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*

Contents

Part – A

Part – B

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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:**
(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)

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

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)*   2016-17

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 _____**23/09/2016** (DD/MM/YYYY)
    ii. AQAR_____ _____ (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 [ ]

                          Urban [√]   Rural [ ] Tribal [ ]

   Financial Status   Grant-in-aid [ ]   UGC 2(f) [√]   UGC 12B [√]

                       Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

   Arts [√]   Science [√]   Commerce [√] Law [ ]   PEI (Phys Edu) [√]

   TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

   Others   (Specify)   [.]

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-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers   18

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   29

2.10 No. of IQAC meetings held: 14

        13   10

2.11 No. of meetings with various stakeholders: No.   Faculty

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | 1 |

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

If yes, mention the amount | Rs. 1,50,000 |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 20 | International | 0 | National | 7 | State | 12 | Institution Level | 1 |

(ii) Themes

National

S. no.	DEPARTMENT	EVENT
1.	BIOCHEMISTRY, BOTANY, ZOOLOGY & CHEMISTRY	DST sponsored **Inspire Science Camp** from December 14-18, 2016
2.	COMMERCE	A week long **National Level Faculty Development Programme** on **Research Methodology and Data Analysis** from November 21 - 27 , 2016.
3.	ENGLISH	National conference on **Many Patriachies, many Responsibilities: Re-interrogating Gender in Narratives from North- East India** from February16-17, 2017.
4.	HINDI	National seminar on **Hindi Bhasha Sahitya Evam Srijnatmakta** from March 28-29, 2017.
5.	HISTORY	National conference on **Nationalism: Different Strokes from** March 20- 21 , 2017.
6.	SANSKRIT	National seminar on **Modern Science in Vedas** on February 21, 2017
7.	WDC	UGC sponsored **Gender Equlity Fair**, on **Being a Woman** from February 2-3, 2017

University/State level

S. no.	DEPARTMENT	EVENT
1.	BIOCHEMISTRY, BOTANY, CHEMISTRY, COMPUTER SCIENCE and ZOOLOGY	**Lab Skill Training Program** for Laboratory Staff from July 10-14, 2017.
2.	DEPARTMENT OF BOTANY in collaboration with DEPARTMENT OF ZOOLOGY, Shivaji College and Department of Environmental Studies, North Campus, University of Delhi,	**Workshop** on **Environmental Pollution and Health in Urban Ecosystems (EPHUE-2016)**, June 23, 2016 at Department of Environmental Studies, North Campus, University Of Delhi
3.	BIOCHEMISTRY	Annual Academic programme **Bioquest 2017** on March 27, 2017
4.	BUSINESS ECONOMICS	Annual Academic programme **Invoke** on March 24-25, 2017.
5.	CHEMISTRY	Annual academic festival **Rastantrum** on February 27, 2017.
6.	COMPUTER SCIENCE	Annual technical festival **Techelons** from March 30-31, 2017.
7.	COMMERCE	Annual Academic programme **Optimum** on March 22, 2017**.**
8.	ECONOMICS	Annual Academic programme **Pareto** on February 28, 2017.
9.	GEOGRAPHY	Annual Academic programme **Shivalik** on March 3, 2017.
10.	HINDI	-Annual Academic programme **Sahitya Sangam** on September 7, 2016 **-Antarashtriya Matra Bhasha Divas** on February 21, 2017.
11.	PHYSICS	Workshop **Pratibimb** on January 31, 2017
12.	ZOOLOGY	Annual Academic programme **Vivente** on March 8, 2017.

College level

1.	DEPARTMENT OF SCIENCES	Interdisciplinary workshop for science faculty **Sharing Science, Rising Together** on September 24 and October 1, 2016.

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 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.	Motivated the departments to organize seminar/conferences and workshops	Provided a platform to students and faculty members to present their research work/ upgrade their skills/ interact with eminent personalities
7.	Feedback forms are taken from the stakeholders and analysed.	Steps were 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 2.15

   Annexure 1

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 final AQAR was placed in the IQAC and governing body meeting on August 24, 2017. The achievements of last year were thoroughly assessed and the action plan for the forthcoming academic year was formalised.

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	NIL		
UG	19	NIL	1	NIL
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	23
Trimester	NA
Annual	NA

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   Students [√]
    (On all aspects)

    Mode of feedback   :   Online [√] Manual [√] Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure
(Details of the analysis of feedback is provided in Annexure2)

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

As per the University guidelines and norms . At present CBCS curriculum is followed for all UG courses.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Principal and Librarian)
110	64	44	-	2

2.2 No. of permanent faculty with Ph.D.

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 (84) were appointed against the vacant positions

2.4 No. of Guest and Visiting faculty and Temporary faculty

14   nil   nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	48	45	25
Presented	40	24	23
Resource Persons	-	4	98

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

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

1. The 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 powerpoint and give presentations in class which are assessed by teachers.

2. The students of BA (H) History visited National Museum, New Delhi. This visit gave them the 3-D awareness of the art objects of the early Indian historical times as most of the early Indian art collections were crafted meticulously and with precision in the pre-modern age with no tools of modern time.

3. The students of B. Sc. (P) Life Sciences and B. Sc. (H) Botany visited IARI Institute, New Delhi to learn various techniques of composting and production of biofertilizers.

4. The Department of Mathematics purchased a smart board, smart pad and a visualizer to facilitate teaching process.

5. In the Department of Economics the technique of Elevator Pitch was adopted in the class to help students organize and execute their research ideas in the most precise manner.

6. 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.

7. Many departments organised field visits, study tours and excursions to various places to make teaching learning process more interesting and unconventional.

8. The students of Innovation Projects were exposed to recent research technologies and have participated in several national and international conferences /seminars / symposium under the guidance of their respective project investigators. **Six of the innovation projects were selected for display at the university** Innovation Plaza on the Convocation Day and 4 projects were awarded with Certificate for **Most Significant Societal Impact**. One research Project received the **Innovation Award** at International Innovation Summit held on November 26, 2016.

9. The students are involved in maintaining the college herbal garden, vermi-composting and paper recycling unit as a part of the activities undertaken by Eco Club and Garden Committee.

10. The students are regularly motivated to understand science through creative art activities like rangoli, pot painting, salad making and poster making competitions through several cultural events that are regularly organised in college by departments and committees.

11. National seminars were organized by some of the departments to expose students to new ideas and concepts in their subjects as well as in interdisciplinary fields of study

12. Eminent dignitaries (vice-chancellors, professors, scientists, ministers and MLA's,) visited our college in the academic year 2016-17 to give talks and interact with the students to motivate them in various fields - academic as well as co-curricular 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 | 2 |
      Restructuring/revision/syllabus development
      As member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students | 66.28 |

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

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 subcommittee 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 laboratory equipments are checked and any discrepancies found are rectified. The 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. IQAC has its regular 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	7
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	5
Faculty exchange programme	-
Staff training conducted by the university	25
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	64
Others	2

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	12	nil	8
Technical Staff	45	16	nil	9

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. **12 interdisciplinary innovation** projects funded by University of Delhi, which inculcate research culture among undergraduate students were completed in 2016. Six of these projects were invited to present their work at the convocation of University of Delhi on December 19, 2016 and out of these four were awarded with Certificate for '**Most Significant Societal Impact".** The students of research project **'Real Time Android Application for Travel Convenience'** received the **Innovation Award** for their work as a part of Melting Pot 2020 International Innovation Summit held on November 24, 2016.
>
> 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 also 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		1		1
Outlay in Rs. Lakhs		19.08 lacs		10.89 lacs

	Completed	**Ongoing**	**Sanctioned**	**Submitted**
Name of Project		Design and Analysis of sensitive characteristics on successive occasions and their applications MRP No. [EMR/2016/000455]		Search of Good Rotation Patterns on Successive Occasions and its Applications MRP No. [42-42/(2013)/SR]
Outlay in Rs. Lakhs		19,08,100/-		10,89,303/-
Names of Project Investigators		Dr Kumari Priyanka		Dr Kumari Priyanka
Funding Agency		SERB, New Delhi		UGC, New Delhi

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	12		2	
Outlay in Rs. Lakhs	58.5 lacs		10.25 lacs	

Completed minor projects

Project. no.	TITLE	PERIOD [IN YEARS & MONTH (S)]	TOTAL GRANT/FUNDING RECEIVED (RS.)	NAME OF SPONSORING/ FUNDING AGENCY
SHC 303.	Accessing Microbial Diversity of Yamuna Water: A Step towards Environmental Restoration	One year	6 lacs	University of Delhi
SHC 305.	Industrial Waste Utilization for Microbial Fuel Production	One year	5 lacs	University of Delhi
SHC 306.	Application of Biocontrol agents and herbal oils on wheat crop against powdery mildew disease	One year	3.5 lacs	University of Delhi
SHC 307.	Amelioration of Air Quality in Urban Ecosystem of Delhi: Role of avenue trees and use of birds as biomonitors	One year	5 lacs	University of Delhi
SHC 308.	A Dried Bloodspot Collection Study for detection of *Brucellosis* in bovine population of Indian villages: An ELISA based system specific to Omp25 and Omp28 proteins of *Brucella abortis*	One year	5 lacs	University of Delhi
SHC 309.	A comparative chemical analysis of commercially available newer brands of edible oils for their highlighted benefits for human consumption	One year	4 lacs	University of Delhi
SHC 310.	Lifestyle Disorders: Etiology, Awareness & Management	One year	5 lacs	University of Delhi
SHC 311.	L-asparaginase, an anti-tumor agent: Production, Characterization and Molecular Approaches	One year	6 lac	University of Delhi
SHC 312.	Comparative analysis of heavy metal toxicity and pesticide contamination in vegetables collected from local sites and organic stores in Delhi	One year	6 lacs	University of Delhi
SHC 313.	Make your life easy: using smart switch	One year	4.5 lacs	University of Delhi
SHC 314.	Real Time Android Application for Travel Convenience	One year	4 lacs	University of Delhi
SHC 315.	Inventory and prospect of water conservation in Western Rajasthan	One year	4.5 lacs	University of Delhi

	Completed	Ongoing	Sanctioned	Submitted
Name of Project			Studies on Mercury Contamination of Surface and Ground Waters in and around Delhi and its Bioremediation MRP No. [ROMRP-NRCB-ENVI-2015-2016-38705]	
Outlay in Rs. Lakhs			4,25,000/-	
Names of Project Investigators			Dr. Vijay Kumar	
Funding Agency			UGC	
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 Investigators			Dr. Prabuddh Kumar Mishra	
Funding Agency			ICSSR	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	59	11	03
Non-Peer Review Journals			
e-Journals	01		
Conference proceedings	21	07	

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	2013-17	UGC	10.89 lacs	
	2016-19	SERB	19.08 lacs	
Minor Projects	2017-19	UGC	4.25 lacs	
	2017-19	ICSSR	6 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.   [24]   Chapters in Edited Books   [24]

ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from - **NA**

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	nil	5	nil	13	1
Sponsoring agencies		UGC, DST		Shivaji College	Shivaji College

3.12 No. of faculty served as experts, chairpersons or resource persons-**102**

3.13 No. of collaborations- **Nil**   International [   ]   National [   ]   Any other [   ]

3.14 No. of linkages created during this year   [2]

- Science departments, along with the Department of Mathematics, organized the DST sponsored **Inspire Science Camp** for school students from December 14-18, 2016.
- A lecture series was organised under the umbrella of **Science-Setu** Programme for the students of Biological Sciences. Dr Chandrima Shaha, Director and Dr. Rahul Pal, Scientist, National Institute of Immunology gave insightful lectures and motivated the students to take up science as a career on October 27, 2016. A lecture on **Saga on Pollination Biology** by Dr. Rajesh Tandon, Department of Botany, University of Delhi on November 7, 2016

3.15 Total budget for research for current year in lakhs:

From funding agency   [40.22 lacs]   From Management of University/College   [-]

Total   [40.22 lacs]

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
18	2	5	1	10	-	-

3.18 No. of faculty from the Institution
    who are Ph. D. Guides | 6 |
    and students registered under them | 6 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 1 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | 1 | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | - | State level | - |

National level | 1 | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | 66 |

National level | 23 | International level | 1 |

3.23 No. of Awards won in NSS: **Nil**

University level | | State level | |

National level | | International level | |

3.24 No. of Awards won in NCC:

University level | - | State level | 1 |

National level | 2 | International level | - |

3.25 No. of Extension activities organized

University forum | - | College forum | 6 |

NCC | 3 | NSS | 11 | Any other | - |

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

1. Few faculty members of **Department of Biochemistry, Department of Mathematics** and **Department of Zoology** organized **three Health Camps - Health Camp** from September 19, 2016–October 1, 2016, **World Heart Day**–September 29, 2016 and **Health Awareness Desk**– October 18-19, 2016.

2. **Traffic Awareness Programme** was organised by **NSS** in coordination with **Delhi Traffic Police** on August 20, 2016.

3. **NCC** cadets and **NSS** members participated in **Swachhata Pakhwada** from August 29-30, 2016 with the aim to clean the college and nearby places.

4. **Plantation drive** was organised by the **Eco Club** members on September 5, 2016, for encouraging the faculty and students to plant trees in their backyard.

5. The **NSS** Unit of Shivaji College organised a campaign against drug addiction **Niswarth Seva Diwas** on September 22, 2016.

6. Few faculty members of **Department of Biochemistry, Department of Botany** and **Department of Zoology** organised a workshop **Kisan Jagrukta Karyashala** in Najafgarh area on September 28, 2016 to create awareness among farmers and educate them about use of pesticides.

7. **NSS** volunteers along with volunteers of **Leaders for Tomorrow** organised a rally **Cleanliness Drive and Awareness** from Shivaji College to Raghubir Nagar on October 21, 2016.

8. **NSS** team of Shivaji College launched **Online Campaign against Pollution** on November 2, 2016, by taking advantage of social media as a medium to mobilize people for a cause.

9. **Eco-Club** organised a lecture on **Climate Change and India** by **Dr. Subodh KumarSharma,** former advisor of Ministry of Environment Forest and Climate Change in college auditorium on November 4, 2016.

10. **Voluntary Blood Donation camp** was organized by **NSS** team in collaboration with Rotary Club on November 8, 2016.

11. A training session on cashless transactions was organised for **NCC** cadets on January 3, 2017 under **Vittiya Saksharta Abhiyan**

12. Workshop on **Promoting Intergenerational Bonding** was organised by **NSS** team on January 10, 2017.

13. **NSS volunteers** of Shivaji College had taken an initiative **Pehal: Ek Prayaas** which is an education drive from, during which volunteers devote two hours daily for providing better quality education to under privileged children of Raghubir Nagar (slum area) from January 18 –February 20, 2017.

14. **Eco-club** organized a oneday programme in the College campus to create **Environmental Awareness on Fuel Conservation** on February 14, 2017.

15. **Nishkaam:** health camp, book distribution and langar was organized by **NSS** for kids from Raghubir Nagar on February 20, 2017.

16. Few members of Department of Geography organized a 3 days campaign in Beetan village, Nagaur **r**egarding **'Water conservation and maintaining conventional water harvesting techniques'** in February, 2017**.**

17. The **Enactus** group of college, worked on **Project Bandhini** in 2017 in collaboration with **Hope Foundation** whose main aim is to make best out of waste. This project entails using the technique of tie and dye to make waste fabric look attractive**.** Enactus Shivaji also has introduced an environment initiative **One Plus Tree** where for every Rs. 10 donated they plant a sapling.

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

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	1330	53	UGC	1383
Value of the equipment purchased during the year (Rs. in Lakhs)	-	11,26,045.00	UGC	11,26,045.00
Others	-	-1 Porta Cabin (room) for Student Union -Roof top solar photo voltaic panels of 75 KW	Student Union Fund Development Fund	Rs. 2,10,000/- Rs. 55,00,000/-

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.

4.2 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	69414	-	2763	1932697	72177	-
Reference Books	2244	-	52	85435	2296	-
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	-	-	-	655	-
Others (specify)	286 Braile books , 30 CDs for visually handicapped, 5 Angel recording system		-	-	286 Braile books , 30 CDs for visually handicapped, 5 Angel recording system	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others (Library)
Existing	150 desktops 936 laptops	4	Wifi enabled campus	3	1	1	17	-
Added	09	-	-	-	1 (Server)	-	-	1 (Server)
Total	1095	4	2 modem	3	2	1	17	1 (Server)

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.

- Eleven access points are available for better wi-fi coverage.

- An additional server was installed in Computer Laboratory-3.

- One new server was installed in Library for its independent functioning.

- One Day Seminar was organised on **Cashless Transaction** in coordination with Central Bank of India for students and teachers.

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

4.6 Amount spent on maintenance in lakhs :

i) ICT   11,89,187

ii) Campus Infrastructure and facilities   9,39,511

iii) Equipments   19,29,500

iv) Others   1,46,203

                                Total: 42,04,401

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 an allotted group of students and counsels them.
- Academic calendar is uploaded on the college website at the beginning of the session.

5.2 Efforts made by the institution for tracking the progression

- The college keeps track of student progression through the Alumni Club. The college held its annual alumni meet on May 14, 2017 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.
- Data is being collected by various departments, individually as well, 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
3849	95	-	-

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

1503

(c) No. of international students

18

No	%	
12		Men

No	%	
06		Women

Last Year(2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2007	545	105	938	28	**3623**	2152	550	127	987	33	3849

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 question papers and magazines in library for preparation of various competitive examinations
- Remedial classes for weak students were held.

No. of students beneficiaries **1253**

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

- A lecture series was organised under the umbrella of **Science-Setu Programme** for the students of biological sciences. Dr Chandrima Shaha, Director and Dr. Rahul Pal, Scientist, National Institute of Immunology gave insightful lectures and motivated the students to take up science as a career.

- The Department of Business Economics organised lecture by Dr. A. T. K. Raman (Ex-Professor IMT & Ex-VP-M&A, Arcelor Mittal) on the topic: **Everything you need to know about Goods and Services Tax**, on August 29, 2016.

- The Department of Business Economics organised a lecture by Mr. Dheeraj Singh, BDM, IMS on "**How to crack an interview**" on February 13, 2017.

- The Department of Commerce organised a visit to **Bombay Stock Exchange** Office, on September 22, 2016 and visit to **Securities and Exchange Board of India** on October 5, 2016.

- The Placement Cell organized skill enhancement session on August 13, 2016 conducted by Mr. Nitin Demla who is currently a Portfolio Accountant at Tata Consultancy Services and an alumnus of Shivaji College.

- A special placement talk was organized for the students of B.Tech Computer Science stream to provide them an insight into product development job profiles offered by various software giants like Google, Microsoft, Adobe, etc. The session was conducted by Mr. Kamal Rawat, founder of Ritambhara Technologies on February 13, 2017.

No. of students benefitted **810**

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
10	350	170	Data not available with college

5.8 Details of gender sensitization programmes

- Women's Development Cell (WDC) of the college aims at creating awareness and mobilizing youth to achieve the objective of **Gender Equality**. The cell ensured active participation of male faculty and boys of the College towards gender related issues in all the activities endorsed by WDC during the academic year 2016-17.

- WDC collaborated with many organizations such as **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 year.

- With the objective of condemning violence against women WDC organized an event **Ab Aur Nahin** on August 26, 2016.**.

- In its earnest attempt to advocate gender equality, WDC organized an event **Mera Wajood** on October 7, 2016*.* Nazariya conducted a talk on **Exploring the Self through the Lens of Gender,** which was followed by an interactive session on **Exploring the layers of masculinities** by MenEngage Delhi and One Billion Rising.

- WDC organized a **Gender Equlity Fair,** sponsored by UGC, on the theme **Being a Woman** from February 2-3 2017, which was inaugurated by **Ms. Kamla Bhasin**, South Asia Coordinator, One Billion Rising and famous wrestler-cum-coach **Sh. Mahavir Singh Phogat** and his wife **Smt. Daya Kaur. Jijabai Achievers Awards 2017 were** presented at the fair and coffee table book **Udayan: A New Beginning** and a documentary were released.

5.9 Students Activities

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

State/ University level ⟨ 125 ⟩   National level ⟨ 18 ⟩   International level ⟨ - ⟩

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

State/ University level | 383 | National level | 35 | International level | 2

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

Sports: State/ University level | 18 | National level | | International level |

Cultural: State/ University level | 208 | National level | 15 | International level | 1

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	358	10,10,000
Financial support from government	151	9,24,870
Financial support from other sources	151	49,100
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level | 1 | International level |

Exhibition: State/ University level | 2 | National level | | International level |

5.12   No. of social initiatives undertaken by the students | 15 |

- Few faculty members of **Department of Biochemistry, Mathematics** and **Zoology** organized **Health Camps -Health Camp** from September 19, 2016– October 1, 2016, **World Heart Day**–September 29, 2016 and **Health Awareness Desk**–October 18-19, 2016.

- **Traffic Awareness Programme** was organised by **NSS** in coordination with **Delhi Traffic Police** on August 20, 2016.

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> **Environmental Awareness on Fuel Conservation** on February 14, 2017.
>
> - **Nishkaam:** health camp, book distribution and langar was organized by **NSS** for kids from Raghubir Nagar on February 20, 2017.
>
> - **Yoga day** was organised by NSS on the occasion of the 3rd International Yoga Day, on June 21, 2017.

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 mission of the college is to provide academic excellence in fields of science, commerce and humanities. It encourages the spirit of scientific inquiry by motivating the students and faculty for continuous research and learning. The college encourages competitiveness and a yearning for perfection among all members and nurtures diverse talent among students through various curricular and co-curricular activities.

Shivaji College promotes equality of education irrespective of social class, gender, religion and caste. The college organises various activities to sensitize the students towards social issues, gender bias, nature and environment. With state-of-the-art infrastructure for extracurricular activities and sports, the college promotes physical and intellectual agility among all members of the institution. Parallel education runs deep into the curriculum and to achieve this, the college organizes seminars, conferences, symposia and other events. This facilitates interaction between students and people from all walks of life. The college works towards grooming the students so that they become key role players in building a culturally sensitive and knowledge based society.

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 .

6.2 Does the Institution has a management Information System

Computerised systems and latest softwares 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 making time tables and 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**.** Since the CBCS system has only completed there were not changes in the syllabi. 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.

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 2016-17 the college organized many seminars and workshops in collaboration with University Departments, National Institute of Immunology, ICSSR, UGC, Department of Science and Technology, NGOs like Maitri India, Men Engage Delhi, OBR, Nazariya 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 2016-17:

The various departments 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:
- The Departments of Sciences
  a) Organized a **Lab Skill Training Workshop** for the laboratory staff of Chemical and Life Sciences from July 10-14, 2017, to keep the laboratory staff of the Science departments abreast with various aspects of laboratory maintenance.
  b) Conducted an interdisciplinary workshop**, Sharing Science, Rising Together** for the faculty of sciences on September 24, 2016 and October 1, 2016 to familiarize them with new laboratory techniques adopted in these departments.

- Department of Business Economics
  a) Organised lecture on **Everything you need to know about Goods and Services Tax** by Dr. A. T. K. Raman (Ex Professor IMT) on August 29, 2016.
  b) Organised a lecture on **How to crack an interview** by Mr. Dheeraj Singh, BDM, and IMS on February 13, 2017.

- Department of Biochemistry
  a) Organized a lecture on **Advances in Cancer Medicine** by Prof. Sameer Bakshi from Department of Medical Oncology, All India Institute of Medical Sciences (AIIMS), on September 20, 2016.
  b) Organized various **health camps** in collaboration with Department of Mathematics from September 19 - October 1, 2016. It also organised a health camp on **World Heart Day** on September 29, and set up a **Health Awareness Camp** from October 18-19, 2016.

- Department of Botany organized a one day educational programme on **Organic Farming** on October 3, 2016.

- The Department of Chemistry organised a lecture on **Application of Chemistry in Solving Crime Cases** by Dr. G. S. Sodhi on February 27, 2017 during its annual academic festival **Rastantrum**.

- Department of Commerce

  a) The department organised a week long National Level Faculty Development Programme on **Research Methodology and Data Analysis** from November 21 - 27, 2016. Prof. Muneesh Kumar, Dean, Faculty of Commerce and Business, D.U. Prof. Kavita Sharma, Head , Department of Commerce, Prof. Suresh Aggarwal, Head Department of Business Economics,, University of Delhi were guest speakers along with four eminent experts as resource persons.
  b) A lecture was organised on **Investment in Stock Markets and Creating Wealth** by Varun Malhotra, Director, EIFS Private limited. on January 11, 2017.
  c) Conducted a seminar on **GST and its Impact on Taxation System in India** by Dinesh Mittal, General Manager, Taxation, Walmart India, on February 22, 2017.
  d) Organised a seminar on **Cyber Laws and Crime** by Mr. Pavan Duggal, Advocate, Supreme Court of India and Mr. Rakshit Tandon, (Cyber Security Expert), Consultant –Internet and Mobile Association of India on March 22, 2017during its annual departmental festival OPTIMUM 2017 on March 22, 2017.

- The Department of Computer Science organized a talk on **Cyber Crimes and Cyber Laws** by Mr. Anuj Agarwal, Chairman, Centre for Research on Cyber Crime & Cyber Law on March 30, 2017 during its Annual technical Festival **Techelons**.

- Department of Economics
    a) Organised a talk on **Goods and Services Tax (GST) Regime: Challenges and Prospects** by Prof. Arun Kumar from Centre for Economic Studies and Planning, School of Social Sciences, Jawaharlal Nehru University on September 16, 2016.
    b) Organized its Annual Academic Festival **Pareto** on February 28, 2017. An inaugural address on **How to be a good Economist** was delivered by Mr. Gautam Chikermane, Eminent Writer (Economics, Politics and Religion). A talk on **India's Demonetization Episode: Experience and Prospects** was delivered by Professor Surajit Mazumdar, Centre for Economic Studies and Planning, Jawaharlal Nehru University.

- Department of English organised a National Conference on **Many Patriarchies, Many Positionalities: Re-interrogating Gender in Narratives from North-East India** on February 16-17, 2017.

- Department of Geography organised lectures by Prof. C. S. Dubey (Department of Geology, University of Delhi) and Dr. Anil Kumar Gupta (National Institute for Disaster Management) on March 3,2017 during its annual academic festival, **Shivalik**.

- Department of Hindi organized a two day National Seminar **Hindi Bhasha Sahitya Evam Srijnatmakta** from March 28-29, 2017.
  Eminent Speakers**:** Prof. Ramesh Gautam, Ex-Head and Professor, Department of Hindi, University of Delhi
  Prof Ram Babu Sharma, Head, Department of Hindi, Kurukshetra University
  Prof. Kumud Sharma, Professor, Department of Hindi, University of Delhi
  Prof. Satyaketu Sankrit, Professor Department of Hindi, Ambedkar University. Delhi
  Dr. Smita Mishra- Associate Professor, SGTB Khalsa College, University of Delhi
  Ms. Alka Sinha- Hindi Writer

- Department of History organised two day National Seminar **Nationalism: Different Strokes** from March 20-21, 2017.
  Eminent Speakers:
  Prof. Vinay Sahasrabudhe (M.P. Rajya Sabha)
  Prof. Aditya Mukherjee (JNU)
  Mr. T. K. Arun, Senior Editor, Economic Times
  Prof. Bhairabi Prasad Sahu (DU)
  Prof. Amar Farooqui University of Delhi
  Dr. Ravikant, Associate Professor (CSDS)
  Prof. Anand Kumar (JNU)

Prof. Mridula Mukherjee (JNU)

Prof. Anirudh Deshpande (DU)

Dr. Navina Jafa, Public Academic, Heritage Interpreter & Performing Artist

- The Department of Mathematics organised its annual festival **Infinity** on January 23, 2017. Inaugural address was delivered by Padma Shri (Prof.) Dinesh Singh.

- Department of Physics organized a workshop **Pratibimb** that involved lectures by eminent scientists Prof. Patrick Das Gupta (Department of Physics & Astrophysics, DU), Dr. Rintu Nath (Vigyan Prasar, DST, Govt. of India) and Prof. Sanjay Jhingan (Center for Theoretical Physics, Jamia Millia Islamia) on January 31, 2017.

- Department of Sanskrit organised a seminar on **Modern Science in Vedas** on February 21, 2017.

- Department of Zoology organised a lecture by Prof. R.N.K Bamzei (Professor of Genetics and Director (Coordinator) National Centre of Applied Human Genetics School of Life Sciences, JNU) during their annual festival **Vivente 2017**.

- A lecture series was organised under the umbrella of **Science-Setu Programme** for the students of biological sciences.

    a) Dr Chandrima Shaha, Director and Dr. Rahul Pal, Scientist, National Institute of Immunology gave insightful lectures and motivated the students to take up a **career in science** on October 27, 2016.
    b) Talk on **Saga on Pollination Biology** by Dr. Rajesh Tandon, Dept of Botany, University of Delhi on November 7, 2016

- Eco-Club
    a) Organised a lecture on **Climate Change and India** by Dr. Subodh Kr. Sharma, Former Advisor of Ministry of Environment Forest and Climate Change on November 4, 2016.
    b) Organized a one-day programme to create environmental awareness on **Fuel Conservation** on February 14, 2017.

- NSS
    a) **Traffic Awareness Programme** was organised in coordination with Delhi Traffic Police on August 20, 2016.
    b) Organised a workshop on **Promoting Intergenerational Bonding** on January 10, 2017.

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.
- 120 students were involved in 12 innovation projects funded by University of Delhi, which were successfully completed in April 2017. College faculty have sent new research proposals to apply for innovation projects.
- 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 2016-17

1. Department of Biochemistry organized an educational trip to Advanced Instrumentation Research Facility (AIRF) of Jawaharlal Nehru University (JNU) with the aim to acquaint the students with the latest development in the field of Research and Development, on October 26, 2016.
2. The students of the Department of Biochemistry were also taken to the Institute of Genomics and Integrative Biology (IGIB), Mall Road, Delhi to get an exposure to various research laboratories during their open days on October 14,2016 and November 4, 2016.
3. Department of Botany organized a visit to Department of Microbiology and Department of Blue Green Algae, IARI, New Delhi on October 3, 2016
4. The Department of Commerce organised a visit to Bombay Stock Exchange Office, on September 22, 2016 and visit to Securities and Exchange Board of India on October 5, 2016.
5. Department of English organised an outstation trip to Kannatal, Uttarakhand from October 13-16, 2016.
6. Department of History organised an educational trip to the National Museum, New Delhi, on October 21, 2016.
7. Department of Hindi organized an academic trip to Taj Mahal, Agra on October 22, 2016.
8. Department of Geography organized a local excursion to Sultanpur Bird Sanctuary, Gurgaon on February 19, 2017. An educational tour to Amarkantak and Jabalpur was also organised from September 24, 2016 to October 1, 2016.
9. Department of Zoology organised a trip to Department of Anthropology, University of Delhi to study evolution on April 6, 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 by which all the activities and progress of the department and its faculty members are analysed in detail. This 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. Lab 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 research project sanctioned to the college. Half yearly presentations were organized on October 24-25, 2016 to review the progress of the projects and utilization of funds.
- Final presentations of the project were held before submission in March 2017.

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 **74,473 books**. In the academic session 2016-2017 about 2450 books have been added till date to the library collection. The library has a subscription of over 23 magazines and 27 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
- 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 bar-code 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.
- Steps are being taken to implement the **Radio Frequency Identification (RFID) technology** in the library to keep pace both with the changing times and rapidly advancing technological innovations.

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 labs.
- The college acquired its own licensed version of highly 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 one or 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 leadership provides a very congenial environment for efficient working.

- 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.
- The students and faculty involved in the Innovation Projects have benefited from the expertise of the mentors associated with them. The mentors belong to institutes of repute such as The Academy of Scientific & Innovative Research, CSIR, University Science Instrumentation Center (USIC), University of Delhi, Institute of Genomics and Integrated Biology (IGIB) and to the parent departments at University of Delhi. The students avail the research facilities present at these institutes.
- A lecture series was organised under the umbrella of Science-Setu Programme for the students of biological sciences. Dr Chandrima Shaha, Director and Dr. Rahul Pal, Scientist, National Institute of Immunology gave insightful lectures and encouraged the students.
- The college sports ground is being 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.
* Girl 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.
- **Credit and Thrift society:** A cooperative thrift and credit society managed 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 2016-17

Facility	No of staff members
WUS health	82
Thrift and Credit Society	158
Group Insurance Scheme	140
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. A full time training and placement officer shall be hired in 2016.
- College library has a total of 74,473 books related to diverse disciplines and subjects. In the academic session 2016-2017about 2450 books have been added till date to the library collection. The library subscribes to periodicals, popular magazines (23), encyclopaedia and newspapers (27). The library has a huge well-lit reading hall and computer terminals for students. They are provided library cards for getting books issued.
- 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. A new scheme was started this year, under which teachers of the college were invited to extend 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 5 girl students admitted in the first year who scored more than 85%. This assistance amounted to Rs. 98,000/-.
- The Fee Concession Committee also provided financial assistance ranging from Rs. 2000to Rs. 6000 per head to 358 students of the college. A total amount of Rs. 10,10,000 (Rs. Ten Lakh Ten Thousand only) was disbursed as financial aid for economically weak students.
- The college assists the students in getting bus and railway travel concession passes.
- The college has two photocopying machines for the students in the campus- one in the library and another near the front gate.
- **Best Student Award** has been introduced for Science, Commerce and Humanities in this session 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.
- International Yoga Day is celebrated every year. On June 21, 2017 Yoga expert Mr. Suresh Vij took yoga sessions for students and staff in the College premises.

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.
- Following camps, seminars and talks on health issues were organised for the students in 2016-17:
  - Health Camp from September 19, 2016– October 1, 2016, World Heart Day on September 29, 2016 and Health Awareness Desk from October 18-19, 2016.
  - Voluntary Blood Donation camp was organized by the NSS team in collaboration with Rotary Club on November 8, 2016.
  - During NISHKAAM, festival of NSS held on February 20, 2017, health and hygiene campaign was organised by Lions International Club, Delhi. Dentists examined the oral hygiene of all the kids of Raghubir Nagar and NSS volunteers.

6.5 Total corpus fund generated

| Rs. 27,98, 432/- |

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

The last audit was done for the financial year 2015-16 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

An Annual Alumni Meet was held on May 14, 2017 which was attended by more than 200 Alumni. Seven Alumni Achievers were felicitated on this occasion. They shared their experiences and memories. They provided some constructive suggestions and their feedback was also recorded

The Alumni association helps the students in providing internships and placements to students. Some of them extended their support by conducting lectures and mentoring sessions.

- **Alumnus of the Department of Biochemistry, Prof. Sameer Bakshi** currently at Department of Medical Oncology, All India Institute of Medical Sciences (AIIMS), delivered a lecture on September 20, 2016.
- **Alumnus of the Department of Commerce, Mr. Nitin Demla**, currently a portfolio accountant at Tata Consultancy Services, conducted a workshop on skill enhancement organised by the Placement Cell on August 13, 2016
- Alumni of cultural societies like Dramatics, Music, and Dance, **conduct workshops and training sessions for current batch**. They mentor and guide the students to prepare them for various inter college and national level competitions.

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, parents. And various societies.

6.13 Development programmes for support staff

- The college organized for **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	Department	Course Attended	Organized By	Duration	
						From	**To**
1	Parveen Kumar	Administrative Officer (Officiating)	Office	One day training program for implementation of e-procurement in all colleges of University of Delhi	Delhi University Computer Center (DUCC), University of Delhi	07.09.2016	07.09.2016
				Four-week training program for the Assistant Registrars/ Administrative Officers of University of Delhi and its colleges	University of Delhi	10.01.2017	07.02.2017
2	Hemant Lamba	Administrative Officer (Officiating)	Office	Four-week training program for the Assistant Registrars/ Administrative Officers of University of Delhi and its colleges	University of Delhi	10.01.2017	07.02.2017
3	Pankaj	Junior Assistant	Office	Three-day Training Program for Non-teaching staff	IQAC of Shyam Lal College (University of Delhi)	21.10.2016	24.10.2016

4	Attar Singh Yadav	Senior Assistant	Office	Three-day Training Program on Educational Administration	Sri Venkateswara College (University of Delhi)	19.12.2016	21.12.2016
5	Santosh Kumar Shaw	Assistant	Office	Three-day Training Program on Educational Administration	Sri Venkateswara College (University of Delhi)	19.12.2016	21.12.2016
6	Rajesh Kumar	Assistant	Office	Three day Training Program on Educational Administration	Sri Venkateswara College (University of Delhi)	19.12.2016	21.12.2016
				One Day Workshop on Forensic Examination of Documents	Acharya Narendra Dev College (University of Delhi)	16.06.2017	16.06.2017
7	Neha Bhatnagar	Junior Assistant	Office	Three-day Training Program on Educational Administration	Sri Venkateswara College (University of Delhi)	19.12.2016	21.12.2016
8	Ashish Dhingia	Assistant	Office	Three-day Training Program on Skill Enhancement in Personnel Administration	Ramanujan College (University of Delhi)	01.02.2017	03.02.2017
9	Sushma	Junior Assistant	Office	Three-day Training Program on Skill Enhancement in Personnel Administration	Ramanujan College (University of Delhi)	01.02.2017	03.02.2017

10	Pradeep Sharma	Assistant	Office	One-day Training Program on Accounts Functionaries	Acharya Narendra Dev College (University of Delhi)	24.01.2017	24.01.2017
11	Ashish Dhingia	Assistant	Office	One-day Training Program on Accounts Functionaries	Acharya Narendra Dev College (University of Delhi)	24.01.2017	24.01.2017
12	Tarun	Assistant	Office	One-day Training Program on Accounts Functionaries	Acharya Narendra Dev College (University of Delhi)	24.01.2017	24.01.2017

Laboratory Staff

13	Ratan Deep	Senior Technical Assistant (Computer)	Computer Science	One day workshop on Forensic Examination of Documents	Acharya Narendra Dev College (University of Delhi)	16.06.2017	16.06.2017
14	Raj Pal	Laboratory Assistant	Botany	Three-week training program for Laboratory Staff	University Science Instrumentation Center (USIC) University of Delhi	06.02.2017	27.02.2017
15	Rajbir Singh	Laboratory Assistant	Zoology	Three-week training program for Laboratory Staff	University Science Instrumentation Center (USIC) University of Delhi	06.02.2017	27.02.2017

| 16 | Praveen Singh | MTS Laboratory | Botany | Three-week training program for Laboratory Staff | University Science Instrumentation Center (USIC) University of Delhi | 06.02.2017 | 27.02.2017 |
| 17 | Vinod Prajapati | MTS Laboratory | Zoology | Three-week training program for Laboratory Staff | University Science Instrumentation Center (USIC) University of Delhi | 06.02.2017 | 27.02.2017 |

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, 2016 to mark Teacher's Day.

- Solar power panels (SPP) with a generating capacity of 75 KW have been set up on the rooftop of the College which was inaugurated on February 23, 2017. On an average, approximately 375 units of electricity are generated every 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.

- The college has been awarded "**Green Campus Award**" by Women's Agency for Generating Employment.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

The college introduced a number of innovations in this academic session. These are listed below:

1. **Solar Power Panels**

   For promoting environment-friendly measures, we are consistently working to find new ways to reduce pollution and create a clean and green environment. With this objective, we initiated the process of installing solar power plant on rooftop of the college in May, 2016. With the help of Ministry of New and Renewable Energy (MNRE) and Solar Energy Corporation of India (SECI), this work was assigned to Tata Power Solar Systems Ltd. Solar power panels making total capacity of 75 KW have been installed in May 2016, on the rooftop of the college. The plant has started generating electricity from February 23, 2017, and till now it has been generating approximately 375 units every day, which is around 50% of daily energy requirements of college. It is expected that on an average, more than one-third of power requirements of the college will be met by solar power plant. Also, on holidays, when the power requirements of college are minimal, the excess electricity generated will be sold to BSES. A net-meter to keep record of incoming and outgoing units of electricity has already been installed. Hence the profit due to solar plant is two-fold:

   a. As we shift to renewable resources, we save non-renewable resources for future generations. Also, there is reduction in net carbon emissions in the environment, as solar panels have no adverse effect on the air quality.

   b. We also expect a substantial reduction in the electricity bill of the college.

   The installation of Solar Power Plant is a significant step towards our commitment to protect our environment, and it shows our determination to continue to work for creating clean and green Delhi. This is a tremendous step towards the production of green energy and making the campus self-sufficient in power generation and reducing the carbon footprints.

2. **Workshops for Laboratory Staff**

The quality of education provided by a college depends on the expertise of both the teaching as well as non-teaching staff. In order to build academic leadership, the faculty members are encouraged to update their skills by attending refresher and orientation courses, exchange programs and workshops. The college organized several national conferences, seminars, lecture series and workshops to provide a platform to the teaching staff to interact and brain storm with eminent personalities. The college also organized a workshops exclusively for non-teaching staff of the University of Delhi and its Colleges on **Workshop on Labskill training for the laboratory staff of Chemical and Life Sciences** July10-14, 2017, to keep the laboratory staff of the Science departments abreast with various aspects of laboratory maintenance.

3. **Workshops for Faculty**

    (a) The Departments of Sciences organized **An interdisciplinary workshop for the faculty of Science Departments of Shivaji College** on September 24, 2016 and October 1, 2016 to familiarize the faculty members with new laboratory techniques adopted in various departments.

    (b) The Department of Commerce organized a National level Faculty Development Programme on **"Research Methodology and Data Analysis"**, November 21 - 27, 2016.

4. **Library**

    (a) A server with advanced specifications has been purchased for the Library.

    (b) The process for implementation of RFID technology in the library moved forward a couple of steps as the budget required for it was worked out and then the same was approved by the Governing Body of the college.

    (c) The stock verification of the library books has been completed.

5. **Remedial Classes**

To develop different potential qualities among the weak students and to put them at par with the regular students, remedial coaching classes in the subject of General English & English Speaking Fluency, IT & Computer Skills, General Mathematical Ability, Economics and General Science has been started.

6. Fee Concession

As has been the practise in other years, the Fee Concession Committee extended help to students from economically weaker sections of society this year as well. A new scheme was started this year, under which faculty members of the college were invited to extend help to students in need of assistance. Many faculty members came forward to pay the fees of a number of students in part or in full. The college has also joined hands with an NGO called **World Brotherhood Organisation**, which provided financial assistance to 5 girl students admitted in the first year who scored more than 85%. This assistance amounted to Rs.98,000/-. The Fee Concession Committee also provided financial help ranging from Rs.2000 to Rs.6000 to 358 students of the college, bringing the total amount of financial aid for students in need to Rs.10,10,000/-

7. Inspire Camp

Department of Science and Technology (DST), Government of India along with the Science departments organized INSPIRE Internship Science Camp sponsored by DST from December 14 -18, 2016. The five days camp was attended by 237 students highly meritorious students from 28 schools of Delhi-NCR and was a grand success.

Eminent resource persons during the Inspire Camp were:

- Prof. Deepak Pental, Former Vice Chancellor, University of Delhi.
- Prof. C. R. Babu, Former Pro-Vice Chancellor, University of Delhi
- Prof. Dinesh Singh, Former Vice-Chancellor, University of Delhi.
- Prof Gurmeet Singh, Head, Department of Chemistry, University of Delhi.
- Prof. Ashok Kumar Prasad, Department of Chemistry, University of Delhi.
- Prof. Karmeshu, School of Computer and System Sciences, Jawaharlal Nehru University.
- Prof Mohan D. Sharma, Applied Mathematics, Kurukshetra University.
- Prof. A.P. Singh, Department of Mathematics, Central University of Rajasthan.
- Dr. Asha Srivastava, SSO-I & HOD, Forensic Psychology, Division Central Forensic Science Laboratories (CFSL).
- Dr. Nimesh Kapoor, Head, Science Films Festival Vigyan Prasar.
- Dr. Chander Bhushan Devgan, SPACE INDIA

8. Internship Opportunities

During the session 2016-2017, the students were provided internship opportunities for different profiles by the following organizations:

(a) Software Trainee at Hannover Re

(b) Research Trainee at Defence Research and Development Organization (DRDO)

(c) Social Media Marketer & Content Marketer Internship at ExplainoExpo.com

(d) Content Writing & Social Media Marketing Internship at Social Bone

(e) Content Writing Internship at Ketchupp

9. Science Setu Programme

A lecture series was organised under the umbrella of **Science-Setu Programme** for the students of biological sciences. Dr Chandrima Shaha, Director and Dr. Rahul Pal, Scientist, National Institute of Immunology gave insightful lectures and motivated the students to take up science as a career.

10. Health Camps

Faculty members of Department of Biochemistry, Mathematics and Zoology organized **Health Camps - Health Camp** from September 19, 2016 - October 1, 2016, **World Heart Day -** September 29, 2016 and **Health Awareness Desk** - October 18-19, 2016.

11. OUTREACH PROGRAMMES

Pehal : Ek Prayaas is an initiative taken by NSS volunteers of the college. It was an education drive, during which volunteers devoted two hours daily for providing better quality education to under privileged children of Raghubir Nagar (slum area). The programme ended with NSS festival **Nishkaam.**

12. NATIONAL SERVICE SCHEME (NSS) : The **National Service Scheme** (NSS) is an Indian government-sponsored public service program conducted by the Department of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year, 1969.

The motto or watchword of the National Service Scheme is: "NOT ME BUT YOU". This reflects the essence of democratic living and upholds the need for selfless service and appreciation of the other person's point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. To demonstrate this motto in its day-to-day programme, various activities were organised throughout the session. The details of which are provided below:

- **2nd International Yoga Day** was celebrated on June 21, 2016 in which many students along with faculty members participated to learn the Science of Yoga.

- A **Traffic Awareness Programme** was held in the college premises in coordination with Delhi Traffic Police on August 20, 2016. The traffic police personnel taught our students about the traffic rules to ensure safety on roads.

- **Cleanliness Campaign** (Swachhta Pakhwara) was organised from August 29-30, 2016.

- Niswarth Seva Diwas was organised on September 22, 2016 in which **Campaign Against Drug Addiction** was held in association with local Anganwadi.

- A **cleanliness drive** was held on October 21, 2016 in which volunteers cleaned the roads of Raghubir Nagar and created awareness about health, hygiene and cleanliness.

- An **online campaign against air pollution** and other social issues was started on the platform of various social networking websites (Facebook etc.) on November 2, 2016 to mobilize people for a cause.

- **Blood donation camp** was organized in collaboration with Rotary Club in the college premises on Novmeber 8, 2016.

- A workshop on **Promoting Intergenerational Bonding** in association with AIWEFA (All India Women's Education Fund Association) was organised on January 10, 2017.

- **Pehal : Ek Prayaas** is an initiative taken by NSS volunteers of the college. It was an education drive from January 18, 2017 to February 20, 2017, during which volunteers devoted two hours daily for providing better quality education to under privilege children of Raghubir Nagar (slum area). The students came five days a week and were taught Science, Maths, English, Hindi, Social Science, General Science along with extra-curricular activities.

- A **cancer awareness programme** was organised on January 20, 2017.

- **Health and hygiene campaign** was organised in association with Lions International Club Delhi. Dentists medically examined kids of Raghubir Nagar and NSS volunteers.

- NSS volunteers participated in **Youth Parliament**, *Uttar Bharatiya Chhatra Sansad* from October 17 - 19, 2016 held at Lovely Professional University, Jalandhar and **21st National Youth Festival**, *Suvichar and National Youth Convention*, from January 13-14, 2017 at Rohtak (Haryana).

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

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.	Organized 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.

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

Best Practices: The two best practices adopted by the college are:

1. Promotion of environmental consciousness:

Goal:

Environmental consciousness is an attempt to balance relations between human beings and various natural systems, in such a way that all the components should be in proper degree of sustainability.

The practice: Following societies are working hard to achieve above goals:

ECO CLUB

(i) **Sparrow Conservation Project:** House sparrow *Passer domesticus* is a common bird of India. In the recent past its population has rapidly declined in Delhi. It is also a State Bird of Delhi, therefore for sparrow conservation; we have installed nest boxes in different parts of college campus in August 2015. The nest boxes are being monitored. In the next phase, we are planning to install feeder boxes to attract sparrows from adjoining areas.

(ii) **Participation in Plantation:** On September 5, 2016, staff and students participated in *Tree Plantation* in the college campus and encouraged the students to plant trees.

(iii) An invited lecture on **Climate Change and India** was delivered by **Dr. Subodh Kr Sharma**, **Former Advisor of Ministry of Environment Forest and Climate Change** on November 4, 2016.

(iv) A one-day programme was organised to create **Environmental Awareness on Fuel Conservation** on February 14, 2017. The programme included various activities like T-shirt painting, Placard writing, Sticker making and a Signature Campaign - *Save Fuel for Better and Safe Future*. A project on **Car pool: A sustainable option** was also launched. A mobile based app for the same is under consideration. A march towards ring road was also organized to spread awareness in public.

(v) **Vermi-composting Unit:** Society is also engaged in making vermicompost from organic waste. The compost is made using red worms and is also being maintained under the guidance of experts.

(vi) **Paper Recycling Unit:** Society manages and collects waste paper generated from the college and convert it into recycled paper.

(vii) College library is also using environmental friendly measures to deal with waste paper. The library has collaborated with **Jaagruti Organization** for **recycling the paper waste**.

GARDEN COMMITTEE

- The college has one of the best **Herbal Gardens** in the University of Delhi. It has beautiful collection of more than 20 medicinal herbs and shrubs properly labelled with their scientific/common names with their medicinal use. A great effort was put in by the students of Botany Department to collect the valuable local medicinal plant and to ensure to grow them in the college by developing Herbal Garden in 2014. The objective was to popularise the usefulness of commonly available and frequently used herbal plants and to conserve the associated traditional knowledge of Ayurveda for future generations. Since then the college Garden Committee has maintained seasonal medicinal herbs in it.

- **Vanmahotsav - A Plantation Drive** was celebrated on Teacher's Day September 5, 2016. Highlights of the event:
  - **Pledge and Plant** a sapling in the college lawns.
  - On the spot slogan writing competition was held.

- **Teej Mela** was organized on August 4, 2016 to encourage students to be closer to old traditions. The highlights of the events :
  - o Display of handicraft stalls (from various NGOs)
  - o Donation of old clothes
  - o Disposal of e-waste
  - o Mehandi, nail art and rangoli competitions for students

- A ramp near the Principal's office having the Shivaji College logo by carving the grass and various plants was developed which was further enhanced by coloured stones, adding new parameter to the beauty & grandeur of Shivaji College Campus.

2. Sensitization and creating gender-equality awareness:

Goal: To create awareness and mobilize youth to achieve the objective of Gender Equality.

Practice: The college has a proactive **Women's Development Cell (WDC)** which aims at creating social awareness, sensitization and mobilizing youth to achieve the objective of Gender Equality. The cell ensured active participation of male faculty and boys of the college towards gender related issues in all the activities endorsed by WDC during the academic year 2016-17. WDC collaborated with many organizations such as **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 year.

- With the objective to condemn violence against women WDC organized an event **Ab Aur Nahin** on August 26, 2016**.** The event commenced with a workshop on **Domestic Violence** conducted by Maitri India followed by an interactive session on **Engaging Men for Social justice** by Mr. Ahmed Faraz from MenEngage, Delhi. Street play **Mera Wajood** organized by Centre for Advocacy and Research challenged the patriarchal systems prevailing in Modern India. The event concluded with poster making competition.

- In an earnest attempt to advocate gender equality, an event **Mera Wajood** was organised on October 7, 2016. The event included many sessions with our collaborators. . Nazariya conducted talk on **Exploring the Self through the Lens of Gender** which was followed by an interactive session on **Exploring the layers of masculinities** by MenEngage Delhi and One Billion Rising.

- In its efforts to generate awareness against gender related discrimination, a **Gender-Equality Fair** sponsored by UGC, on the theme **Being a Woman** was organised on February 2-3, 2017. The event highlighted WDC's resolve to transform the rigid mindsets that are plagued with patriarchal overtones. This two-day *fair* comprised of panel discussions and talks by eminent activists working for gender equality, followed by events like flash mob, cultural performances etc. The event was inaugurated by **Ms. Kamla Bhasin**, South Asia Coordinator, One Billion Rising and famous wrestler-cum-coach **Sh. Mahavir Singh Phogat** and his wife **Smt. Daya Kaur.** The inauguration was followed by a panel discussion on **Gender Identity: Myth or Reality** which aimed to critically deliberate on socially constructed perceptions of masculinity and

femininity. The fair featured plays by **Asmita Theatre Group** and **Breakthrough** along with session by **MenEngage**, **OBR** and various inter-College competitive events.The fair concluded with the presentation of **Jijabai Achievers' Awards 2017** and release of *coffee table book-* **Udayan: A New Beginning** and a *documentary-* **Mera Wajood**.

- One of the biggest achievements of the institution is the formulation of **Jijabai Achievers' Awards** through which college felicitates individuals who have worked tirelessly for women empowerment with extraordinary contributions in the field of women safety, health, social security, education, skill enhancement, etc.

  The recipients of the Jijabai Awards for this year are as follows:

  (i)   **Dr. Rani Bang**, Social Activist and researcher working for community health in Gadchiroli.

  (ii)   **Dr. V. Rukmini Rao**, Executive Director, Gramya Resource Center for Women.

  (iii) **Ms. Chetna Gala Sinha**, Founder/Chair, Mann Deshi Bank.

  (iv)   **Ms. Manjula Pradeep**, Former Executive Director, Navsarjan.

  (v)   **Ms. Binalakshmi Nepram**, Founder, Manipuri Women Gun Survivor Network, Manipur (MWGSN).

  (vi)   **Sh. Ajeet Singh**, Director and Founder, Guria.

  (vii) **Dr. Chhavi Rajawat, Sarpanch**, Village Soda, Rajasthan.

7.4 Contribution to environmental awareness / protection:

Same as 7.3 part (1)

7.5 Whether environmental audit was conducted?

The college proposes to set up a committee to carry out environmental audit.

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

1. Shivaji College was awarded the '**Green Campus Award**' by Women's Agency for Generating Employment.
2. Dr. Shashi Nijhawan, principal, was awarded '**Lifetime Achievement Award**' by Women's Agency for Generating Employment.
3. Dr. Shashi Nijhawan, principal, was awarded '**Environmental Education Promotion Award' by National Institute of Cleanliness and Research'** (NICER).

4. Dr. Shashi Nijhawan, principal, was awarded '**Leadership Award for Excellence'** by ECONS on 22nd April 2017.
5. Dr. Darshan Malik received **Meritorious Teacher Award** for the session 2015-16, by the Govt. of Delhi
6. Dr. Darshan Malik received '**Teacher's Excellence Awards'** 2016 by Indian Education Network.
7. Dr. Reetika Rana was selected for an **NFP Fellowship** financed by **Dutch Ministry of Foreign Affairs** for a study programme on Market access for food security (27th November – 16th December, 2016 at the Wageningen Centre for Development Innovation, Netherlands.
8. Dr. Jyoti Sharma was awarded **Sahitya Sarita Samman** for her artistic and creative contribution to Hindi language at the 7th International Literature and Cultural Conference on 7th June, 2017 at Budapest, Hungary.
9. Dr. Amarjiva Lochan received '**Vidushi Vidyottama National Award'** for the Contribution to the Indology, Ujjain, India, 2016.
10. 7 faculty members have served as Editor(s)/Member(s) of Editorial Board of various publications

11. College Publications

Coffee table book: Udayan: A New Beginning. (2017). Nijhawan S., Chopra A., Dandona I., Rana R., Bhavnani, B and Vasal A. eds., New Delhi, Shivaji College, ISBN 978-81-86845-22-4

Globalisation, Economic Development and Sustainability, Annual Academic magazine of Department of Commerce. (2017). Kharbanda, S. ed., Department of Commerce, New Delhi, Shivaji College ISBN: 978-81-86845-40-2

BioQuest, Annual Academic magazine of Department of Biochemistry. (2017). New Delhi, Shivaji College

Shivalik, Annual Academic magazine of Department of Geography. (2017). New Delhi, Shivaji College

Strength

- The college was ranked **10th** among the science colleges by **India Today**.
- Shivaji College is the first college in the University to provide **accidental/ life Insurance Policy** of Rs. 2.6 Lac per student.
- The students are provided a **Health Card** at a nominal price of Rs. 120/- for access to Health Centre.
- **Regular feedback** is taken from students and efforts are made to resolve any shortcomings pointed out by them.
- College continuously **upgrades** the laboratory and other infrastructural amenities to

ensure effective teaching and learning.

- There is a rich library with a large collection of books and is well equipped with latest technology support

- Administrative functioning of the college is **efficient** and **transparent** and uses technology to a maximum possible extent

- Time-table and attendance record of students is in public domain as the relevant information is put on the college website.

- There is regular improvement in qualitative and quantitative aspect of results.

- The first year students are provided with laptops.

Weakness

- Introduction of any new academic programme is restricted due to limited resources and infrastructure.

- There is a need to increase the number of permanent faculty and the process has been rather slow during the last few years due to reasons beyond the control of the college.

- 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.

Opportunities

- College is planning construction of a new academic block in near future. This block has provision of additional classrooms, seminar halls & research laboratories and it will give impetus to research activities.

- There is scope for developing consultancy services that will add to the financial resources of the institution. Expanding these services will also encourage the faculty to take up consultancy work that will add to their practical experience.

Challenges

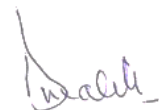- Academic activities of the college are dominated by teaching. Therefore research gets a relatively low priority. There is a need to find a better balance between teaching and research activities carried out in the institution.

- Due to the need for approvals from multiple authorities, efforts of the college to construct new building block has slowed down.

- There are no hostels for students.
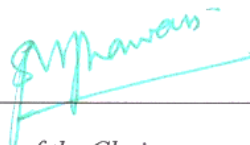
8. Plans of institution for next year

1. To achieve better results

2. Attempt to attain D.B.T Star college status

3. Create linkages for internship/ short-term summer training programs with research institues and industry

4. To apply for more major and minor research projects

5. Implementation of RFID in library

6. Digitization and dissemination of information effectively.

7. Appointment of a training and placement officer.

8. To enhance industry-institute interface

9. To enhance placements.

10. To carry out environmental and social audit.

11. New academic Block and Girls hostel.

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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Annexure 1: Academic Calaneder

NOTIFICATION

The following Academic Calendar to be followed for the Undergraduate and Postgraduate courses for the academic year 2017-2018, is hereby notified for necessary compliance by all concerned:

SEMESTER I/III/V/VII	
Classes Begin	20th July, 2017 (Thursday)
Mid-Semester break	30th September, 2017(Saturday) to 6th October, 2017 (Friday)
Classes begin after Mid-Semester Break	7th October, 2017 (Saturday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	16th November, 2017 (Thursday)
Theory Examinations begin	30th November, 2017 (Thursday)
Winter Break	17th December, 2017 (Sunday) 31st December, 2017 (Sunday)

SEMESTER II/IV/VI/VIII	
Classes begin	1st January, 2018 (Monday)
Mid-Semester break	2nd March, 2018 (Friday) to 7th March, 2018 (Wednesday)
Classes begin after Mid-Semester Break	8th March, 2018 (Thursday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	27th April, 2018 (Friday)
Theory Examinations begin	9th May, 2018 (Wednesday)
Summer Vacations	20th May, 2018 (Sunday) to 19th July, 2018 (Thursday)

REGISTRAR

Copy to:
(i). The Dean Students' Welfare/The Proctor/The Dean (Examinations)
(ii). All Deans/Heads/Principals/Directors/Prof. –In –Charge
(iii). The Chairman, Delhi University Sports Council/The Director-SOL/NCWEB
(iv). The OSD (Admission), University of Delhi, Delhi-110007.
(v). The Joint Dean, University Information Centre
(vi). The JR-VCO, JR (Teaching)/Colleges/Council/JR-SDC
(vii). The DR-SDC/AR-Colleges/SDC/Registrar-Office
(viii). The PS to VC/PVC/DC/DSC/Registrar

Students Feedback Analysis Report (2017-18)

Parameters	Expected % value of sum of excellent, v.good, good	Obtained Value (sum of excellent, v.good, good)	Students Remark	Redressal of the Remarks
Teaching Methodology	>60%	95.7%	The time table should be made in such a way that there are minimum number of free lectures in between.	The college has latest software in place to report, compile, broadcast and analyse all the academic data and for making time table.
Examination Pattern	>60%	82.7%	The time table could have been a bit more better.no breaks are provided and continuous lectures are really tiring	Time table is made as per availability of rooms and students strength but there is infrastructure constraint
Satisfied with the infrastructure of sports	>60%	69.4%	There should be extra class for competitive exams for two days in a week.	Remedial classes, Career counselling, and Spoken English Classes are organized from time to time. And also teachers counsel students for competitive examinations. There are question papers and magazines in library for preparation of various competitive examinations
College infrastructure and environment	>60%	86.0%	There should be separate rooms for cultural societies for their practice.	
College administration in maintaining the	>60%	83.5%	Extra tutorials for poor students.	Academically weak students are reassessed by giving them an additional opportunity to improve

discipline			There must be carrier counselling class as well	their Internal Assessment result and if needed, parents of such students are apprised of their performance.
Library and Lab.Staff	>60%	83.5%		
Proud to be Shivajian	>60%	76.5%	There should an ATM in the college. Introduce badminton game in college.	

Criteria for evaluating the feedback

90% and above- Excellent

80-90%- very good

70-80%-Good

60-70%- Average

below 60%- Action is required to be taken

Parents Feedback Analysis Report

Parents Remarks /suggestions	Redressal of the Remarks/ suggestions
Parents Teacher Meeting should be held semester wise	Steps have been taken to hold parent teachers' meeting twice in a year
Break is required in time table	Proposal for break has been submitted to time-table committee. Time table is made as per availability of rooms and students strength but there is infrastructure constraint
Develop an APP so that updated result, attendance can be shared with parents	Communicated to the concern committee
Increase career counseling	Career counseling, and Spoken English Classes are organized from time to time. The teachers also counsel students for competitive examinations. There are question papers and magazines in library for preparation of various competitive examinations
Praised the teaching learning process in the college	-

Alumni Feedback Analysis Report

Alumni Remarks /suggestions	Redressal of the Remarks/ suggestions
Department wise Alumni meet	Communicated to the respective departments

- It was a general perception by most of the alumni that the college has improved by leaps and bounds since their time
- Alumni have pledged to help in development of college through financial support and job market networking

SHIVAJI COLLEGE, RING ROAD, RAJA GARDEN, NEW DELHI-110027
TOTAL NUMBER OF STUDENTS PASSED/PROMOTED IIIrd Year - May-June 2017 (Session 2016-17)

S.No.	Title of Programme	Total No. of Students Appeared	Division								Passed %
			Distinction	Distinction %	Ist Div.	IInd Div.	IIIrd Div.	Passed	Failed	ER/ Promted	
1	B.Sc.(H) Mathematics	113	55	48.67	102	6	1	109	4	0	96.46
2	B.Com. (H)	81	24	29.63	67	9	3	79	2	0	97.53
3	B.Com. (P)	74	12	16.22	52	11	0	63	11	0	85.14
4	B.A. (P)	178	3	1.69	116	49	9	174	4	0	97.75
5	B.A.(H) Sanskrit	32	1	3.12	13	8	3	24	8	0	75
6	B.A. (H) English	79	0	0	26	43	7	76	3	0	96.2
7	B.A.(H) History	56	0	0	5	28	15	48	8	0	85.71
8	B.A.(H) Pol. Sci.	65	0	0	46	17	1	64	1	0	98.46
9	B.A.(H) Hindi	75	4	5.33	55	9	2	66	9	0	88
10	B.A. (H) Economics	47	5	10.64	28	11	4	43	4	0	91.49
11	B.A. (H) Geography	54	3	5.56	45	8	0	53	1	0	98.14
12	B.A.(H) Business Economics	49	3	6.12	18	24	2	44	5	0	89.8
13	B.Sc. (H) Zoology	19	6	31.58	15	3	1	19	0	0	100
14	B.Sc. (H) Botany	22	8	36.36	19	1	0	20	2	0	90.91
15	B.Sc. (H) Physics	52	21	40.38	46	5	0	51	1	0	98.08
16	B.Sc. (H) Bio-Chemistry	18	7	38.89	18	0	0	18	0	0	100
17	B.Sc. (H) Chemistry	46	24	52.17	46	0	0	46	0	0	100
18	B.Sc. Phy. Sci. With Comp. Sci.	40	15	37.5	29	7	2	38	2	0	95
19	B.Tech. Comp. Sci.	40	18	45	30	6	0	36	4	0	90
20	B.Sc. Phy. Sci. with Chemistry	30	10	33.33	22	3	0	25	5	0	83.33
21	B.Sc. Life Science	67	18	26.87	53	10	0	63	4	0	94.02
22	M.A. Pol. Sci.	5	0	0	4	0	0	4	0	1	80
23	M.A. Sanskrit	14	1	7.14	10	0	0	10	0	4	71.43
24	M.A. Hindi	18	0	0	5	10	0	15	0	3	83.33