environment.
- On the account of National Voters Day, January 25, 2018, the NSS students and teachers took a pledge promising to be responsible voters and citizens of country.
- PEHAL: EK PRAYAAS is a "pehal" taken by our NSS volunteers devoting two hours daily for providing better quality education for underprivileged children of Raghubir Nagar (slum area).
- NSS organized a visit on January 23, 2018 to Apna Ghar, an abode for the homeless who have been abandoned by their families, the helpless and impoverished people, and the victims of depression. Inspired by the visit, two of our student volunteers helped a few more vagabonds find a home at Apna Ghar.

5.13 Major grievances of students (if any) redressed:
➡ Timetable issues
➡ Infrastructure problems (minor)

Criterion – VI
6. Governance, Leadership and Management

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

Mission

Shivaji College believes in attaining excellence and lays emphasis on all-round, integrated development of students. The college nurtures talent and grooms individuals to become global citizens and valuable contributors to society.

Academic Excellence: The mission of the college is to achieve academic excellence. It encourages the spirit of scientific inquiry by motivating the students and faculty for continuous research and learning. The college and a yearning for perfection among all members and nurtures diverse talent among students and faculty through various curricular and co-curricular activities.

Holistic Development: The college provides an optimal environment for nurturing creativity and innovation .With state-of-the-art infrastructure for extracurricular activities and sports, the college promotes physical and intellectual agility among all members of the institution. The college works towards grooming the students so that they become key role players in building a culturally sensitive and knowledge based society.

Promoting Equality Shivaji College promotes equality of education irrespective of social class, gender, religion and caste. The college organises various activities to sensitize the students to social issues, gender equality, nature and environment. College caters to Students and staff from various cultural, geographic and economic backgrounds, including foreign nationals. The college caters to many first generation learners: many students have parents with no academic background and provides them with extra help, wherever needed in the form of financial assistance or remedial classes.

Nation Building: Shivaji College has taken up the mission of making the stakeholders aware of their rights, duties and responsibilities. By aligning with national programs like Swachch Bharat Abhiyaan, Saksharta Abhiyan, the institute works towards holistic growth of the students and contributes in a balanced social and economic growth of India.
Core Values that College promotes :

- Promoting Equality
- Respect for Diversity
- Promoting Equality

- Developing a culture of Collaboration

6.2 Does the Institution has a management Information System

Computerised systems and latest software are used in various administrative and managerial functions of the college.

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

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

6.3.1 Curriculum Development

The departments follow the syllabi designed by the University of Delhi. Faculty members are part of the Board of Studies/Committee of Courses, University Departmental Committees for Curricular Planning and Syllabi design etc**.** However, the faculty members of Shivaji College are involved in framing guidelines for their respective courses at the University level.

Dr Shashi Nijhawan, Principal, Shivaji College and Mr Gaurav Goel, Department of Physical Education are members of Academic Council of the University of Delhi. The Academic Council is the highest academic body of the University and is responsible for the maintenance of standards of instruction, curriculum and examination within the University. Ms Suman Kharbanda is member of the Faculties of Commerce and Business Studies, a body responsible for decisions on syllabi and curriculum of Commerce department in the university.

To supplement the classroom teaching and to effectively add value to the curriculum, the departments organize workshops, seminars and conferences at national and international levels. Students are involved in organising these under the guidance of their teachers so that they get trained to handle projects and events in future.

In the year 2017-18 the college organized many seminars and workshops in collaboration with University Departments, CSIR, DIPP-IPR CHAIR, Centre for Science Education and Communication (CSEC), ICSSR, United Nations, NGOs like Breakthrough, Alliance India, Safe city and She The People TV etc. and other institutions to enhance knowledge of students in areas like sciences, humanities, environment, gender, culture and society.

List of seminars organized during in the academic session 2017-18:

The various departments/ committees of the college have enthusiastically organized events like conferences, seminars, workshops, talks and inter and intra college competitions. Some major highlights of the year were:

- Department of Business Economics organised:
  - a) Lecture on "How to Crack GD & PI?" by Ms. Sangeeta Madan (New Delhi Institute of Management on October 24, 2017.
  - b) Lecture on "How to Analyze the Stock Market along with Stock Mind" by Mr. Dhishanshu (ICICI Direct) on January 10, 2018.

c) Lecture on "Career Options after Graduation" by Mr. Gaurav Gupta (Endeavour Career) on January 23, 2018.

d) Talk by Mr. Gaurav Gupta (Endeavour Career) on the topic "Think without Ink: Vedic Maths" on February 5, 2018.

e) Lecture on "Cryptocurrencies" by Ms. Sonia Dhir (Eminent Imperial Society) on February 26, 2018.

- Department of Biochemistry
  a) Organised Lecture Series
    ▪ Lecture by Dr. Anil K Suri (National Institute of Immunology) on "Better health for All: Can Fight the Cancer" on September 15, 2017.
    ▪ Lecture by Dr. Manu Anantapadma (Texas Biomedical Research Institute, USA) on "Developing drugs to combat highly pathogenic viruses: lesson from anti Ebola virus drug development" on February 28, 2018.
  b) Programme on "Intellectual Property Rights" in collaboration with DIPP-IPR CHAIR and Centre for Science Education and Communication (CSEC), University of Delhi on September 26, 2017.

- Department of Botany
  a) Prof. K.S. Rao (Professor and Head, Department, Botany, University of Delhi) on the topic "Climate Change: Past, Present and Future Implications" on September 1, 2017.
  b) Prof. A.K. Tyagi (Ex-Professor, Dept. of Plant Molecular Biology, University of Delhi, South Campus) on the topic "Milestones from Plant Science to Agricultural Biotechnology in India" on February 2, 2018.

- Department of Chemistry organised a lecture on "A Journey from Bench to Bed Noscapine: Opium Alkaloid – A Potential Chemotherapeutic Agent" by Prof. Ramesh Chandra on March 22, 2018 during its annual academic festival **Rastantrum**.

- Department of Commerce

  a) Lecture by Mr. Kushal Bhateja, CFA, FRM, and CFP, and the Finance faculty and Program Head at the International College of Financial Planning on "Career opportunities for Students" on September 22, 2017.
  b) Lecture by Debasis Bhattacharya (co-chairman of ICRSM) on the topic of "Corporate Social Responsibility" on January 16, 2018.
  c) Seminar by Prof. Kavita Sharma, Head & Dean, Department of Commerce, Delhi School of Economics, University of Delhi on the topic "Green Jobs" during departmental festival Optimum held on March 15, 2018.
  d) Talk by Mr. Aditya Arora, CEO FAAD Times on the topic "Transfoming dreams into reality", during departmental festival Optimum held on March 15, 2018.

- The Department of Computer Science organized a talk on "Emerging Technologies and Their Career Perspectives" by Mr. Rajeev Mehta, Senior Technical Leader, Aricent Technologies on March 19, 2018 during its Annual Technical Festival **Techelons**.

- Department of Economics
  a) Mr. Kunal Tyagi (Assistant Manager, SBU_EDU of National Stock Exchange of India Limited) on "Introduction to Financial Markets" on November 2, 2017.
  b) Prof. B.L. Pandit (Former Head, Department of Economics, Delhi School of Economics) on "Pricing of Land as an Asset" on February 27, 2018.

- Department of English
  a) Prof. Makarand R. Paranjape (Centre for English Studies, Jawaharlal Nehru University) on "Indo-Sino Relations: Social, Political and Cultural Ramifications" on October 10, 2017. Ms. Ruhee Neog, Director, Institute of Peace and Conflict Studies, Chaired the session.
  b) Ms. Manju Kapur, Writer and Former Associate Professor, DU, delivered the inaugural address at the "Creative Writing Workshop" held on October 14, 2017. Dr Anjana Neira Dev, Associate Professor, Gargi College, conducted the workshop.

- Department of Environmental Science Organized Practical Training for Paper Recycling for students from different courses in making recycled paper in collaboration with Eco Club of Shivaji College.

- Department of Geography
  a) Organised a **workshop** entitled "Indian Cultural Values and Sustainable Environment: Emerging Grassroot Activism in Environmental Management and Rural Development" on August 25, 2017.
  b) Lecture by Prof. M.H.Qureshi (Rtd.) CSRD, Jawaharlal Nehru University, New Delhi, on" Environment and Development ", on March 21, 2018 during Annual Geography festival **"Shivalik-2018".**

- Department of Hindi
  a) organized a **Two-day Faculty Development Program** on the topic of "CBCS Pathyakram: adhyayan ke sandarbh evam paddhtiyan" on January 19-20, 2018. Eminent speakers like Prof. Ramesh Gautam, Prof. Sudhish Pachauri, Smt. Nasira Sharma, Prof. Bharat Singh, Prof. P.C Tondon, Prof. Ramesh Chandra Mishra, Prof. Sudha Singh, Prof. Satyaketu Sankrit, and Dr. Ajay Navriya shared their views with faculty members of different colleges.

  b) Organised Lectures by
      ▪ Mr. Rahul Dev (Senior Journalist) and Mr. Prempal Sharma (Retd. Joint Secretary, Indian Railway) on the topic: "Hindi ka Rashtriya aur Antarashtriya Pariprekshya: Sambhavnao ke dwar" on the occasion of World Hindi Day on January 10, 2018.
      ▪ Mr. Prafull Ketkar (Editor, Organizer) on "Swaraj ke pariprekshya me Swami Vivekanand ke vichar" on January 28, 2018.

- Department of History organised two day National Seminar "Indian History :Multiple Locations" on April 5-6, 2018.

Eminent Speakers
- Prof. P.K. Datta(JNU)
- Bhairabi Prasad Sahu (D.U.)
- Prof. Amar Farooqui (D.U.)
- Prof. Kumkum Roy (JNU)
- Dr. Anshu Malhotra (D.U.)
- Prof. Aditya Nigam
- Prof. Madhulika Banerjee(D.U.)
- Prof. Najaf Haider (JNU)
- Prof. Sahil Mishra(AUD)

- Department of Mathematics
    a) A workshop on "A Vedic Approach to Mathematical Sciences" on September 27, 2017.
    b) Seminars
        - Historic and Current Perspectives on November 10, 2017.
        - Mathematics and Statistics on March 12, 2018.

       Eminent Speakers:
        - Dr. N. Shravan Kumar, IIT Delhi
        - Dr. Sudhir Kapoor, Department of Statistics, University of Delhi
    c) Talk by **Prof. Aparna Mehra, Department of Mathematics, Indian Institute Technology, Delhi**, on February 19, 2018 during Annual Festival "INFINITY 2018.

- Department of Physics
    a) **Organized Lecture Series**

        - Prof. Patrick Das Gupta (Department of Physics & Astrophysics, University of Delhi) on "Magic and Mystery of Quantum Mechanics" on February 12, 2018.
        - Prof. D. Gadre (Director Embedded Lab, NSIT) on "Physics through Embedded Systems" on February 12, 2018.
        - Prof. T. R. Seshadri, (Dean of Research, Department of Physics & Astrophysics, University of Delhi) on "Brief History of the Universe" onFebruary12, 2018.
        - Prof. M. R. Shenoy (IIT Delhi) on "Semiconductor Opto Electronic Devices: A Perspective" on October 27, 2017.

    b) A talk on "Silicon Material & Silicon Sola Cell" by Dr. Ram Kishore, Prof. & Head, Mahaaraja Agrasen Institute of Technolgy, GGSIPU was organised on March 19, 2018 during academic festival Invenio.
    c) CSIR Sponsored National Conference on Current And Future Perspectives In Nanotechnology: "Nanoworld-2018" April 12-13, 2018.
    Eminent Speakers
        - Dr. D. K. Aswal (Director, NPL)

- Dr. S. P. Singh (NPL)
- Prof. A. K. Shukla (IIT-Delhi)
- Prof. Subhasis Ghosh (JNU)
- Dr. O. P. Thakur, Scientist-F, Sspl (DRDO)
- Prof. Vinay Gupta (D.U.)
- Prof. Sushil Auluck (NPL)
- Dr. Anita Kamra Verma (D.U.)

- **Department of Political Science**

Organized Lectures
a) **Dr. G. Kishore Babu** (Director, World Focus) and **Dr. Bhabani Dikshit** (Managing Director, World Focus) on the Topic: "India at 70: Yet Miles away from a Vibrant Democracy" on August 28, 2017.
b) **Mrs. Nikhil Mohan** (Counselor, Success Mantra) on the topic "Article 35A" on September 15, 2017.

- **Department of Zoology** organised a lecture by **Prof. Shweta Saran**, School of Life Sciences, JNU, New Delhi on "Learning developmental biology through experiments" on February 9, 2018.

- **B.A Programme Society**
a) Organised a talk on by Sh. Dinesh Kandpal, Senior Producer, India TV and Sh. Abhishek Mehrotra (Deputy Editor, exchange4media Group) on "Media: Future and Challenges", on April 10,2018, during its festival Samanvay 2018.
b) Career Counsiling: An interactive session Sh. Pankaj Maurya (Author and Motivational Speaker, Academy of British English).

- **Entrepreneurship Development Cell**
a) A two-day **National Entrepreneurial Summit** was organized on January 11-12, 2018. It consisted of guest lectures, workshops, panel discussions and competitions. The Summit was inaugurated by **Dr. Omkar Rai,** Director General, Software Technology Parks of India (STPI), Ministry of Electronics and Information Technology, Government of India and **Sh. Rajiv Chawla**, Chairman, Integrated Association of Micro, Small & Medium Enterprises of India (IamSME of India)
Panel discussion was organized following the inaugural session, which was marked by esteemed Panelists:
  - Ms. Kanta Singh, State Project Head, UNDP
  - Sh. Vipin Bhogal, Cosultant, Industries
  - Mr. Sumeet Kapur, Co-founder, Nearby
  - Mr. Aashutosh Bhardvaj, Founder and CEO, Techie Amigos
  - Mr. Sunny Garg, CEO and co-founder, Yourshell

- **Placement Cell**
a) Conducted two workshops in the month of August and September 2017. Vision IAS and IMS conducted the workshops on civil services and skill enhancement respectively. A seminar regarding Teach for India Fellowship Programme was also conducted in February 2018.

- **Society for Practical Applications and Development of Economics** (SPADE) organized a Policy Dialogue Session on October 26, 2017. The speaker for the session was Mr. Barun Mitra, Founder and Director, Liberty Institute who enlightened the audience on the topic "Economic Freedom and Liberalism".

- **NSS**
    a) Organized an **Awareness campaign against use of plastic"** with a massive rally of around 200 students on September 6, 2017.
    b) I am an informed voter #JetSetVote". An interactive session to raise awareness among the youth about voting was organized by the Chief Election Officer, Delhi on October 13, 2017.
    c) Motivational talk by social activist Swami Agnivesh, on March 28,2018, during NSS festival NISHKAAM 2018.

- **Women's Development Cell**

    a) Organized a **Legal Round table discussion** to generate awareness about sexual harassment at public places, on August 24, 2017.
    Eminent Panel
    - Ms. Ritu Priya, Program Manager with Hanns Siedel Foundation
    - Ms. Bhani Rachel Bali, creator & founder of KrantiKali
    - Mr. Manu Yadav, Advocate, Supreme Court of India.

    b) Organized a workshop **entitled, "Gender and Media: From Margins to Mainstream"** on September 19, 2017
    Speakers
    - Simran Shaikh, Programme Officer, Alliance India
    - Mr. Pavel Sagolsem, Breakthrough
    - Ms. Priyanka Sinha, Breakthrough
    c) Organized a panel discussion titled "**Intersectionality and Gender Inequality"** during the two days Gender Fair on January 30, 2018.

    Eminent Panelists
    - Ms. Lalitha Nijhawan (Moderator), Entrepreneur, Educationist and Social activist
    - Mr. Ashif Shaikh, Social Activist, Co- founder, Jan Sahas
    - Mr. Aditya Gupta, Co-founder, People for Parity (PFP)
    - Mr. Vivek Narayan Sharma, Advocate, Supreme Court of India
    - Ms. Masooma Rizvi, art curator and interior designer

    d) Talk by renowned novelist **Ms Nasira Sharma on March 8, 2018,** about women's right across religion.

6.3.2 Teaching and Learning
- The college continuously improves its infrastructure and incorporates new technology, tools and aids, to improve the teaching and learning processes. Classrooms and all laboratories are equipped with projectors. Wi-Fi is available across the college campus

for teachers and students. Laptops are given to students and systems are also available in library to help students prepare their presentations and get access to e-resources.

- To supplement regular class-room teaching, many workshops, conferences, seminars and educational tours are regularly organized for students and teachers. The students are encouraged to participate in various seminars, festivals, events and research projects not just in Shivaji College but also in other colleges or universities across India.
- To bring about practical understanding of curriculum the departments organize educational tours, laboratory visits, field trips / excursions etc.

The following trips/ Excursions were organized during the academic session 2017-18
1. Department of Biochemistry organized an educational visit to National Brain Research Centre (NBRC) Manesar, Haryana on September 28, 2017.
2. Department of Computer Science organised a visit to Rashtrapati Bhawan on September 8, 2017.
3. Department of English organized a **Heritage Walk** to Humayun's Tomb and Lodhi Garden, on February 10, 2018.
4. Department of Environment Science organized **Field Visits**
   - For the students of B.A. (H) English and B.A.(H) Economics IInd semester to Indian Agricultural Research Institute, PUSA on February 2, 2018.
   - For the students of B.Sc. (H) Biochemistry and B.Sc. (H) Chemistry IInd semester to Okhla Bird Sanctuary, Noida, Uttar Pradesh on 5th and 13th February 2018.

5. Department of Geography organized following excursions
   - For students of B.A. (H) Geography IV semester to Dui, Somnath and Ahmedabad from March 3-9, 2018.
   - Local Excursion of B.A. (H) Geography students to Teliyar Lake, Rohtak on January 20, 2018.
   - Local Excursion of B.A. (H) Geography VI Sem students to Khurampur Village, Sonepat on January 18, 2018.

6. Department of History organized one-day trip to the National Museum on November 7, 2017.

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

- The time table of each class is displayed on the website as well as outside each lecture room and laboratory. This helps in monitoring the regularity of classes.
- Academic calendar of each department is uploaded on the college website and is adhered to.
- Teachers-in-Charge of the departments hold regular meetings at month end and information is collected on the percentage of syllabus covered by each teacher. This information is passed on to the Principal who then discusses it with concerned teachers and takes necessary action, wherever required.
- Three academic convenors are appointed for a regular strategic overview of the college teaching-learning process.

- The Academic Committee of the college constituted by Staff Council monitors the workload of each department.
- No teacher on ad-hoc basis is granted an extension without the written report on satisfactory performance by Teacher-in-Charge of the concerned department. Quality of teaching is thereby maintained and merit is valued.
- Students' attendance in every paper is also regularly monitored and uploaded on the college website on monthly basis.
- Under the continuous evaluation system, all components of internal assessment marks of the students are displayed on the website.
- Weaker students are reassessed by giving them an additional opportunity to improve their Internal Assessment result and if needed, parents of such students are apprised of their performance and remedial classes are held.
- Moderation of internal assessment is done by the moderation committee of the department and college before final submission to the University.
- The semester result of each department is discussed and analysed in detail to identify the weak areas and take corrective actions.
- The summary of results of each department for every semester is presented in the Staff Council. The suggestions of the Staff Council in this connection are implemented in the college.
- The Principal and the Vice- Principal regularly take rounds of the college to ensure regularity of classes.
- The college has latest software in place to report, compile, broadcast and analyse all the academic data and for making time table.
- On line feed-back system for assessment of teachers by the students
- At end of every semester each department has to undergo an academic audit by a three member committee. This academic audit is a unique feature of Shivaji College in the University of Delhi . Through this audit, all curricular and co curricular activities, and progress of the department and its faculty members are analysed in detail. This audit helps in evaluating and upgrading the quality of working of departments.

6.3.3 Examination and Evaluation
- The rules and regulations concerning the evaluation process are displayed on the college website.
- Students are also informed about the distribution of marks of internal assessment on the departmental orientation day and during regular classes as well.
- The departments hold regular meetings to ensure that the teachers take regular class tests, assignment, presentations etc. as a part of the initiative taken by the college for effective evaluation of the students. Record of syllabi covered every month is maintained by each department.
- The attendance and internal assessment marks (assignments, tests and projects) are uploaded on the college website. The uploaded information can be accessed and verified by the student as well as by parents at any time. Any queries or discrepancies are resolved out to the full satisfaction of students and teachers.

- A moderation committee is set up in each department which holds its meeting in each semester and carefully analyses the internal assessment marks submitted by the teachers.
- The college also has an Internal Assessment Monitoring Committee. Students can approach teachers and moderation committee members for any query and clarification.
- A detailed form provided by the University of Delhi is to be filled by each of the teacher in each semester indicating which papers are currently taught by them so that their names occur in the evaluation schedules of these papers in the evaluation centre. The centralized evaluation schedule of the university is communicated to the teachers. The entire schedule is also displayed on the university website. It is mandatory for all faculty members to participate in the central evaluation process.

6.3.4 Research and Development

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

The college has a **College Research Cell (CRC)** to encourage and support the faculty to take research projects. This cell performs the following major functions:

- Provides information and guidance to faculty about the various research funding agencies.
- Encourages interdisciplinary research.
- Motivates the faculty of each department to publish articles.
- Monitors the progress of projects sanctioned to the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation
LIBRARY
- Shivaji College has a fully automated library with **air conditioned reading hall** for students and teachers.
- The library has 74070 books. In the academic session 2017-2018 about 1893 books have been added till date to the library collection. The library has a subscription of over 21 magazines and 15 newspapers.
- All books are bar coded and can be tracked easily through Online Public Access Catalogue (OPAC). All the academic journals can be accessed and obtained online via the university networking system. The students use these resources and enhance their knowledge by spending quality time in the healthy environment of the library in the college.
- The closing time of the library has also been extended from 5:30 p.m. to 7:00 p.m. to help the students in their academic pursuits.
- For the visually impaired students, Braille kits consisting of 286 Braille books with CDs are available in the library, along with 10 iPods, and 29 recording devices.
- All students and teachers are provided separate login IDs to have access to the **INFLIBNET e-journals** within and outside the campus. INFLIBNET e-journal facility

is available round the clock to about 6328 e-journals and 138521 e-books on various fields related to undergraduate and postgraduate courses.

- The library has installed the NETLIB software which includes facilities of library administration such as acquisition of books, cataloguing, circulation, membership facilities, article indexing, barcoding and the importing of data.
- The college library is equipped with twenty five computers and five printers. The library is also in possession of two barcode printers with readers and two receipt printers. The college has a band width of 30 mbps provided by the University of Delhi.
- The library has a collection of syllabi and past year university question papers of undergraduate and postgraduate courses offered by the University of Delhi, The ordinance of the university, governance of colleges, **Swaminathan's rule books** pertaining to the various laws and policies of the government of India are also available.
- There are over 300 CDs of various books available in the library. 35 CDs are also available for the Foundation Courses for the undergraduate courses. The college has appointed one computer trained staff who manages the entire e-learning system in the library. The Delhi University (Central Library System) e-resource online access provided by the Central Reference Library is also available to the students.

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

6.3.6 Human Resource Management
Human resource is an integral part of an organization and the college takes utmost care to manage this resource very efficiently and carefully. The roles and responsibilities, interests and rights of the staff are respected and protected within the purview of the rules Apart from following all rules of remuneration, leave and perquisites, emphasis is laid on the welfare and

development of the staff. In addition to the welfare schemes and facilities for staff enumerated in section 6.4**,** following measures are adopted for managing human resource:

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- Placement Committee constituted by Staff Council in the college works to provide students with exposure to resume writing, soft skill training, industry and employment opportunities. Companies are invited by the college to give pre-placement talks, conduct interviews, and hold discussions. Companies also offer internships to second year students during summer break. The Placement Cell works for increasing industry interaction, networking with corporations and providing corporate exposure to the students.
- Workshops, seminars, awareness programmes are organized by the college which involve eminent resource persons from industries and institutes of higher learning. The college encourages and helps students to take summer trainings in research institutes and industries.

Various students did their summer training in research institutes and industries:

S. no.	Department	No. of students
1.	Biochemistry	12
2.	Botany	03
3.	Business Economics	13
4.	Commerce	08
5.	Economics	09

● The faculty are involved in the Research Projects funded by SERB, New Delhi , UGC, ICSSR. Students are encouraged to take up research projects as a part of their curriculum.

● Shivaji College launched "**The Entrepreneurship Development Cell**" in the year 2017 with the aim of equipping the students with the required skills and motivation to become **Job Creators rather than Job Seekers**. The Cell collaborated with Wadhwani Foundation for the development of entrepreneurial skills. A two-day **National Entrepreneurial Summit** was organized on January 11-12, 2018. This mega event was a rendezvous of motivated students, aspiring entrepreneurs, CEOs as well as established professionals.

● The college sports ground has been developed to the international standards in collaboration with **Infinity Optimal Solutions** under public private partnership (PPP).

6.3.9 Admission of Students

● The admission process in Shivaji College is highly transparent and consistent. The rules and regulations of the University of Delhi are strictly adhered to.
● The entire admission process is published in the college prospectus.
● The admissions are purely merit based. For admission to any course in the college, the candidates are required to fill the university centralized application form.
● The cut-off lists of various courses are displayed on the college and University websites. The same are also displayed on the college notice boards and all leading national newspapers.
● The admission form and procedure of the college is completely online. The college has a fully computerised admission management system.
● Each application is processed and analysed very carefully at many levels. The applications are judged on merit and marks are verified through internet and CDs of various boards provided by the University.
● Women students are given a 1 % relaxation in the cut-offs for admission.
● The college strictly follows the reservation policies of the Government of India for admission of students from SC/ST, OBC, PwD categories and Armed Forces/Foreign Students/Sports quota.
● Nominees of Nepal Government/Royal Government of Bhutan are given a maximum relaxation of 5% in the minimum marks for admission to various courses.

- Not more than 5% of total intake in each course is filled under Sports quota as per university rules.
- Sports committee formulates guidelines, organizes trials and monitors the admission process for candidates seeking admission under the sports quota in alignment with rules and process laid by the university.
- To maintain transparency and quality, experts from outside the college are invited to judge the trials and participate in the selection process. Videography of the entire trial and selection process is also recorded. Sports trials are conducted centrally by University of Delhi.
- The admission process is reviewed and necessary amendments are made, wherever required, by the Staff Council on an annual basis.
- Each student and his/her parents sign an undertaking regarding attendance rules and anti-ragging activities.

6.4 Welfare schemes for Teaching and Non-teaching

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

- **Health services**: The college has in its premises, the west unit of World University Services Health Centre. Health camps for preliminary health screening are conducted to monitor cardiac health, blood sugar, and bone density for teaching and non-teaching staff. The college conducts awareness seminars on socially relevant issues like AIDS, drugs etc.
- **Medical Reimbursements:** As per the guidelines of the university and UGC, medical reimbursements are given to employees.
- **Group Insurance Scheme:** GIS is available to all members.
- **Ward Quota:** The college has a quota for admissions of eligible wards of employees.
- **Pantry:** A well maintained pantry for teachers is successfully running in the staff room.
- **Academic Facilities:** Dedicated computer rooms in library and staff room with Wi- Fi facility and e- resources are available for the employees. Each teacher is entitled to get twenty five books and non-teaching staff can get six books issued in their name.
- **Allowances:** As per the university rules the college gives various allowances to its employees- ward education allowance is given to all the employees. Washing allowance and uniform allowance is given to class IV staff.
- **Leaves:** Leave rules of the University are adhered to and employees are granted leave as per their entitlement.
- **Thrift and credit society:** A cooperative thrift and credit society managed by the staff is successfully running in the college.
- **Staff Quarters:** The college provides 8 flats for teaching faculty, 4 for non-teaching and 1 Principal's bungalow in the campus premises which is presently used for tutorials.

Total number of staff availing welfare facilities/schemes in 2017-18

Facility	No of staff members
WUS health	90
Thrift and Credit Society	150
Group Insurance Scheme	129
Staff Quarters	12 + 1 Principal's bungalow

Welfare schemes and facilities for Students:
Academics:
- The college provides laptops and Wi-Fi passwords to the students so that they are able to incorporate the use of technology while learning. Timely distribution of these is ensured.
- Remedial classes, career counselling, and spoken English classes are organized from time to time.
- College library has a total of 74070 books related to diverse disciplines and subjects. In the academic session 2017-2018 about 1893 books have been added till date to the library collection. The library subscribes to periodicals, popular magazines (21), encyclopaedia and newspapers (15). The library has a huge well-lit reading hall and computer terminals for students. They are provided library cards for getting books issued. The library extended the closing timing from 5:30 p.m. to 7:00 p.m. to help students in their academic pursuits.
- The college has installed state-of-the-art technology and equipment in laboratories.
- The college has a fee concession committee comprising of faculty members which recommends and ensures timely implementation of fee concession scheme to the deserving candidates. A well-defined procedure is followed to scrutinise and select the candidates.
- The Fee Concession Committee extended help to students from economically weaker sections of society this year as well. The teachers of the college extend financial help to students in need of assistance. Teachers came forward to pay the fees of many students in part or in full. The college also joined hands with an NGO called World Brotherhood Organisation, which provided financial assistance to 18 students admitted in the first year. This assistance amounted to Rs. 2,85,550/-.
- The Fee Concession Committee also provides financial assistance to students. The college distributed more than Rs. 10,50,000/-among the selected students as fee concession.
- The college assists the students in getting bus and railway travel concession passes.
- The college has two photocopying machines in the campus-one in the library and another near the front gate.
- **Best Student Award** is given to students of Science, Commerce and Humanities stream, to encourage students who excel in academics as well as extra/ co-curricular activities. In addition, scholarships are given to meritorious and needy students.
- The college has an Equal Opportunity Cell for differently abled students. This cell makes every possible effort to make the campus friendly for persons with disability and ensures that every required infrastructural facility is provided.
- Shivaji College is the first college in the University to provide accidental/ life Insurance

Policy of Rs.2,60,000 (Rs two lakh sixty thousand) per student at nominal premium of Rs.100 only.

● A counsellor is available for students in the college twice a week for their personal and academic related problems

Cultural/ sports:

● The college encourages students to participate in intra/inter-college cultural and sports competitions. Musical instruments, dresses and props are provided to students who participate in various university and national level events.

● Playground and sports equipment are made available to students for games such as football, cricket, basketball, volleyball, chess, table-tennis and athletics. They are also given regular practice sessions and training.

● Every year the college organises its annual cultural festival 'Vibrations' in which students from University of Delhi and other universities compete in events like Dance, Music, Street Play, Fashion Show, Debate, Rangoli Making, Photography and Painting Competition.

● Kits, uniforms, and refreshment are provided to NCC, NSS volunteers participating in competitions and events at various levels.

Health:

● A medical card is provided to students at a nominal fee of Rs.120/- per annum, which entitles them to use all facilities available in the WUS Health centre.

● A Blood Donation Camp is organized every year. This year it was organised by the society 'Leaders for Tomorrow' in collaboration with Lions Blood Bank on January 16, 2018. Almost 80 students voluntarily donated blood.

6.5 Total corpus fund generated   Rs. 25,16,596/-

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

The last audit was done for the financial year 2016-17 by the university nominated auditor and auditor of Delhi Government. (Appendix 6.1)

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

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

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

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

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

Not Applicable.

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

Not Applicable.

6.11 Activities and support from the Alumni Association

Alumni meet is conducted every year in college premises. The alumni members motivate and guide students regarding the various future prospects in their respective fields

Alumni contribute in the following ways
1. Conduct of Placement Drives
2. Extending financial help to the needy students
3. Donation of Books and Study Materials to the needy students.
4. Share their experience during Tech Talks.
5. Organize Motivational talks.
6. The Department encourages Alumni to visit the Department at their own convenience.

6.12 Activities and support from the Parent – Teacher Association

The College does not have a formal Parent-Teacher Association. However, the college ensures a healthy interaction with the parents. At the onset of the academic year, parents of first year students are invited to attend the Orientation Programme. Departments also organize their departmental orientation for an interactive dialogue with students and parents.

6.13 Development programmes for support staff

- The college organized "**Workshop on Lab skill training for the laboratory staff of Chemical and Life Sciences"** from July 10-14, 2017.
- The support staff is encouraged to attend workshops and training program conducted by competent authority outside the College.

S. No	Name of Employee	Designation	Course Attended	Organized By	Duration	
					From	To
1	Mr. Santosh Kumar Shaw	Assistant	Workshop on 'Goods & Service Tax'	ISTM, Admin. Block, JNU Campus (Old), New Delhi-110067	08.01.2018	09.01.2018

2.	Mr. Parveen Kumar	Section Officer, Accounts	Workshop on 'Office Procedures, Conduct Rules, E-Procurement and Government e-Marketplace (GeM)'	Kamala Nehru College, August Kranti Marg, New Delhi-110049	20.12.2017	21.12.2017
3	Mr. Hemant Lamba	Section Officer, Admin	Workshop on 'Office Procedures, Conduct Rules, E-Procurement and Government e-Marketplace (GeM)'	Kamala Nehru College, August Kranti Marg, New Delhi-110049	20.12.2017	21.12.2017
4	Mr. Ratan Deep	Senior Technical Assistant	Workshop on 'Office Procedures, Conduct Rules, E-Procurement and Government e-Marketplace (GeM)'	Kamala Nehru College, August Kranti Marg, New Delhi-110049	20.12.2017	21.12.2017
5	Mr. Tarun	Assistant	Workshop on 'Office Procedures, Conduct Rules, E-Procurement and Government e-Marketplace (GeM)'	Kamala Nehru College, August Kranti Marg, New Delhi-110049	20.12.2017	21.12.2017
6.	Mr. Parveen Kumar	Section Officer, Accounts	Workshop on 'Goods & Service Tax'	ISTM, Admin. Block, JNU Campus (Old), New Delhi-110067	11.12.2017	12.12.2017
7.	Mr. Pradeep Sharma	Assistant	CPPP-eProcurement Training (GePNIC) Material at Google Drive	Bhaskaracharya College of Applied Sciences, Sector-2, Phase-I, Dwarka, New Delhi-110075	07.11.2017	08.11.2017

				Bhaskaracharya College of Applied Sciences, Sector-2, Phase-I, Dwarka, New Delhi-110075	07.11.2017	08.11.2017
8	Mr. Parveen Kumar	Section Officer, Accounts	CPPP-eProcurement Training (GePNIC) Material at Google Drive	Bhaskaracharya College of Applied Sciences, Sector-2, Phase-I, Dwarka, New Delhi-110075	07.11.2017	08.11.2017
9	Mr. Hemant Lamba	Section Officer, Admin	CPPP-eProcurement Training (GePNIC) Material at Google Drive	Bhaskaracharya College of Applied Sciences, Sector-2, Phase-I, Dwarka, New Delhi-110075	07.11.2017	08.11.2017
10.	Mr. Ratan Deep	Senior Technical Assistant	CPPP-eProcurement Training (GePNIC) Material at Google Drive	Bhaskaracharya College of Applied Sciences, Sector-2, Phase-I, Dwarka, New Delhi-110075	07.11.2017	08.11.2017
11.	Mr. Bhupender Singh	Professional Assistant, Library	CPPP-eProcurement Training (GePNIC) Material at Google Drive	Bhaskaracharya College of Applied Sciences, Sector-2, Phase-I, Dwarka, New Delhi-110075	07.11.2017	08.11.2017

6.14 Initiatives taken by the institution to make the campus eco-friendly
Shivaji College is consistently working to find new ways to reduce pollution and create a clean and green environment. With this objective
- The college has huge well maintained lawns and a herbal garden with plants of medicinal value. These open green spaces absorb carbon emission.
- Shivaji College is a vehicle and smoke free campus. A separate parking area near the sports ground is maintained by the college.
- A paper recycling unit has been set up in the college premises which is managed by students and teachers.
- The college has adopted rain water harvesting techniques.
- The college has a pit where vermicomposting is done to produce manure.

- Seminars and workshops are often organized to educate about environment and sustainable development. The college has an active Eco- Club for organising such programs and activities.
- Like every year, Eco club organised tree plantation drive in college campus on September 5, 2017 to mark Teacher's Day.

- NSS Shivaji organized an **Awareness campaign against use of plastic**" with a massive rally of around 200 students on September 6, 2017. A cleanliness drive was organized on September 29, 2017 in Shivaji College, New Delhi by the NSS team. The students and teachers took a pledge to devote 100 hours to clean the environment.

- A plantation drive -**ADAPT** *(Adopt a plant)* was organized by Leaders for Tomorrow in College campus, on October 16, 2017 and by NCC unit during Independence Day celebrations.
- Solar power panels (SPP) with generating capacity of 75 KW have been set up on the rooftop of the College. On an average, approximately 375 units generated per day, which is around 50% of daily energy requirements of College. It is expected that more than one-third of power requirements of the college will be met by solar power plant. This is a tremendous step for the college towards the production of green energy and making the campus self-sufficient in power generation and reducing the carbon footprint.
- Microbial culture is always autoclaved after use for disposal.

- It is ensured that lithium batteries are bought through exchange policy.

- Minimum Energy Consumption: classrooms, laboratories, staff-rooms and offices are naturally well- lit; LED lights and five star eco- friendly air- conditioners are used in the college. Copper wiring is done to minimize wastage of electricity

- Installation of LT Panels with MCCB & capacitors: to optimize energy consumption.

Criterion VII

Innovations and Best Practices

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

1. Innovations and Initiatives by Committees and Individuals

    i.   **Entrepreneurship Development Cell (EDC)**: This is an initiative launched in August 2017 to nurture and promote the spirit of entrepreneurship among students. The motto of EDC is to encourage students to be **Job Creators** rather than **Job Seekers**.

The EDC had an impressive start with an **Orientation Program** organised on August 17, 2017. Interactive and motivating sessions inspired many students to imagine entrepreneurial ideas. The EDC organised a **B-Plan competition** in September 2017 to put to test the diverse entrepreneurial ideas they conceived. Budding entrepreneurs presented their business plans in front of judges and audience.

In the first of its kind, the EDC collaborated with the Eco Club of Shivaji College in enabling the Paper Recycling Unit in the college premises to be self-reliant and self-sufficient. Our students were trained to operate the recycling unit and produce recycled paper. The sheets produced were then supplied to the science laboratories of the College.

As part of the collaboration with Wadhwani Foundation, an internationally acclaimed organization for the development of entrepreneurial skills, two faculty members from the college were trained at the **Entrepreneurship Educators Program** organised by the **National Entrepreneurship Network (NEN)**. The Cell has consequently introduced the NEN curriculum in the college. A number of students have enrolled for this programme and classes are held on a weekly basis. These students benefit greatly from the entrepreneurial skills and mentoring imparted by the faculty. The Cell organised an Entrepreneurial Summit from January 11-12, 2018. Students, aspiring entrepreneurs, CEOs, and professionals came together on this two-day event. Guest lectures, workshops, panel discussions, and competitions comprised the event.

ii. **Enactus**

The Enactus chapter at Shivaji College is part of **Enactus India** – a network of students, faculty and business leaders. Their sole focus is on alleviating socio-economic challenges faced by economically weaker section of the society. In little measures, they fulfill social responsibilities towards communities in need. To this end, Enactus at Shivaji College provided platform to numerous individuals and agents to sell and promote their handcrafted items at the *mela* held as part of *Teej* celebration in July 2017 and the Diwali Mela 2017 "Swastik" held on October 13, 2017.

Enactus Shivaji also initiated a noble campaign of collecting books. This **Book Collection Drive** was organised to collect books on diverse fields. This campaign was met with enthusiastic response. Students and faculty donated numerous books for all ages. Volunteers of Enactus Shivaji assembled these books and distributed them to deserving children of "Hope Foundation" (Dilshad Garden) and the "Bal Seva Orphanage" (Uttam Nagar).

The ongoing campaign "**Project Bandhini**", launched in 2017, is successfully transforming waste materials to best products. This year, **Project Bandhani** team worked toward empowering women and offering them possibilities to be self-dependent. The Diwali Mela 2017 was one such event that provided platform to individual women and NGO groups to not only sell but also promote their produce. This Mela offered opportunities to the sellers to broaden their market base and build new business relationships.

iii. **Save Energy Campaign**

Shivaji College is committed to energy conservation. This commitment is just one of the numerous *green* practices in the college premises. To this effect, the teaching and non-teaching staff along with students have pledged to adopt the following environment-friendly practices in classrooms, science labs, and other spaces:

- Fans and lights should be switched off whenever not in use.
- Recycle and re-use wastewater.
- Re-use of one-side printed-paper for printing purpose.

- Ban on use of paper/plastic for decorating the campus during department or college festivals.
- Minimise the use of paper.
- Recycle waste paper.
- Recycle e-waste matter.

iv. Safe Practices in Science Labs

Small but significant measures practised in the lab for a cleaner environment are:

- Toxic waste is safely disposed.
- Gas burners should be turned off while not in use.
- Lights of microscopes are to be turned off when fully charged.
- Smaller burettes and pipettes should be used to save chemicals.
- Promote the use of auto-pipettes.
- Implementation of ban on aspirin synthesis.
- All the acidic gases are made in very small amounts and they are neutralized fast when not required.
- Masks, gloves, and lab coats are used in measuring foul smelling liquids like cyanides and burettes to avoid inhaling.

v. Workshops for Laboratory Staff

The holistic development of college depends on not only the contribution by, and achievements of the teaching staff; it also depends significantly on the contribution and expertise of the non-teaching staff. It is toward this end that every year workshops are organised to enhance the skills of laboratory staff members. In a joint collaboration, the Departments of Sciences organised the "3rd Lab Skill Training Workshop for Laboratory Attendants/Assistants of Chemical and Life Sciences" under Internal Quality Assurance Cell (IQAC) from July 10-14, 2017 in Shivaji College, University of Delhi.

vi. Workshops for Faculty

The Department of Hindi organised a **Two-day Faculty Development Program** on the topic of "CBCS Pathyakram: adhyayan ke sandarbh evam paddhtiyan" on January 19-20, 2018.

vii. Library

Apart from the routine development of infrastructure, the library has adopted a student-friendly measure toward the academic pursuits of the students. Taking cognizance of the students' need to have easy access to library resources, particularly after the class schedules, the library has extended the library (closing) hours from 5:30 p.m. to 7:00 p.m. Students have received this move by the college library with great enthusiasm.

Literary Festivals in the college are organised by the Hindi and English departments. The literary programmes in the college have therefore not been able to accommodate all the book lovers who look forward to wider exposure, particularly interaction with creative writers or even academics of intellectual repute. Addressing this lacuna experienced by a number of non-literature students and particularly non-Humanities students, the library committee initiated (and organised) a literary festival on September 21, 2017 titled **Rubaru**. This event was attended by numerous literature enthusiasts and enjoyed the privilege of a face-to-face conversation with writers of national acclaim like Ms. Nasera Sharma and Ms. Rakhshanda Jalil. Apart from the conversation, there was also an inter-college prose/poetry and book review competition.

viii. Remedial Classes and School of Open Learning (SOL) Classes –

Shivaji College helps students from academically weaker background by conducting remedial classes in numerous subjects. These classes are held after their regular schedule of classes. Shivaji College is also the centre for SOL classes. The classes run for two hours every Sunday for BA Program II and III Year. For B.A. (H) Political Science, approximately 500 students attend the classes conducted.

ix. Fee Concession

Shivaji College has a Fee Concession Committee that looks into the needs of students from economically weaker families. In the academic session 2017-18, an amount of Rs 1056500/- was awarded to 310 students as fee concession. There has been a marginal increase in the amount for fee concession as compared to last year. The Fee Concession committee has also selected 16 girl students from the college for the scholarship offered by World Brotherhood Organisation. An amount of Rs 2,85,550/- was disbursed among 16 students for the same. Eleven students received Rs 55600/- from the Endowment Fund of Dr Sonali Garg, Dr Sarvesh Kumar Dubey, and Dr Sudhir Vasal.

x.   Internship Opportunities

The Placement Cell at Shivaji College provided exposure to numerous internship opportunities during the academic session 2017-2018. IDBI Federal is one such organisation of international repute that visited the college in November 2017. After a rigorous interview, they finally offered winter internship programme to 21 students.

A significant initiative by the Placement Cell is the "**The Internship Express,**" held on February 13, 2018. This is the first such internship fair organised in Shivaji College. The impressive list of companies that visited the campus is:

a)   Prime Time Media

b)   Outlook

c)   Edumentor

d)   Ozock

e)   The Rising Bharat

f)   Yourshell

g)   Med Tour Easy

h)   Career Marshal

i)   Rupee Maker

j)   Upay

k)   Womenite

l)   Glocar

m)   Eat My News

n)   Inkpot

o)   DCOP

p)   Edwards

More than 200 students got the opportunity to work with these companies in various capacities. The work profile covered areas as wide as content writing, photography, video journalism, web development, graphic designing, marketing, event management, Sales, HR etc.

Apart from the internship opportunities provided at institutional level, two students from the History Department also had the opportunity to intern at the National Museum during

it's Winter Internship Program. The duration of internship was from December 15, 2017 – January 22, 2018

xi.   Outreach Programmes

Pehal – Ek Prayaas: This is a "pehal" taken by NSS volunteers. Every day student volunteers devote two hours for providing education to underprivileged children in Raghubir Nagar (slum area). Student volunteers took out time from their schedule and engaged these children in two slots (morning and evening). These students attended classes five days a week and were taught Science, Maths, English, Hindi, Social Science, and General Knowledge along with extracurricular activities. This exercise instilled the aspiration towards attaining higher education.

Apna Ghar Visit: As part of community outreach programmes organised by NSS at Shivaji College, volunteers visited **Apna Ghar** January 23, 2018. **Apna Ghar** is the home for homeless and physically challenged people. Inspired by the visit, two student volunteers helped a few more such helpless people find a home in **Apna Ghar.**

xii.   National Service Scheme (NSS)

International Yoga Day: NSS commemorated the Third International Yoga Day in Shivaji College Lawns on June 21, 2017, at 8:00 am. Many students, teaching and non-teaching staff participated in the event.

Cleanliness Drive I: NSS volunteers at Shivaji College have continually striven to keep the environment clean. To this end, faculty and student volunteers cleaned the footpaths and walls around the college. At the same time, maintaining hygiene was equally important. Volunteers therefore cleaned the area around the college using hand gloves, facemasks. The garbage collected was sorted into recyclable and non-recyclable units and disposed accordingly.

NSS Orientation Programme: This programme was held on August 23, 2017 to induct more students volunteers and spread awareness regarding the work accomplished by the NSS Unit at Shivaji College. Students were informed of the annual pilot projects taken up by the NSS.

"Awareness Campaign against Use of Plastic": This is an initiative by NSS to sensitise the students about the hazardous effects of plastic on the environment. A rally of around

200 students was held on September 6, 2017. As part of this drive, **Post Card campaign** was also undertaken to sensitise shopkeepers and householders in Rajouri Garden on the perils of using plastic. This campaign took place on February 13, 2018.

Spreading Awareness about Ill Effects of Alcoholism: A street play was conducted by NSS at Raghubir Nagar on September 18, 2017 to generate awareness about alcoholism and its ill effects.

"**Rally for Rivers**": NSS at Shivaji College joined the campaign to bring awareness about water depletion in rivers. "**Rally for Rivers**" is the initiative of Sadhguru, founder of the ISHA Foundation. As part of this nationwide campaign, plantation drive was organised. The volunteers campaigned for tree plantation in the range of 1km area adjoining the main rivers in India. On September 24, 2017, the NSS volunteers circulated posters and connected to people on social media to give a missed call on 8000980009 to spread the campaign of tree plantation. They also campaigned in the college and conducted a one-on-one interaction with people.

Screening of "Solitary Soul" – On September 26, 2017, a Bengali documentary film (with English subtitles), "Solitary Soul," directed by Sourav Sarkar, was screened at the auditorium in Shivaji College. This documentary highlighted the issue of "old age and old age homes". In the interaction followed thereafter, Sarkar discussed the factors due to which old people are not able to live with their children and how the concept of old age homes is still seen as negative in the society. The new concept of **old age care centres** instead of **old age homes** invoked the interests of the young audience. Sarkar informed how such care-centres could be a better option as it would lessen the guilt of the children who couldn't take care of their parents in their own homes. Sarkar encouraged students to contribute toward the welfare of the old by helping them or visiting old age homes.

Cleanliness Drive II – The second initiative towards maintaining the cleanliness of the area around college was held on September 29, 2017 in Shivaji College. The students and teachers took a pledge to devote 100 hours to clean the environment

"I am an informed voter #JetSetVote": On October 13, 2017, NSS at Shivaji College took part in the event organised by the Chief Election Officer to raise awareness among

the youth about voting. This was an interactive session and students from Shivaji College participated in it. The organisers informed the students about voting rights and the need to be aware about whom he/she is voting. Students were given other important information like modalities of transferring one's name from one constituency to another in the same city or in different one.

C.Y.O.W.B – Carry Your Own Water Bottle: A rally organised by the NSS on January 15, 2018 as part of "Awareness Campaign against Use of Plastic." The volunteers of NSS joined their hands with the teachers to make this rally successful. Posters were used to spread the message to public.

Pledge on National Voters Day: On January 25, 2018, students and teachers took a pledge promising, "We, the youth of today will be responsible voters and citizens of country. We will do our best to make our country proud."

Alumni Meet: Numerous departments in the college took the initiative of organising Alumni Meet this year. The purpose of this platform is to bring together the former students of the college so that each of these students who have made a niche for themselves in different fields should be able to contribute to the well-being of the college, academically, culturally, and in other respects.

7.2 Provide the Action Taken

S. No.	Plan of Action	Achievements
Action Taken Report (ATR) of IQAC		
1.	Physical verification of laboratory	Verification and updation of the equipment and infrastructure
2.	Internal academic audit of the departments	Ensures transparency and verification/checking of smooth functioning of the department
3.	Result analysis of the respective departments	Assessing the academic excellence of students and identifying the drawbacks/problem areas
4.	Monitoring the progress of research through College Research Cell (CRC)	Number of publications in peer reviewed international and national journals
5.	Organised several seminar/conferences, workshops and seminars	Provided a platform to students and faculty members to present their research work/ upgrade their skills/ interact with eminent personalities
6.	Infrastructure audit of the college	Ensures physical verification of the infrastructure
7.	Field visits	Field visits gave a practical exposure to the students of the theoretical aspects studied by them
8.	Feedback	An online feedback system is created in which students

		can give feedback of faculty members.
9.	Environmental Audit	To be done during summer vacation
10.	Student-Teacher Mentoring	Teachers mentor student groups on a routine basis
11.	Involvement of Alumni in Activities Organised by Entrepreneurial Development Cell	To be considered in action plan
12.	Re-designing of College Website	Process started

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

The two best practices adopted by the college are:

1. **Promotion of Environmental Consciousness**

Shivaji College is committed not only to cultivating environmental consciousness among the staff members and students; it also believes in **pursuing, preserving, and promoting** environment-friendly practices, in every significant way, in the college premises. We engage in major as well as minor projects and campaigns that ensure minimal use of non-renewable energy and optimum usage of renewable energy in order to maintain a sustainable environment.

Important measures toward conserving ecological balance are:

- Consumption of Renewable Energy:
  The Solar Energy Plant at Shivaji College partially fulfils the energy requirement of the college. Since the installation of the solar panels in May 2016, the college has minimised its usage of electricity from BSES. The solar plant generates 375 units of electricity every day and bears at least 70 per cent of the energy demands

in the college.

- Minimal use of Electricity in Classrooms:

  The classrooms on the first floor and the second floor of the main building have sufficient natural lighting system. The classrooms have rows of glass-panelled windows that enable the usage of sunlight rather than consuming electricity.

- LED lighting on Campus:

  In its drive to conserve energy, the college has used LED lighting on the college compound. Shivaji College strives to replace the entire college with LED bulbs.

The following societies in the college continuously strive toward achieving the environmental goals:

Eco Club:

Eco club at Shivaji College is driven by the goal of conservation of environment and sustainable utilization and management of natural resources. Highly motivated student volunteers of this society that continually undertake projects toward maximising green practices. Their activities do no limit only to the college boundaries but also extend to neighborhood communities and family members too. Various practices under the aegis of Eco Club are:

a. Vermi-composting Unit – Eco club has until now maintained a vermi-composting pit to produce vermi-compost from organic waste. The output is then used in maintaining college lawns.

b. Paper Recycling Unit – Eco club collects waste paper from the college and process them into recycled paper. Students were trained to operate the recycling unit and the papers thus produced are supplied for use in laboratories.

c. "Pledge to Plant, Adopt & Protect a Tree Campaign" – This is a pledge and practice toward making a green campus. This afforestation programme instills a sense of responsibility among students and sensitise them on the need to protect the earth from pollution, climate change and global warming.

d. World Ozone Day Eve – On September 15, 2017, the Eco Club observed World Ozone Day Eve. The occasion was marked by an insightful lecture on **"Stratospheric and Ground-level Ozone"** by an eminent speaker from Central Pollution Control Board (CPCB). A screening of the documentary "Ozone layer and its Story" was also held as part of the event. The day concluded with competitive events.

Garden Committee:

Among the numerous committees that work towards an environment-friendly campus, Garden committee occupies a significant position. The maintenance of the greenery that Shivaji College takes pride in rests majorly on the Garden Committee.

a. "Vanmamahotsav" 2017 – Continuing the tradition of tree plantation in the college, the Garden Committee organised a plantation drive on September 05, 2017. "Rudraksha" saplings were planted to commemorate Teacher's Day. Student volunteers, teaching and non-teaching staff planted the trees with great aspiration.

b. Herbal Garden – It boasts of a diverse collection of more than 40 herbs and shrubs endowed with enormous medicinal properties. Some of the common medicinal plants are Brahmi, Giloy, Ashwagandha, Isabgol, Ghritkumari, Imli, Aak, Ajwain, Madhunashini, Harshingar, Tulsi, etc. These plants are labelled with their scientific and common names along with their medicinal uses. This project was launched with the intent of conserving, promoting, and popularising these plants among people across all ages. **The college has adopted the practice of gifting these plants to guests and dignitaries that grace numerous occasions.**

Leaders for Tomorrow (LFT) is a students' unit of Shivaji College that engages in activities that foster and promote social consciousness among youths. The primary goal of this group is to instill social responsibility amongst students

Events organised under the aegis of LFT are:

a. ADAPT *(Adopt a plant)* – A tree plantation drive organised on October 16, 2017. Volunteers planted more than 50 saplings.

b. Collection Drive – Clothes, books, etc were collected by volunteers from students and staff members from October 30 - November 11, 2017.

c. Visit for Compassion – LFT volunteers visited children staying at Rajouri Garden Rein Basera on two occasions in November 2017 to donate items collected from the college.

d. Blood Donation Camp – In collaboration with Lions Blood Bank, LFT organised a blood donation camp on January 16, 2018. Almost 80 students donated blood in the camp.

e. Shramdaan – A noble cause initiated by the LFT, fifty volunteers went to Bal Sahyog, a Social Welfare Organization at Connaught Place on February 18, 2018.

These volunteers dedicated a day of their labor to people in need.

f. Cleanliness Drive – LFT organised a cleanliness drive at Shivaji Enclave on February 27, 2018. Many students came out in response to the call to clean the campus and the adjoining areas.

g. Serving Happiness – During the festivals of Diwali and Holi, student volunteers of this society served happiness in the form of sweets to underprivileged people residing at metro stations in Kirti Nagar, Moti Nagar, and Rajouri Garden.

2. **Gender Sensitisation and Inculcating Values of Gender Equality:**

"Same World, Same Possibilities" is the slogan Shivaji College raises to sensitise the community on gender discrimination. Taking cognizance of the myriad forms in which patriarchal constraints work upon both women and men, the Women's Development Cell (WDC) at Shivaji College spearheads the movement for gender equality.

The **Women's Development Cell (WDC)** undertakes numerous projects and campaigns to bring about gender sensitive outlook in the college as well as the communities beyond the college. To this end, the activities and events organised by WDC at Shivaji College aim for a wider community outreach. The WDC ensures active interests and participation of faculty and students of the college in all the events organised irrespective of gender under the aegis of WDC.

WDC has worked in partnership with **One Billion Rising (OBR), Maitri India, Men Engage Delhi, and Centre for Advocacy and Research (CFAR),** and **Nazariya** for organizing various awareness programmes throughout the academic year 2017-2018.

Counselling Sessions – At the outset, WDC has undertaken an important step toward addressing the concerns and inhibitions of students, particularly the young women in the college, by providing the services of Dr Kushal Kaushik, Counselor. Dr Kaushik attends to students for two hours on every Monday and Friday. This exercise has invoked a very good response from students.

Legal Round Table – This event was organised in association with **Safe city and She The People TV** on August 24, 2017. The central concern of the discussion was to find

how to reconcile IPC law for sexual violence with gender-neutral UGC guidelines. They highlighted the role of social media in combating ignorance about sexual harassment laws in society. Students were also informed about the mechanism through which institutional support can be drawn by students facing any form of sexual violence in college premises.

"Gender and Media: From Margins to Mainstream" – This workshop was organised by WDC on September 19, 2017, in collaboration with Breakthrough and Alliance India. Discussion centered on the experiences and issues faced by the third gender. Apart from this, the discussion also informed about the role of media in gender discrimination in India.

International Day for the Girl Child – WDC commemorated the **International Day for the Girl Child** on October 11, 2017. Competitive events like slam Poetry, Slogan Writing, and Poster Making were held to celebrate the Girl Child. The "**Girl Rising,**" a documentary, was also screened at the event.

Gender Fair – In collaboration with UN Women, WDC organised a **Gender Fair** on the theme **"Redefining Womanhood – Inspire, Empower, Act!"** on January 30 and 31, 2018. **Dr Satya Pal Singh**, Hon'ble Minister of State, HRD (Higher Education), inaugurated the event. **Ms Swati Maliwal** (Chair Person of Delhi Commission for Women) and **Ms Sanya Seth** (Program Analyst, UN Women) also graced the occasion. The event began with a flash mob performance by WDC students followed by a theme video. The inaugural session was followed by a panel discussion on **Intersectionality and Gender Inequality.** Renowned filmmaker **Sudipto Sen** and **RJ Divya** (Radio City) engaged the students through "Chai pe charcha" on pressing women issues. Stand-up comedian **Vasu Primlani** enthralled the audience with her enactment of how Americans and Indians behave in different situations.

On the second day of the event, **Shilpi Marwaha** presented a theatrical performance on "A Woman Alone." This play by Dario Fo and Franca Rame registered the inner turmoil of women.

As has been the practice all these years, WDC conferred the **Jijabai Achievers Awards** to women achievers from various fields. These are women and men who, despite all

challenges, have tirelessly worked towards upholding the dignity and integrity of women. **Smt. Smriti Zubin Irani** (Hon‟ble Minister of Information and Broadcasting & Minister of Textiles, Government of India) did the honours of presenting the awards. **Ms Kamla Bhasin**, South Asia Coordinator, One Billion Rising and **Smt**. **Nayana Sahasrabuddhe**, Vice President, Bhartiya Stree Shakti also graced the occasion.

The Awardees for 2017 are:

i. **Dr Mandakini Amte,** Social Activist working for community health in Gadchiroli, Maharashtra.
ii. **Sister Lucy Kurien,** Founder and Director of Maher.
iii. **Ms Sumita Ghose,** Founder and Managing Director of Rangsutra.
iv. **Dr Girish Kulkarni,** Founder of Snehalaya.
v. **Dr Radhike Khanna,** Founder of OM Creations.

A performance by women-exclusive musical band **Nari Gunjan** (from Bihar) began the Jijabai Award ceremony. The translation of Nari Gunjan means "the humming of women." These women from Dalit community draw a sense of empowerment and liberation by drumming.

WDC also released a coffee table book *The Change Makers.* This book chronicles the life journey of nine exceptional women whose iconic vision, endurance, and resistance showed that there are no challenges and misfortune that are insurmountable. Not only have they transformed their own lives, they have worked ceaselessly toward transforming other women's lives too.

The Gender Fair also held a number of inter-college competitive events like Rangoli making, Poetry, Debate, Face Painting and an art exhibition. An exhibition by Masooma Rizvi also showcased the journey of woman from restriction to freedom.

International Women's Day – WDC celebrated International Woman's Day on March 8, 2018 with numerous competitive events. Some events organised were the Photo Talk highlighting myths of body image and Open Mic, a forum where students discussed prevailing gender issues. The highlight of the event was a lecture by renowned novelist **Ms Nasira Sharma.** She talked about women's rights across religions.

7.4 Contribution to environmental awareness / protection: Same as 7.3 part (1)

7.5 Whether environmental audit was conducted? NO

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

Awards received by faculty members

i.   Dr Shashi Nijhawan, Principal, Shivaji College, was awarded the "**Girl Centric Tertiary Education and Training Award**" by **Women's Agency for Generating Employment** on the occasion of the International Women's Day this year on March 8, 2018.

ii.   Dr Shashi Nijhawan was awarded "**Best Indian Educationist Award**" for contribution towards welfare of people by Friendship Forum on November 17, 2017.

iii. Dr Shashi Nijhawan was awarded "**Bharat Excellence Award**" by Friendship Forum on November17, 2017.

iv.   Dr Shashi Nijhawan was awarded "**National Skill Resources Development Award**" by National Community College for Skill Development, Women's Agency for Generating Employment, Confederation of Indian Universities and National Institute of Cleanliness and Research on October 3, 2017.

v.   Dr Darshan Malik was awarded **"Bharat Vikas Award 2017"** for her contribution on "Bioremediation" by Institute of Reliance at Bhubaneswar on November19, 2017.

vi.   Dr Tejbir Singh Rana received the **Meritorious Teachers Award** 2017-18 from the Government of NCT, Delhi.

vii. Dr Reetika Rana was awarded **Academic Fellowship Financed by Dutch Ministry of Foreign Affairs** for a study programme on "Food Security in Urbanizing World" (September 4-15, 2017) at the Wageningen Centre for Development Innovation, Netherlands.

viii. Dr Jyoti Sharma was awarded "**Samaj Sewa Ratan Award 2018"** by Vijay Raj Welfare Society.

ix.   Dr Rajinder Singh successfully completed NCC Training Course at OTA, Kamptee (Nagpur) and was **commissioned as Lieutenant**.

x.   Dr Rajinder Singh was **awarded with Director General's Baton and Gold Medal in Senior Division** for overall excellent performance during the course.

xi.   Dr Sonali Garg was awarded for "**Best Research Paper**" for her work "*Premashram as History: Postcolonial Perspectives on the Indian Peasant*" at the National Conference on Postcolonialism: Indian Response and Transformation at Amity Law School, Noida, on August 22-23, 2017.

xii.   Dr Deepika Yadav was awarded **Certificate of Excellence** for the Poster Presentation on "Syndrome X: A Peril to Human Health" during Global Cardio Diabetes Conclave Chennai 2017 held from September 29 to October 1, 2017.

xiii.   Dr Preetika Dhawan was awarded Dr. K. S. Krishnan **Gold Medal** at Annual Convocation –2017, University of Delhi on November 18, 2017 solicited by Hon'ble President of India, Mr. Ram Nath Kovind.

List of publications by faculty members

i.   **Coffee Table Book:** *The Change Makers.* (2018). Chopra A., Rana R., Sharma P., Bhavnani., and Saxena P., eds. New Delhi, Shivaji College, ISBN 978-93-83848-43-0

ii.   *Shivraj -* Annual Magazine of Shivaji College, (2018).

iii.   *Optimum -* Annual Academic magazine of Department of Commerce, (2018).

iv.   *Biokemi 2018 – The Essence of Life*, Annual Academic magazine of Department of Biochemistry, (2018).

Strength

- Shivaji College has been ranked 59 by NIRF.

- Shivaji College has begun the construction of new academic block. The new building will be equipped with eco-friendly features. Total ground coverage area of Shivaji College is only 26.24 per cent and the rest is allocated to green area and sports facility.

- Construction of the new building block has these safety and energy conserving measures in place:

Measures for mitigating air and noise pollution have been taken:

- Noise barriers shall be provided in immediate construction site during the construction phase.
- To minimise the dust effects, bifurcation shall be done by sheet between existing buildings and construction area.
- A separate road will be paved during the construction phase for transportation of building materials.
- Night hour construction shall be restricted.
- All the D.G. sets shall be kept acoustically treated to reduce noise level during the operation phase.
- CPCB norms for the stack height shall be maintained.
- Emission standards shall be maintained as prescribed by CPCB.
- Planting of big foliage trees and shrubs around the boundary will be undertaken to reduce noise pollution.

Energy Conservation measures:

- Energy efficient luminaries and energy saving lamps like LED and T5 fluorescent tubes, electronic ballast will be used.
- Lamps will be selected based on the efficiency of lamps like considering the stars and ISI marks.
- Use of timers and photoelectric sensors to switch on/off external landscapes and façade lighting will be done.
- All lifts shall be provided with AC variable voltage, variable frequency drives (ACVVF)
- Low lost electronic ballast will be majorly used for all fluorescent fixtures used in the basement, electrical rooms.
- To meet the requirement of hot water in the new academic block, two solar heaters of one thousand litre capacity shall be installed.
- Conservation measures will be strictly followed so that 8-10 per cent energy will be conserved.

- Appropriate measures for rainwater harvesting have been taken in construction of new buildings.
- There is a fire fighting as well as fire evacuation plan in the new building.

- Shivaji College has **accidental/ life Insurance Policy** for students in the capacity of Rs. 2.6 Lac per student.

- **Health Card** is available for students at a nominal price of Rs. 120/- for access to Health Centre.

- **Feedback mechanism** is in place to monitor shortcomings observed by students so that they maybe addressed.

- **Upgradation** of laboratory and other infrastructural amenities are done at regular intervals.

- A large collection of subject specific and general books caters to the academic interests of both students and faculty. The **library is also well equipped with latest technology**.

- There is **efficient** and **transparent** administration function. These tasks are accomplished using latest technology to a maximum possible extent.

- Timetable and attendance record of students are available on college website.

- There is regular improvement in **qualitative and quantitative** aspect of results. The first year students are provided with laptops.

Weakness

- Limited resources and infrastructure are a setback to introduction of new academic programmes.

- Availability and generation of financial resources is often a constraint in the expansion of infrastructure as well as for organizing activities like seminars and conferences.

- There are limited research facilities.
- There are no hostels for students.

Opportunities

- Shivaji College has started the construction of a new academic block. This block has provision of additional classrooms, seminar halls, and research laboratories and it will

give impetus to research activities. The new building is constructed keeping in mind eco-friendly practices. For maximum utilisation of minimum space, the college may also plan a vertical garden.

- Shivaji College sports complex can accommodate an indoor stadium, gymnasium, underground irrigation facility, more storerooms, washrooms, and work force. The college sports ground is a huge facility and if sufficient fund is allocated, it can be transformed to a powerhouse of rising athletes.

- The college has potential of adding consultancy services so that financial resources of the institution are amplified. Expanding these services will also encourage the faculty to take up consultancy work that will add to their practical experience.

Challenges

- Due to primary focus on classroom curriculum, equal or even sufficient time cannot be spent with research work. It is therefore a challenge to avail opportunities for conducting research work, both as an individual or in group.

- Minimising usage of paper in daily functioning of the college.

8. Plans of institution for next year

1. Empowering and liberating youth of all classes (especially from economically and socially backward class) and regions of the country by inculcating discipline, integrity, scientific temperament and a desire for excellence.
2. Instituting Scholarship programs funded by faculty members towards the financially weaker students for encouraging academic excellence
3. Enhance Access and Inclusivity in Quality Education. Encourage new age learning.
4. Empowering and liberating youth of all classes (especially from economically and socially backward class) and regions of the country by inculcating discipline, integrity, scientific temperament and a desire for excellence.
5. Instituting Scholarship programs funded by faculty members towards the financially weaker students for encouraging academic excellence
6. Enhance Access and Inclusivity in Quality Education. Encourage new age learning.
7. To be mapped in the field of education as the institution which provides the youth of today, the platform of quality learning and teach them social responsibility so that they can become the leaders of tomorrow to successfully maneuver the country through the path of development.
8. In this era of globalization, develop International linkages and global networks in education. This would provide the students with multicultural and diverse exposure to enable them to break out of stereotypes and generalisations and learn to work as a team with people across cultures.
9. Encourage the faculty members to participate in International Exchange Program and fine tune their professional skills.
10. Encourage quality research and publications among the faculty members. Include more undergraduate in short term research projects so that they have a practical exposure of theoretical textbook knowledge and encourage them to think out of the box and take intellectual risk.
11. Hold more International and National conferences to provide platform for the direct interaction between world class leaders and scientists and the students. This will provide guidance to the students for their future.
12. The college envisions a world with gender equality and thus works tirelessly towards gender sensitization. Shivaji College wants to work beyond the boundaries of campus now with greater inclusivity of our society to fulfil this mission and usher paradigm change.

Name _Dr. Darshan Malik_

Signature of the Coordinator, IQAC

Name _Dr. Shashi Nijhawan._

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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