

Annual Quality Assurance Report (AQAR) by Internal Quality Assurance Cell (IQAC)



Vivekananda College

(University of Delhi)

NAAC Accredited: Grade 'A'

2017-18

IQAC Advisory Board Members

Mr. Munish Kaushik	Chairperson, Governing Body, Vivekananda College
Dr. S.S. Ghonkrota	IAS (Retd.)
Dr. Kumud Khanna	Director (Former), Institute of Home Economics (University of Delhi)
Dr. Sukrita Paul Kumar	Aruna Asaf Ali Chair (Former)
Mr. Vivek Sagar	Parent (Amazon, Payments).
Ms. Shruti	Alumna

Internal Quality Assurance Cell IQAC (July 2016- June 2018) Members

Dr. Hina Nandrajog	Officiating Principal
Dr. Sukhneet Suri	Co-ordinator
Mrs. Anju Nagpal	Member (Department of Mathematics)
Dr. Meera Sood	Member (Department of Physical Education)
Dr. Neeta Mathur	Member (Department of Music)
Dr. Swati Ranjan Choudhary	Member (Department of History)
Ms. Anchala Paliwal	Member (Department of English)
Dr. Anjana Kumari	Member (Department of Political Science)
Dr. Arushi Jain	Member (Department of Food Technology)
Mrs. Devika	Member (Department of Computer Science)
Dr. Gyan Prakash	Member (Department of Hindi)
Ms. Kanika Kumar	Member (Department of French)
Ms. Laxmi	Member (Department of Commerce)
Dr. Ratish Chandra Jha	Member (Department of Sanskrit)
Dr. Saifur Rehman Farooqi	Member (Department of Applied Psychology)
Ms. Shilpa	Member (Department of Commerce)
Dr. Subhash Chandra	Member (Department of Environmental Studies)
Mrs. Veena Sharma	Member Officiating Librarian

ACKNOWLEDGMENTS

On behalf of the Internal Quality Assurance Cell, I wish to place on record our heartfelt gratitude to Dr. Munish Kaushik, Chairperson, Governing Body of the college for his most willing support to the successful functioning of the IQAC. We were indeed privileged to have Dr. Kumud Khanna (former Director, IHE, University of Delhi), Dr. S. Ghonkrokta (IAS Retd), Dr. Sukrita Paul (former Aruna Asif Ali Chair) for giving their expert and critical opinions which helped in meeting the challenging objectives as mandated by the National Assessment and Accreditation Council.

We are also thankful to Dr. Hina Nandrajog (Offg. Principal) for her unparalleled support and unbiased opinions and cooperation which helped the team tide over the challenging phases with a smile. Our team would not have been able to achieve all this without the support of fellow faculty members. They were always with us in each and every task. We also wish to thank the administrative staff for assisting with logistical and technical support.

This journey has been memorable because of the team spirit which all IQAC members shared with each other. I am thankful to my team for participating, trusting and believing in the decisions making, planning and implementation of newer quality enhancement initiatives.

Dr. Sukhneet Suri

IQAC Coordinator

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution	Vivekananda College
1.2 Address Line 1	Vivek Vihar
Address Line 2	Delhi-110095
City/Town	Vivek Vihar
State	Delhi
Pin Code	110095
Institution e-mail address	vivac2008@vivekanand.du.ac.in
Contact Nos.	011-22150100, 011-22164626
Name of the Head of the Institution:	Dr. Hina Nandrajog
Tel. No. with STD Code:	011-22150100
Mobile:	9810693946
Name of the IQAC Co-ordinator:	Dr. Sukhneet Suri
Mobile:	9811554488
IQAC e-mail address:	iqacvivac@gmail.com
1.3 NAAC Track ID (For ex. MHCOGN 18879)	DLCOGN21926

1.4 NAAC Executive Committee No. & Date:

EC(SC)/23/A&A/16.1

Dated: 28 March 2017

1.5 Website address:

www.vivekanandacollege.edu.in

Web-link of the AQAR:

http://www.vivekanandacollege.edu.in/aqar-2017-18.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.01	2017	up to 27.03.2022
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

21.07.2016

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR _____ N.A. _____ (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional StatusUniversity 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) UGCType 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.

NO

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

17

2.2 No. of Administrative/Technical Staff	01
2.3 No. of students	0
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	03
2.9 Total No. of members	24
2.10 No. of IQAC meetings held	19+4=23*
* 19 meetings of Core Group & 4 meetings of the Core Group with External Advisory Board Members	
2.11 No. of meetings with various stakeholders:*	63
No. of Faculty	28
Non-Teaching Staff	01
Students	02
Alumni	13
Others	09

*The stakeholders were present in more than one category of meetings. Detailed information is provided in the table below:

Name of Meeting	No. of Meetings	Stakeholders involved
Meetings of IQAC with External Advisory Board Members	04	Members of GB, academia, community, and alumna
Meetings of Core Group IQAC	19	Faculty members
Parent Teacher Meetings	09	Parents, faculty members, students, alumni
Lectures under For the Faculty- By the Faculty Initiative	13	Faculty members of different departments
Internal Academic Audit	15+1	15 Departments + College Library (faculty members and non-teaching staff)
Meeting with Class	02	Students and Student Union Advisory

Representatives and Students Union		Committee
TOTAL	63	

2.12 Has IQAC received any funding from UGC during the year?

Yes ☒ No ☐

If yes, mention the amount

1.5 lakh

2.13 Seminars and Conferences (only quality related)

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

Total No. International National State Institution Level

*In addition to this, various departments and committees organized and conducted seminars/ conferences/ lectures/ workshops/talks. The details are given later in 3.11.

(ii) Themes

- Quality Management in College Administration
- Interface among various disciplines & Inter and Multi- disciplinary Interactive Lectures

For details, please refer to Annexures 3 and 5

2.14 Significant Activities and contributions made by IQAC

The IQAC of the college, in keeping with the mission of constant innovation and improvement in existing structures, introduced certain innovative practices in the college.

1. Parent-Teacher Meetings:

09 such meetings were held to take the parents as important stakeholders on board about the well being and education of their wards. Alumni were also invited to interact with parents and students. (Please refer Annexure 1 for details)

2. Student Feedback Activity:

Keeping in mind that valid and reliable feedback is mandatory to check and improve quality of any institution, outgoing students were asked to fill a feedback form rating the institution on various parameters. (N=418 students). The data gathered were suitably analysed and discussed with authorities and peer groups. (Please refer Annexure 2 for details)

3. For the Faculty-By the Faculty Initiative:

The knowledge base of any institution is its strength. To facilitate peer-learning and promote a culture of inter-disciplinarity among faculty members, thirteen multi-disciplinary lectures were held in this series. (Please refer Annexure 3 for details)

4. Preliminary Internal Academic Audit:

To maintain the spirit of the NAAC, to assess one's own performance and to enhance the academic environment, a preliminary internal academic audit was carried out by peer teams of IQAC members formed for the purpose. Records of all 15 Departments of the college and the Library were assessed and documented. (Please refer Annexure 4 for details)

5. Seminar "Quality Management in College Administration:"

Administration forms the backbone of an institution. To upgrade and refresh rules governing administration and related issues, a galaxy of reputed administrators were invited to interact with members of the teaching and non-teaching staff of University of Delhi colleges in a One-Day Seminar. (Please refer Annexure 5 for details)

6. Meeting with Class Representatives and members of the Student Union:

Meetings were held with the Student Union Advisory Committee and also with the Class Representatives, along with the members of the Student Union. Feedback about regularity and punctuality of classes, infrastructure, etc. was taken and suggestions were sought to improve the facilities being provided to the students. The Students' Union also held a General Body Meeting of the students to apprise them of their activities and seek feedback.

2.15 Plan of Action by IQAC/ Outcome

The plan of action chalked out by the IQAC at the beginning of the year towards quality enhancement and the outcome achieved by the end of the year: *

Plan of Action	Outcome/ Achievements
Organizing Parent-Teacher	To facilitate communication between various stakeholders:

Plan of Action	Outcome/ Achievements
Meetings (PTMs)	<ul style="list-style-type: none"> Guidelines for conducting PTMs were developed Framework of Action for holding such PTMs was discussed. Nine Parent Teacher Meetings were successfully organized and documented Feedback from parents was taken and analysed Alumni was invited to apprise students and parents about career paths <p>Please refer to detailed report given in Annexure 1 for details</p>
Student Feedback Activity	<p>To understand the strength and weaknesses of the college as perceived by the students:</p> <ul style="list-style-type: none"> Discussion within members of the IQAC and with External IQAC Advisory Board Members to introduce this concept Multiple choice checklist developed and designed Pre-tested in a pilot project to check response Feedback from 418 students taken after suitable modifications Data analyzed and discussed during Staff Council as well as meeting with the External Advisory Board Members of the IQAC On the basis of the feedback, suitable action were undertaken by the institution <p>Please refer to detailed report given in Annexure 2 for details.</p>
For the Faculty-By the Faculty Initiative	<p>To inculcate spirit of sharing knowledge and research:</p> <ul style="list-style-type: none"> Generated interest in multi-disciplinarity Thirteen multi/ inter disciplinary lectures held A summary of each lecture documented <p>Please refer to detailed report given in Annexure 3 for details.</p>
Preliminary Internal Academic Audit	<p>To streamline work-flow and record-keeping:</p> <ul style="list-style-type: none"> Guidelines for the conduct of Internal Academic Audit prepared Suitable checklist developed and approved. Data gathered were documented. <p>Please refer to detailed report given in Annexure 4 for details.</p>
Seminar “Quality Management in College Administration”	<p>To understand the significance and need for quality enhancement:</p> <ul style="list-style-type: none"> Reputed administrators invited Aspects of administration and governance discussed <p>Please refer to detailed report given in Annexure 5 for details</p>
Meeting with Class Representatives and members of the Student Union	<p>To enable efficient communication among administration, teachers and learners:</p> <ul style="list-style-type: none"> 02 meetings were held with the Student Union Advisory Committee and also with the Class Representatives, along with the members of the Student Union. Feedback about regularity and punctuality of classes, infrastructure, etc. was taken and suggestions were sought to improve the facilities being provided to the students. The Students’ Union also held a General Body Meeting of the students to apprise them of their activities and seek feedback.

* Attached the Calendar of events of IQAC as Annexure 6.

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 college is submitting its first AQAR
- Suggestions received from faculty members and External Advisory Board Members and the feedback from students is being documented and discussed
- Quality enhancement strategies are being planned and processed through discussions with authorities and faculty members

Please refer to Criteria 6.3.4 and 7.2 for further details.

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	02	-	-	-
UG	10	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	03
Others	-	-	-	-
Total	15	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

***3 UGC-Funded Certificate Add-on Courses :** The college offers three UGC funded certificate Add-on courses on 'Translation', 'Hindi Patrakarita' and 'Proficiency of English'. Refer to 6.3.2 for details.

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

Flexibility of the Curriculum	YES/NO
Choice Based Credit System	Yes
Core	Yes
Elective Option	Yes
Open Options	No

*Please refer to Annexure 7 for details.

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	15
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)
 Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*For analysis of the feedback, please refer to Annexure 2.

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

As prescribed by University of Delhi

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

None. The process to start several new courses is underway, such as:

- ❖ B.Sc. (H.) Home Science
- ❖ B.Sc. (H.) Computer Science
- ❖ B.Sc. (H.) Environmental Science
- ❖ Discipline Elective Physical Education in B.A. (Prog.)
- ❖ M.A. English

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Departments	Total	Assistant Professors	Associate Professors	Professors	Others
15	45*	17	28	N.A.	0

*As on 30 June 2018

Departments	Total	Assistant Professors	Associate Professors	Professors	Others
Applied Psychology	6	2	4	N.A.	-
Commerce	12	3	9	N.A.	-
Computer Science	0	0	0	N.A.	-
Economics	0	0	0	N.A.	-
English	5	2	3	N.A.	-
EVS	0	0	0	N.A.	-
Food Technology	2	1	1	N.A.	-
French	0	0	0	N.A.	-
Hindi	4	3	1	N.A.	-
History	5	3	2	N.A.	-
Maths	6	1	5	N.A.	-
Music	2	1	1	N.A.	-
Physical Education	1	0	1	N.A.	-
Political Science	0	0	0	N.A.	-
Sanskrit	2	1	1	N.A.	-
Total	45	17	28	N.A.	-

2.2 No. of permanent faculty with Ph.D.

27*

*Details as given below:

Departments	Total	Others	Departments	Total	Others
Applied Psychology	6	-	Hindi	3	-
Commerce	5	-	History	3	-
Departments	Total	Others	Departments	Total	Others
Computer Science	0	-	Political Science	0	-
Economics	0	-	Physical Education	1	-
English	3	-	Mathematics	1	-
EVS	0	-	Music	2	-
French	0	-	Sanskrit	2	-
Food Technology	1	-			
Total	27				

*As on 30 June 2018

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

Ad-hoc recruited	:	60
Vacant	:	10
Total Sanctioned Strength	:	115*

*Details as given below:

Department	Total	Assistant Professors (R/V)	Associate Professors (R/V)
Applied Psychology	10	02 / 02	NA
Commerce	21	09 / 00	NA
Computer Science	05	04 / 01	NA
Economics	06	04 / 02	NA
English	15	09 / 01	NA
EVS	02	02 / 00	NA
Food Technology	04	01 / 01	NA
French	01	01 / 00	NA
Hindi	12	08 / 00	NA
History	09	03 / 01	NA
Mathematics	10	04 / 00	NA
Music	02	00 / 00	NA
Physical Education	01	00 / 00	NA
Political Science	09	08 / 01	NA
Sanskrit	08	05 / 01	NA
Total	115	60 / 10	NA

2.4 No. of Guest and Visiting Faculty and Temporary Faculty:

No. of Faculty	Guest Faculty	Visiting Faculty	Temporary Faculty
	NIL	NIL	NIL

*As in May 2018

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	23	67	0
Presented	26	37	0
Resource Persons	04	11	0

*Seminars included

*Participation in Faculty Development Programmes

60

Please refer Annexure 8 for details.

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

Innovative Processes adopted by the institution	Description
Mental Health Awareness Programme	<ul style="list-style-type: none">For the first time, a mental health awareness programme involving street plays, talks, mental health walks, development of videos etc. was conducted by the Department of Applied Psychology.
Students participation in workshops/ conferences	<ul style="list-style-type: none">Students participated in a number of workshops/ conferences with focus on the innovative translation of classroom teaching into everyday practice of psychology.Students were motivated to present papers in various seminars relating to their engagement with social issues in keeping with the innovative practice of interdisciplinary research.Students are motivated to supplement their learning using Online Games and Online Apps.Continuous tests and assignments are given to all students.Language games and situational learning are employed in the teaching-learning process by the Department of French.
Faculty participation	<ul style="list-style-type: none">Teachers are continuously involved in innovative research practices.

	<ul style="list-style-type: none"> The faculty attends various seminars/ workshops and FDPs to learn and implement new teaching aids.
Inter- & multi-disciplinary approach in Teaching-Learning process	<ul style="list-style-type: none"> Interdisciplinary lectures for students were organized by the Department of English. Teachers (Dr. Shanno Grover and Dr. Kamini Taneja) from Department of Sanskrit delivered interdisciplinary lectures on <i>Abhijnanasakuntalam</i> and Karna in <i>Mahabharata</i> to the students of English (Hons).
Panel Discussion	<ul style="list-style-type: none"> The Department of English invited scholars working on the Intra-Asian Travel Project to talk about their work in a panel discussion held on 3 February 2018.
Field Visits/Trips	<p>Department of Commerce</p> <ul style="list-style-type: none"> Trip to Udaipur, Mount Abu including industrial visit to SARAS Dairy was organized from 18-22 March 2017 Trip to Delhi-Dalhousie-Dharmasala was organized from 23-26 February 2018 One day Adventure trip to Mojoland, Murthal was organized by the department on 17 February 2018 <p>Department of Computer Science</p> <ul style="list-style-type: none"> An industrial trip to Apron Solutions, Noida was organized on 7 April 2017. This helped the students to gain hands-on experience in CISCO NETWORKING LAB. <p>Department of Environment Studies</p> <ul style="list-style-type: none"> To increase Environmental knowledge and exposure to different living being an environmental Field Trip to Delhi zoological park was organized for the students of the first year on 13 November 2017. <p>Department of History</p> <ul style="list-style-type: none"> Trip to Dharamshala and Mcleodganj was organized on 1-2 February 2018 In April 2017, a trip to Delhi monuments was made which included a visit to places of historical importance like, Old Fort, Jamali- Kamali Archaeological Park and the Tughlaqabad.
Research and Innovation Club	<ul style="list-style-type: none"> Research and Innovation Club” comprising of teachers (Dr. Sukhneet Suri as Convenor and Dr. Arushi Jain) and student members from BA Prog. (Food Technology) conducted studies related to new product development and food safety.
Use of electronic media	<ul style="list-style-type: none"> Language games and situational learning are employed in the teaching-learning process by the Department of French. Use of electronic media is increasingly being preferred where film screenings, teaching-learning through power-point presentations, and e-resources are being used. Utilization of software such as Mathematica, Latex and HTML,

	<p>R: Statistical Software, Maxima, SPSS etc. in Departments of Applied Psychology, Commerce and Mathematics.</p> <ul style="list-style-type: none"> Film screenings are held at frequent intervals to acquaint the students with the ever expanding domain of Cultural Studies and Film Studies. Films screened during the academic session 2017-18 were <i>Dead Poets Society</i>, <i>The Glass Menagerie</i>, <i>The Hours</i>, <i>Pride</i>, <i>The Namesake</i>, <i>Shakuntala</i> etc.
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2.7 Total No. of actual teaching days during this academic year

174
(Academic Session
2017-18)

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

- Guidelines for invigilators prepared by the University of Delhi are routinely circulated among faculty by the Examination Committee.
- Students are also made aware of the norms.
- Norms set for smooth conduct of examinations.
- Guidelines made by the Internal Assessment Moderation Committee suggesting that Internal Assessment tests can be conducted in a uniform manner.
- Proposal for the Examination Committee and the Internal Assessment Moderation Committee to hold a workshop for fresh recruits to familiarise them with protocols of internal assessment and examination-related work.

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

Faculty involved as member of Board of Study	Faculty involved as Member of Faculty	Faculty involved as Member of Curriculum Development/Workshop
1	1	7

Member of Board of Study

- Dr. Vanita Sondhi: Member, MPhil., Clinical Psychology Committee, Institute of Human Behaviour and Allied Sciences

Member of Faculty

- Dr. Radhika Srinivasan: Member, Faculty of Commerce and Business, Department of Commerce, University of Delhi.

Member of Curriculum Development/ Workshop

- Dr. Anita Kant: BA Psychology IGNOU and BA (H) Applied Psychology, Delhi University, 27 September 2017.
- Dr. Arpana Beniwal: BA (H), Applied Psychology, Delhi University 27 September 2017 and 04 January 2017.
- Dr. Salma Seth: BA (H), Applied Psychology, 27 September 2017.
- Dr. Shivantika Sharad: BA (H) Applied Psychology, Delhi University, 27 September 2017. Contributed to e-PG-pathshala (developed e-content for post graduate students): Criminology Project. (3 modules of a Unit), 19 August 2017.
- Dr. Sukhneet Suri: Contributed to e-PG-pathshala as Content Reviewer and Language Reviewer.
- Dr. Vanita Sondhi: BA (H), Applied Psychology, Delhi University 04 January 2017. Contributed to e-PG-pathshala (developed e-content for post graduate students): Criminology Project. (4 modules of a Unit), 19 August 2017.
- Mrs. Sushma Aggarwal as TIC sent recommendations for the revised course structure of B.Com (H) & B.Com (Programme) to the Department of Commerce, Delhi School of Economics, University of Delhi, in response to their mail.

2.10 Average percentage of attendance of students

75.38 %

2.11 Course/ Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (H) Applied Psychology						
III	33	23.33	96.67	3.33	0	90.91
II	55	28.26	82.61	10.87	6.52	83.64
I	28	18.52	85.19	14.81	0	96.43
B.A. (H) English						
III	42	0	53.66	43.90	2.44	97.62
II	40	2.94	35.29	47.06	17.65	85
I	38	0	78.38	16.22	5.41	97.37
B.A. (H) Hindi						
III	64	8.3	79.17	20.83	0	100
II	49	6.4	76.60	21.28	2.13	95.92
I	50	2.4	50	38.10	11.90	100
B.A. (H) History						
III	63	0	38.30	61.70	0	94
II	50	0	35.79	51.58	12.63	88.79
I	109	0	37.50	56.25	6.25	96.97
B.A. (H) Political Science						
III	47	0	74	26	0	100
II	50	0	91.84	8.16	0	98
I	51	0	72.55	23.40	26	98.04

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. (H) Mathematics						
III	43	44.9	93.88	6.12	0	98
II	51	53.2	91.49	8.51	0	92.16
I	54	63.38	91.38	8.62	0	100
B.A. (H) Sanskrit						
III	41	4.3	39.13	56.52	4.35	79.31
II	33	0	42.31	34.62	23.08	78.79
I	34	0	15.63	68.75	15.63	94.12
B.A. (Prog.)						
III	182	2.9	69.19	30.23	0.58	94.51
II	170	4.8	63.64	29.09	7.27	97.06
I	118	9.5	68.47	27.93	3.6	94.07
B.Com						
III	157	4.13	79.34	20.66	0	97.58
II	124	4.8	59.68	35.48	4.84	94.66
I	130	2.2	61.54	31.87	6.59	92.86
B.Com (H)						
III	96	17.02	81.91	17.02	1.06	97.92
II	97	17.9	83.33	14.29	2.38	95.45
I	97	23.2	91.67	8.33	0	93.75

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

The Internal Quality Assurance Cell of the college supported, monitored and evaluated the teaching learning process by taking the following initiatives:

1. During the academic year 2017-18, nine **Parent Teacher Meetings** were held for each course so as to promote interaction between stakeholders (students, parents, teachers and alumni). Detailed report is given in Annexure 1.
2. **Student Feedback** was taken from 418 students with the help of a multiple choice questionnaire developed and pre-tested for the purpose. The student feedback activity was organized in March 2018. The activity was formally organized with the help of Teacher-In-Charges of various departments. Detailed report is given in Annexure 2.
3. **For the Faculty-By the Faculty Initiative:** IQAC organized thirteen lectures to promote the culture of inter- and multi-disciplinary interactions necessary for furthering the cause of research and collaborations. The details of these lectures under the “For the Faculty-By the Faculty” initiative are given in Annexure 3.
4. The first preliminary **Internal Academic Audit** was held for all the fifteen departments and the library of the college in April 2018 with the objective of facilitating systematic & disciplined governance at every level. The detailed report of the Internal Academic Audit is given in Annexure 4.

2.13 Initiatives undertaken towards faculty development

6

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	NIL
HRD Programmes	NIL
Orientation Programmes	NIL
Faculty Exchange Programme	N.A.
Staff Training conducted by the University	59 (53 in FDPs + 6 non-teaching staff) Refer to 2.5 and 6.3.6. and Annexure 8 for details
Staff Training conducted by other institutions	10 (6 Faculty + 4 Non-teaching staff) Refer to 2.5 and 6.3.6. and Annexure 8 for details
Summer/ Winter Schools, Workshops, etc.	<ul style="list-style-type: none"> 90 (23 International + 67 National Conferences, Symposia, Seminars, Workshops) Refer to 2.5 and 6.3.6. and Annexure 8 for details
Others	<ul style="list-style-type: none"> National Seminar on ‘Quality Management Systems for College Administration’ on 12 February 2018 Thirteen inter and multi-disciplinary lectures were held under the “For-the-Faculty-By-the-Faculty” Initiative of IQAC in 2017-18. Detailed report is given in Annexure 3. “Faculty Development Programme: GST and Customs Law” was organized by Department of Commerce of Vivekananda College, New Delhi, on 13 January, 2018

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	32	22+15=37	NIL	11: Contract Basis & 15: Outsourced**
Technical Staff	4	3	NIL	3: Contract Basis

*As in May 2018.

** 15 Vacant posts to be filled only through Outsourcing as per UGC norms.

Criterion – III

3. Research, Consultancy and Extension

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

IQAC has sensitized as well as promoted a pro-research environment in the college by organizing various academic seminars/ talks/ conferences/ lectures/ workshops both by the committee itself as well as by other committees and departments of our institution. The details of the seminars/ talks/ conferences/ lectures/ workshops are as follows:

IQAC Committee

- IQAC organized thirteen lectures to promote the culture of inter-disciplinary and multi-disciplinary interactions necessary for furthering the cause of research and collaborations. The purpose was to generate interest in points of contact among different disciplines offered in the college. Members of faculty discussed a topic of general interest, followed by a discussion on various facets of the talk. The details of these lectures under the “For the Faculty-By the Faculty” initiative are given in Annexure 5.

Schedule of ‘For the Faculty, by the Faculty’ initiative of IQAC

Name of Department	Name of Speaker	Title of the Talk	Date
Computer Science	Mrs. Devika	Designing Effective Power Point Presentations	24.10.2017
Mathematics	Dr. Sandhya Jain	Maths in Nature	07.11.2017
Economics	Mr. Amit Kumar	Data Analysis Using STATA	9.01.2018
English	Mr. Rengleen Kongsong	Identifying Logical Fallacies	16.01.2018
Food Technology	Dr. Sukhneet Suri	Dietary Fats – Quantitative and Qualitative Aspects	23.01.2018
History	Dr. Yuthika Mishra	Confrontation of Cultures	30.01.2018
Commerce	Mrs. Sushma Aggarwal	Computation of Income and Tax Liability	13.02.2018
Hindi	Dr. Amit Kumar	Haashiye ka Halafnama	20.02.2018
EVS	Dr Seema Sharma	Smart Cities, Societies and Sustainable Development	13.3.2018
Music	Dr. Deepa Varshney	Yoga and Sangeet: A Perfect Pair to the Divine	27.03.2018
Sanskrit	Dr. Shanno Grover	The <i>Geeta</i> in Modern Times	3.04.2018
Political Science	Ms. Smriti Suman	Cosmopolitanism and Cinema	17.04.2018
Physical Education	Dr. Meera Sood	Enhancing Longevity – Adding Ten Years to Life	24.04.2018

- IQAC organized a National Seminar on “Quality Management Systems for College Administrations” on 12 February 2018.

Administration forms the backbone of any institution. To upgrade and refresh rules governing administration and related issues, a galaxy of reputed administrators were invited to interact with members of the teaching and non-teaching staff of University of Delhi colleges in a One-Day Seminar. Please refer to Annexure 5 for details

3.2 Details regarding major projects 01*

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

* Indo-Russian S&T collaboration project entitled “*Classical Operators on Sobolev and Banach function Spaces and Quasiconformal Analysis*,” 2016-2019 (funding given by Department of Science & Technology, GOI to South Asian University). No funding has been received by the college. However, one of our faculty members from the Department of Mathematics, Jain, S. is a team member in the project.

3.3 Details regarding minor projects 02*

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

- Nandrajog, H. & Bhaskar, A. (Faculty, Department of English) are team members in Shrilal Shukla Translation Project of the Centre for Academic Translation and Archiving, Department of English, University of Delhi.
- Nandrajog, H. (Faculty, Department of English) is a team member in Intra-Asian Travel Project of the Centre for Academic Translation and Archiving, Department of English, University of Delhi.

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	06	00
Non-Peer Review Journals	01	00	00
e-Journals	14	00	00
Conference Proceedings	00	01	14

*Please refer to Annexure 9.

3.5 Details on Impact factor of publications:

Range	0.616-7.296	Average	4.55	h-index	18(4-72)	Nos. in SCOPUS	3
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S.No.	Name of Faculty	Name of Journal	Impact factor (As on 31 st August, 2018)	h-index	Nos. in SCOPUS
1	Amit Kumar	<i>Online International Interdisciplinary Research Journal</i>	4.31 (ISRA:JIF)	-	-
2	Amit Kumar	<i>International Journal of Management and Social Science Research Review</i>	5.48 (SJIF)	-	-
3	Amit Kumar	<i>International Journal of Management and Social Science Research Review</i>	5.48 (SJIF)	-	-
4	Amit Kumar	<i>Research Journal of English Language and Literature</i>	6.89 (International Citation Index, ICI)	-	-
5	Amit Kumar	<i>Research Journal of English Language and Literature</i>	6.89 (ICI)	-	-
6	Amit Kumar	<i>International Journal of English Language and Literature in Humanities</i>	5.70 (SJIF)	-	-
-7	Amit Kumar	<i>International Journal of English Language and Literature In Humanities</i>	5.70 (SJIF)	-	-
8	Dr. Arushi Jain	<i>Indian Journal of Public Health Research and Development</i>	3.20 (IB Factor)	4	19700188435 (Scopus ID)
9	Chaandreyi Mukherjee	<i>International Journal of Research In Humanities, Arts and Literature</i>	3.79 (Impact Factor)	-	-
10	Chaandreyi Mukherjee	<i>International Journal of English Language, Literature and Translation Studies</i>	5.97 (International Citation Impact Factor) ICI Value=71.77	-	-
11	Charu Singh	<i>International Research Journal of Management, Sociology and Humanities</i>	6.23 (ICI)	-	-
12	Manoj Kumar	<i>Research Discourse</i>	2.47 (JIF)	-	-
13	Manoj Kumar & Neha Gupta	<i>Research Discourse</i>	2.47 (JIF)	-	-
14	Neha Gupta	<i>International Journal of Research In Commerce, Economics And Management</i>	5.09 (IC Value)	-	-
15	Rengleen Konsong	<i>New Man International Journal of Multidisciplinary Studies</i>	4.32 (IJIF)	-	-
16	Dr. Renu Garg	<i>International Journal of Science And Research (IJSR)</i>	7.29 (SJIF)	-	-

S.No.	Name of Faculty	Name of Journal	Impact factor (As on 31 st August, 2018)	h- index	Nos. in SCOP US
17	Dr. Salma Seth	<i>Indian Journal of Positive Psychology</i>	4.64 (NAAS Rating)	-	-
18	Dr. Sandhya Jain	<i>Mediterranean Journal of Mathematics</i>	0.81 (RG Journal Impact)	18	565731 99100 (Scopus ID)
19	Shilpa	<i>International Journal of Management And Social Science Research Review.</i>	5.48 (SJIF)	-	-
20	Shilpa & Laxmi	<i>International Journal of Multidisciplinary Research Review.</i>	5.38 (SJIF)	-	-
21	Dr. Shivani Dubey	<i>Complex Variables and Elliptic Equations</i>	0.61 (SJR 2017)	16	563504 03100 (Scopus ID)
22	Sophia Pde	<i>International Journal for Innovative Research in Multidisciplinary Field</i>	5.60 (SJIF)	-	-
23	Dr. Subhash Chandra	<i>Journal of Environmental Sciences</i>	3.12 (Impact Factor)	72	-
24	Dr. Sukhneet Suri	<i>International Journal of Home Science</i>	5.30 (RJIF)	-	-
25	Dr. Sunil Kumar Verma	<i>International Journal of Social Sciences Review</i>	3.17 (NAAS Rating)	-	-
26	Dr. Sunil Kumar Verma	<i>Indian Journal of Positive Psychology</i>	4.64(NAAS Rating)	-	-
27	Yumnam Rocky	<i>New Man International Journal of Multidisciplinary Studies</i>	4.32 (IJIF)	-	-
28	Yumnam Rocky	<i>Literary Herald</i>	3.01 (IJIF)	-	-
Average			=127.44/28 =4.55	=72/4 =18	=3

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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	Completed	UGC XII PLAN FUNDS (Research & Innovation Club)	27,300/-	
Any other (Specify)	-	-	-	-
Total				

3.7 No. of books published i) With ISBN No.

05

Chapters in Edited Books

19

ii) Without ISBN No.

00

Report	1	Translated Short Stories	4
Book Review	1	Edited Books	3
Articles in Newspapers/Magazines	8	Contribution in Chapters	4

*Please refer to Annexure 10 for details of all publications.

3.8 No. of University Departments receiving funds from: NA

UGC-SAP

NA

CAS

NA

DST-FIST

NA

DPE

NA

DBT Scheme/funds

NA

3.9 For colleges NA

Autonomy

NA

CPE

NA

DBT Star Scheme

NA

INSPIRE

NA

CE

NA

Any Other (specify)

NA

3.10 Revenue generated through consultancy

None

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College*	TOTAL
Number	02	02	00	02	40	46
Sponsoring agencies	-	-	-	-	College	-

*Data is inclusive of seminars/ conferences/ workshops/ lectures/ talks organized at the institutional level, as per the details given below:

No. of Conferences Organized by the Institution at the International Level

- International Seminar organized in collaboration with Ujjawal Women's Association and International Women's Peace on *The Creation of Heritage of Peace – Women Empowerment and Peace*, at Vivekananda College, University of Delhi, 24 January 2017. Dr. Y. Mishra, Teacher-in-Charge, Department of History, and Dr. D. Kashyap, Convenor, Lakshyank Committee, Vivekananda College coordinated the event.
- Global Traditional Food Summit, organized by Council for Promotion, Research and Trades in Traditional Foods (CPRT) in collaboration with Vivekananda College, University of Delhi and other organizations at Indira Gandhi National Centre, Delhi, 26 February 2017. Dr. H. Nandrajog, and S. Suri were the Co-chair and Secretary respectively.

No. of Conferences/ Seminars organized by the Institution at the National Level

Internal Quality Assurance Cell

- IQAC organized a National Seminar on "Quality Management Systems for College Administrations" on 12 February 2018.

Placement Committee

- An interactive talk was organized on "Career Opportunities in Airlines, Airport and Tourism Industry" by Indira Gandhi Institute of Aeronautics, New Delhi on 30 January 2018.

No. of Conferences organized by the Institution at State Level

- NIL

No. of Conferences/ Seminar organized by the Institution at University Level

Department of Hindi

- A National Seminar on "*Hindi Patrakarita ka Atit aur Vartman: Bhumika aur Chunautiyan*" was organized on 14-15 November 2017.

Department of Sanskrit

- Seminar on "*Sanskrit Patrakarita*" was organized on 16 March 2018. Dr. Manaswani Yogini (Indraprastha College for Women) and Dr. Jyoti Raj (Sanskrit News Reader, Doordarshan News) were the main speakers.

No. of Conferences/ Seminars/ Workshops/ Lectures/ Talks organized by the Institution at College Level

Internal Quality Assurance Cell

- IQAC organized thirteen lectures to promote the culture of inter- and multi-disciplinary interactions necessary for furthering the cause of research and collaborations. The details of these lectures under the "For the Faculty-By the Faculty" initiative are given as a report in Annexure 3.

Placement Committee

- A 6-days workshop for Proficiency in MS Excel was conducted by the Placement Committee in collaboration with NIIT, Vivek Vihar from 23-30 March 2017.
- An interactive session on "Careers in Radio Jockeying" was held by R.J. Garima on 7 November 2017.

Ambedkar Committee

- A talk on “Role of Dr. Ambedkar in Women Empowerment” was held on 11 January 2017. The speaker was Prof. Sheoraj Singh ‘Bechain’ (Prof., Dept. of Hindi, University of Delhi).
- A lecture on “Dr. Bhimrao Ambedkar’s vision and Social Justice” was held on 14 March 2018. The speaker was Dr. Geeta Sahare (Deputy Dean, Campus Development, University of Delhi) was the speaker.

Cultural Committee

- A concert “Mousiqui” was organized on 10 January 2018.
- A workshop on “Basics of Kathak and Bharatnatyam” was organized on 19 January 2018 by Mrs. Isha K. Sandeep.
- A workshop on “Art and Craft” was organized on 23 January 2018 by Dr. Shahnaz Begum.

Department of Applied Psychology

- A Lecture was delivered on “Advance in Cognitive Psychology” by Dr. Tushar Singh (Assistant Prof., Dept. of Psychology, Banaras Hindu University) on 14 February, 2017
- A Workshop was conducted on Suicide Prevention and the resource person was Ms. Tanu Kukreja (Amity University) on 04 September 2017

Department of Commerce

- A workshop on “Tax Deduction at Source” was organized on 7 April 2017 and the resource person was Dr. S. B. Rathore (Shyam Lal College).
- A two-day workshop was held on 16 January 2018 and 2 February 2018, for the students to initiate the process of developing Entrepreneurship Cell in our college. Dr. S. Lakshmi Devi (Hony. Director, Centre for Entrepreneurship and Career Oriented Programmes) and Professor S.K. Palhan (Professor, Great Lake Institute of Management) were invited as resource persons.
- A Lecture on “Investment in Stock Market through IPO and Mutual Funds” was held on 31 January 2018 and resource persons were from DB International Ltd.
- Workshop on TDS and E-Filing was organized on 18 April 2018 and Dr. S.B. Rathore (Shyam Lal College) was the resource person.

Department of Computer Science

- A talk on “Career Guidance in IT Industry” was organized on 31 January 2017. Mr. Mainak Uprety (Aptron Solutions) was the speaker.
- A talk on “Meet Yourself to Make Yourself” was organized on 21 September, 2017 and the resource person was Acharya Vivekaditya, Head, Pavitram Meditation Yoga Retreat.
- A talk on “Cyber Security” was organized on 26 October 2017. Mr. Amir Khan from Aptron Solutions was the speaker.
- A two-day workshop on “How to Design Power Point Presentation” was organized on 21-22 December, 2017.

Department of Political Science

- A lecture on “Women Empowerment” was held by Department of Political Science on 25 October 2017. It was conducted by Success Mantra.

Department of Sanskrit

- A lecture on “Art of Balanced Living” was held by Dr. Satyamurti (Associate Professor, Centre for Sanskrit and Indic Studies, JNU) on 3 November 2017.

Department of Music

- A Lecture cum Demonstration “*Shastriya Sangeet Ki Prachalit Gayan Shailiyaan*” was organized on 13 January 2017. The Resource person was Dr. Deepti Bansal (Daulat Ram College, University of Delhi).
- “Vasantotsav” was organized on 3 March 2017. In this program, Dr. Neeta Mathur presented a lecture with illustrations on musical compositions connected to spring season.

- A lecture cum demonstration on “*Shastriya Sangeet aur Punjabi Lok Sangeet: Ek Adhyayan*” was organized on 30 August 2017. The resource person was Dr. Gursharan Kaur (Mata Sundri College, University of Delhi).

Department of Mathematics

- Talk on “Mathematics of Sudoku” was organized on 26 September 2017 and the resource person was Professor C.S. Lalitha (Department of Mathematics, University of Delhi South Campus).
- Talk on “Vedic Mathematics” was organized on 9 February 2018. Professor Anuradha was the speaker.

Department of Hindi

- A lecture on “*Kavita Kaise Padhein*” was organized on 6 September 2017. Mr. Madan Kashyap was the speaker.

Department of History

- Dr. Alka Rani Memorial lecture was organized on 4 January 2018. Professor Anirudh Deshpande (University of Delhi) delivered a lecture on ‘History and Colonization of the Indian Mind’ on this occasion.

Department of English

- An initiative to organize interdisciplinary lectures for the students was undertaken by Department of English. Faculty from Department of Sanskrit (Dr. Shanno Grover and Dr. Kamini Taneja) delivered insightful lectures on *Abhijnanasakuntalam* and Karna in *Mahabharata* respectively on 9 November 2017.

Department of Economics

- A lecture on “Budget Making Process in India” was organized on 10 January 2017. The speaker was Mr. Jagdeep Kumar (Department of Economics, Maharshi Dayanand University, Rohtak).

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

46

International level

- Farooqi, S. R. (2017) Conformity Scale Inventory (Expert), Department of Psychology, University of San Carlos, Philippines, 28 February.
- Mishra, Y. (2018) *Dakshin evam Dakshinpurv Asia mein Bharatiya Sanskriti evam Viraasat* (co-Chairperson), International Conference organized by ICHR, Akhil Bharatiya Itihas Sankalan Yojana, New Delhi and Mahatama Gandhi Antararashtriya Hindi Vishwavidyalaya, Wardha, 24-25 February.
- Suri, S. (2017) Advisory Board Member, *Latest Trends in Engineering, Science, Humanities and Management*, 4th International Conference organized by IFUNA, New Delhi, 7 May.
- Suri, S. (2018) Advisory Board Member, *Recent Trends in Engineering, Sciences and Management*, 13th International Conference organized by Vedant College of Engineering and Technology, Rajasthan, 21-22 January.
- Suri, S. (2018) National Advisory Board Member, *Recent Research Development in Environment, Social Sciences and Humanities*, International Conference organized by YMCA, New Delhi, 3 February.
- Suri, S. (2018) National Advisory Board Member, *Recent Trends in Engineering, Applied Sciences and Management*, 14th International Conference organized by Vedant College of Engineering and Technology, Rajasthan, 17-18 March.

National Level

- Beniwal, A. (2017) Selection of Post-doctoral Fellowships and Emeritus Fellowship Scheme Candidates (Expert Committee Member), organized by UGC, New Delhi, 3 January.
- Beniwal, A. (2018) Attended Board of Management Meeting (UGC Nominee), held at Nagindas Khandwala College of Commerce, Arts & Management Studies, and Shantaben Nagindas Khandwala College of Science, Mumbai, 27 March.
- Beniwal, A. (2018) Attended Governing Body Meeting (UGC Nominee), held at MKSSS's Cummins College of Engineering for Women, Pune, 12 April.
- Bhandari, G. (2017) Facets of Buddhist Art (Speaker), organized by Dhrohar, History Society of Kalindi College, University of Delhi, Delhi, 22 August.
- Bhandari, G. (2018) Development of an Atlas of Indian History (Contributor), organized by NCERT, Delhi, 19-20 March.
- Bhandari, G. (2018) Understanding Popular Culture (Co-ordinator), Workshop on SEC (Skill Enhancement Course), organized by Department of History, University of Delhi, Delhi, 9 February.
- Bhaskar, A. (2017) Logical Thinking and Writing Skills (Resource Person), Workshop organized by Department of Political Science, Miranda House, University of Delhi, Delhi, 24-25 January.
- Choudhary, S R. (2018) Special Programme on Netaji Subhash Chandra (as a Guest), organized by Doordarshan Kendra, New Delhi, 23 January.
- Farooqi, S. R. (2018) Workshop on SPSS Software (Expert), organized by Department of Psychology, Gargi College, University of Delhi, 16 January.
- Kant, A. (2017) Recruitment of Graduate Engineers (Expert Psychologist), organized by IIPM, Gurgaon, November.
- Kant, A. (2018) Recruitment of Human Resource Officers (Expert Psychologist), organized by IIPM, Gurgaon, 5-8 February.
- Kongsong, R. (2017) Logical Thinking and Writing Skills (Resource Person), Workshop organized by Department of Political Science, Miranda House, University of Delhi, Delhi, 24-25 January.
- Mathur, N. (2017) *Aaj Savere Programme* (Classical Vocalist), organized by Doordarshan Kendra, New Delhi, 27 February.
- Mathur, N. (2017) *Gunijan Sabha Verse 21* (Moderator), organized by Ustad Imamuddin Khan Dagar, Indian Music Art & Cultural Society and The Dagar Archives, Jaipur, India Habitat Centre, Delhi, 25 March.
- Mathur, N. (2017) Hindustani Vocal Recital Khayal and Haveli Sangeet (Artist), organized by Bhartiya Vidya Bhawan, Bengaluru, 05 March.
- Mathur, N. (2017) Kajri, Saawan, Jhoola, Haveli Sangeet and Khayal – Concept and Commentary (Vocalist), organized by Shree Vallabh Shikshan Sangeet Ashram, Mumbai, 5 August.
- Mathur, N. (2017) Music Hindustani Sangeet mein Khayal Gayaki (Speaker), organized by Aditi Mahavidyalaya, University of Delhi, Delhi, 22 March.
- Mathur, N. (2017) Ph.D Entrance Interview (Expert), organized by R.M.T. Music and Arts University, Gwalior, Madhya Pradesh, 23 August.
- Mathur, N. (2017) Vocal Recital at All India Radio, Delhi, 17 March.
- Mishra, Y. (2017) Evaluation of presentations of participants (Evaluator), Orientation Programme (OR-88), organized by CPDHE, University of Delhi, Delhi, 31 May- 28 June.
- Mishra, Y. (2017) Nominee, Indian Historical Records Committee, Ministry of Culture, GOI.
- Mishra, Y. (2017) *Uchh Shiksha, Sikshan evam Bharat Bodh*, Orientation Programme (OR-90) (Speaker), organized by CPDHE, Delhi University, Delhi, 6 December.

- Mishra, Y. (2017) Women's Rights in India: From Ancient to Contemporary Times: An Overview (Speaker), Talk organized by History Society, College of Vocational Studies, University of Delhi, 9 November.
- Mishra, Y. (2017), Uniform Civil Code (Speaker), Panel Discussion organized by Department of Political Science, Vivekananda College, University of Delhi, 7 March.
- Mishra, Y. (2018) *Bharat Vibhajan Aur Sindhi Asmita* (Chairperson), National Seminar on organized by Satyawati College (Eve), University of Delhi, National Council for Promotion of Sindhi Language, MHRD, Government of India, 22-23 February.
- Mishra, Y. (2018) Junior Research Fellowship (JRF) Evaluation Committee (Evaluator), organized by ICHR, New Delhi, 22-24 March.
- Mishra, Y. (2018) *Naya Bharat aur uchch Shiksha Yojana* (Organizing Committee Member), National Conference organized by Dakshina Foundation, IGNCA, New Delhi, 13 April.
- Mishra, Y. (2018) Understanding Popular Culture (Co-ordinator), Workshop on SEC (Skill Enhancement Course), organized by Department of History, University of Delhi, Delhi, 9 February.
- Paliwal, A. (2017) Logical Thinking and Writing Skills (Resource Person), Workshop organized by Department of Political Science, Miranda House, University of Delhi, Delhi, 24-25 January.
- Sharad, S. (2017) Recruitment of Graduate Engineers (Expert Psychologist), organized by IIPM, Gurgaon, 20 May.
- Sharad, S. (2017) Social Issues and Development (Chairperson), 27th Annual Conference of NAOP, organized by IIT, Kharagpur, 22-24 December.
- Sharma, S. (2017) World Water Day (Speaker), organized by Ujjawal Women's Association (NGO), Delhi, 22 March.
- Sharma, S. (2017) Addressing Gender Concerns and Specifically Vulnerable Groups in Peri-Urban Areas (Speaker), Peri-Urban Ecosystem for Enhancing Urban Resilience, organized by GEAG and ICLEI, India Habitat Centre, New Delhi, 18-19 September.
- Sondhi, V. (2017) Recruitment of Graduate Engineers (Expert Psychologist), organized by IIPM, Gurgaon, November.
- Suri, S. (2017) Common Childhood Diseases and Ailments – Use of Medicine Kit (Speaker), ICDS Training Programme, organized by Vocational Training College (for NIPCCD), Delhi, 23 March.
- Suri, S. (2017) Nutrigenomics – A Step Towards Personalized Diet Planning (Speaker), Continuing Education Programme “Nutrition for Healthy Life and Improved Performance,” organized by DIPAS, Delhi, 12 July.
- Suri, S. (2017) Organizing Committee Member, Change the Future of Migration: Invest in Food Security and Rural Development, Seminar organized by AFST(I)-Delhi Chapter, NCUI, New Delhi, 16 October.
- Verma, S. K. (2017) Psychiatric Psychology, 27th Annual Conference of NAOP, organized by IIT, Kharagpur, 22-24 December.
- Verma, S. K. (2017) Social Issues and Development (Chairperson), 27th Annual Conference of NAOP, organized by IIT, Kharagpur, 22-24 December.

State Level

- Mishra, Y. (2017) Nominee, Court of Bhagat Phool Singh Mahila Vishwavidyalaya, Sonapat, Haryana for three years.

3.13 No. of collaborations

International

01

National

01

Any other

00

International Collaborations

- Jain, S. (Faculty, Department of Mathematics) was a team member of Indo-Russian S&T collaboration project entitled “*Classical Operators on Sobolev and Banach function Spaces and Quasiconformal Analysis*,” 2016-2019 (funding given by Department of Science & Technology, GOI to South Asian University).

National Collaborations

- Nandrajog, H. (Officiating Principal) was Co-Chair and Suri, S. (Faculty, Department of Food and Technology) was Secretary of Global Traditional Food Summit 2017 jointly organized by Council for Promotion, Research and Trades in Traditional Foods (CPRT), AFST(I) Delhi Chapter and FSAAI on 26 February 2017.
- Nandrajog, H. & Bhaskar, A. (Faculty, Department of English) are team members in Shrilal Shukla Translation Project of the Centre for Academic Translation and Archiving, Department of English, University of Delhi.
- Nandrajog, H. (Faculty, Department of English) is a team member in Intra-Asian Travel Project of the Centre for Academic Translation and Archiving, Department of English, University of Delhi.

3.14 No. of linkages created during this year

11

- Collaboration with Council for Promotion, Research and Trades in Traditional Foods was accepted by Department of Food Technology on behalf of Vivekananda College to successfully organize “Global Traditional Food Summit” on 24-26 February 2017. (Refer to 3.13)
- Department of Mathematics partnered with an NGO for slum literacy and child empowerment to organize “Light De Literacy” on 31 October 2017.
- Department of Commerce collaborated with T.I.M.E. to hold career related sessions for its students on the following:
 - ❖ ‘How to Prepare for Competitive Exams’ was conducted in March 2017
 - ❖ ‘Career in Finance’ was conducted in March 2017
- Department of English invited Atelier Repertory Company to stage their widely acclaimed play “Project Antigone” on 27 February 2018 in the college.
- Medical Committee in co-ordination with Indraprastha Vigyan Bharati organized a Health Camp for assessment of BMI and serum Vitamin D level assessment on 22-23 February 2018.
- As an initiative by CSR Research Foundation & Oil and Natural Gas Corporation, a sanitary napkin vending machine was installed in the college premises during the session 2017-2018.
- The students of Department of Commerce participated and completed a module during October 2017 to March 2018 on Holistic Development in association with Sri Satya Sai Organization. The objective of this module was to enhance academic, social, professional, cultural and ethical development of students. A valedictory and certificate distribution programme was held on its completion at Sri Satya Sai Centre, Lodhi Road on 14 April 2018. Ninety students benefitted through this activity.
- NSS collaborated with various organisations to hold the following workshops for our college students:
 - ❖ A workshop on Road Safety was organized on 19 September 2017 in association with Road Safety Cell.
 - ❖ A Self-Defence Programme was conducted in collaboration with Delhi Police and Lions Club from 20 December 2017 to 5 January 2018. 300 students from the college and the Non-Collegiate Centre of the college participated.

- ❖ A workshop on “Drug Addiction” was organized on 12 January 2018 by All India Womens’ Education Fund Association (AIWEFA). Dr. Deepak Sharma, Ms. Sweta and Dr. Yuthika Mishra enlightened the students during the workshop.
- ❖ A campaign called “Mashaal” on social awareness was carried out by students from 25-31 March 2018 with the support of NGOs and self-help groups such as *Noble Souls, Sewa Bharti, Sahyog, Umeed and Patriotic India Foundation*.

In addition to the above, Department of Applied Psychology creates linkages with hospitals/ organizations and NGOs.

3.15 Total budget for research for current year in lakhs: (2017-18)

From Funding Agency	NIL	From Management of University/ College	NIL
Total	NIL		

3.16 No. of patents received this year

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

Total	International	National	State	University	Dist	College
05	00	00	00	05	00	00

University-level Research Awards/ Recognitions

- Garg, R. (2018), was awarded her Ph.D. on “*Software Reliability Modeling*” in the field of Computer Science and Engineering, Mewar University, December 2017.
- Jain, A. (2017), was awarded Ph.D. degree on “Risk Assessment of Sulphite Exposure through Food Among 12-16 years old Children in Delhi” by University of Delhi, September 2017.
- Jaiswal, D. K. (2017), was awarded Ph.D. degree on “Ethics in Brhatkatha-sloka-samgraha” by University of Delhi, November 2017.
- Suri, S. (2018), Board of Members for B.Sc.(H) Nursing Phase-1 Professional Examination in the subject of Nutrition Paper-II Part-A (Theory), AIIMS, New Delhi.
- Taneja, K. (2018), got an award for her research essay in “*Sanskrit Shodh Nimbandh Lekhan*” from Delhi Sanskrit Academy, Delhi.

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

Department	Ph.D. Guides	No. of students registered
Applied Psychology	Dr. Vanita Sondhi	3 (Rachna Mishra, Neha Verma, Bhumika Kapoor)
	Dr. Salma Seth	1 (Mansi Verma)
	Dr. Shivantika Sharad	1 (Maynglambam Omega Chanu)
	Dr. Sunil Kumar Verma	4 (Saurabh Raj, Soorya Sunil, Divya Bhanot, Sweta Smita Dash)
English	Dr. Hina Nandrajog	1 (Madhuri Chawla)
Food and Technology	Dr. Sukhneet Suri	1 (Pooja Chauhan)
TOTAL	6	11

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

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

JRF **SRF** **Project Fellows** **Any other**

JRF: Chauhan, P. (Registered under Dr. Sukhneet Suri)

Others: Hammed, S.; ICSSR Post Doctoral Fellow (registered under Dr. Vanita Sondhi)

3.21 No. of students Participated in NSS events:

University level State level
National level International level

University level

- Approximately 100 students took an oath to keep India clean on 29 September 2017. Students also took out a rally under *Swachh Bharat Abhiyan*.

National level

- A workshop under “*Teach India Project*” of the Times India Group on 10 November 2017 in which approximately 75 students participated. Four students, namely Ambika Sharma, Neha Joshi, Sakshi Thagal and Bhargavi were selected for training on the basis of an interview and have successfully completed their 100 days training from I.T.I., Vivek Vihar and Shahdara.
- A workshop on “Drug Addiction” was organized on 12 January 2018 by All India Womens’ Education Fund Association (AIWEFA). Dr. Deepak Sharma, Sweta and Dr. Yuthika Mishra enlightened the students during the workshop. Approximately 150 students participated.

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	1	State level	-
National level	-	International level	-

* 2nd prize in a Group Dance competition at Jawaharlal Nehru University on 24 September 2017. Six students participated in this group dance.

3.24 No. of Awards won in NCC:

University level	NA	State level	NA
National level	NA	International level	NA

3.25 No. of Extension activities organized

University forum	-	College forum	11
NCC	-	NSS	8
		Any other	-

For details, please refer to Criterion 3.26

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

College Forum

- Vivekananda College, in collaboration with the office of the District Magistrate of Shahdara, organized National Voter's Day on 25 January 2018.
- The Student Union Advisory Committee supported and participated in a campaign – Cylothion Delhi on 12 November 2017 to create awareness about "Fight against Cancer" with the help of an NGO, Grameen Sneh Foundation.

Department of Commerce

- Holistic Community Project on 'Sharing Food' was undertaken on 8 April 2017.
- Aptitude Test was conducted by TIME on 30 January 2018.
- The students of Commerce Department, in association with Sri Satya Sai Organization, participated and completed a module during October 2017 to March 2018 on Holistic Development. The objective of this module on 'Holistic Development' Ninety students benefitted through this activity.

Department of Computer Science

- A two-day workshop on "How to Design Power Point Presentation," was organized on 21-22 December, 2017. Mahima Maluja, an alumna, conducted the lecture.

Department of Mathematics

- Introductory session of "Light De Literacy" (NGO for slum literacy & child empowerment) was organized by students of B.Sc. Maths (H) on 31 October 2017.

Department of Applied Psychology

- Mental Health Awareness Week during September 2017 was organized by students of B.A. (H.) Applied Psychology, which was one of the top five entries in the competition held by the prestigious NIMHANS.

Department of Food Technology

- Food Technology students helped in the organization and also participated in: Global Traditional Food Summit International Seminar organized by the Council for Promotion, Research and Trade in Traditional Foods (CFTR), Indira Gandhi National Centre, Delhi, 26 February, 2017.
- Food Technology students participated in AMIFOST National Conference on Food Safety, Nutrition Security and Sustainability on 26 February 2017.

Department of Sanskrit

- Sanskrit Diwas was celebrated on 17 August 2017.
- 15 students of B.A. (H.) Sanskrit from the college have been provisionally selected on merit basis for the award of Scholarship-2016-2017 by Rashtriya Sanskrit Sansthan (Deemed University).

National Service Scheme (NSS)

Kalia, Y. in capacity of NSS Programme Officer organized the following activities during the academic session 2017-18:

- National Integration Camp in Rohru, Himachal Pradesh from 6-12 October 2017. Various activities such as singing competition, dance competition, skit, mehndi competition were organized by Dr. Yojna Kalia during the camp for the selected N.S.S participants from various universities.
- A workshop on Road Safety was organized on 19 September 2017 by National Service Scheme (NSS) in association with Road Safety Cell. September 2017 was observed as Road Safety Month by NSS.
- On 10 November 2017, NSS in association with the Teach India Group, trained the students for the “Teach India Project”.
- On 29 September 2017, NSS along with its volunteers took out a rally on “Keep India Clean” in order to create awareness among people for keeping our country clean.
- NSS of our college along with Delhi Police and Lions Club organized a Self Defence Camp from 20 December 2017 to 5 January 2018 in the college premises.
- On 11 January 2018, the NSS in association with Lions Club visited the slums (*Raen Basera*) of nearby areas and donated food, clothes, books etc. to deprived and poverty stricken children there.
- Oath-taking ceremony on 29 September 2017. The students took an oath to keep India clean and took out a rally on roads.
- A workshop on “Drug Addiction” on 12 January 2018 organized by All India Womens’ Education Fund Association (AIWEFA). Dr. Deepak Sharma, Sweta and Dr. Yuthika Mishra enlightened the students during the workshop.

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	40586.96 sq. m	-	-	-
Class rooms	57	4 (G6; G7; F6; F7)	SF	61
Laboratories	12	-	-	12
Seminar Halls	2	-	-	2
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	-	1) Mathematica (2016-2017) 2) Server (2017-2018) 3) LED Monitor (2017-2018) 4) Viscometer Digital (2017-2018) 5) Water Cooler (2017-2018) 6) AC with stabilizer	SF	1) 1 for 30 users 2) 1 3) 3 4) 1 5) 5 6) 5
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1) Equipment: Rs. 21,85,780/- 2) Others furniture etc.): Rs.11,75,103/-	SF	Rs. 33,60,883/-
Others	1) Conference Room-2 2) Open Stage-1 3) Sports Ground-1 4) Medical Room-1 5) A three-floor Library-1 6) Garden-2 7) Art and Craft room-1 8) Staff Room-1 9) Common Room for students-1 10) Union Room-1 11) Canara Bank Counter-1 12) Photocopy Shop-1 13) Facility for differently abled 14) Guard Room-4	Sanitary Napkin Vending Machine*	*Donated to the college	-

* SF- Student Fund.

4.2 Computerization of administration and library

Library:

1. Library has been completely computerised enabling students and faculty members to access books, journals and reference materials.
2. Upgradation of Libsys 4 software to web based LSEase (EJB) was initiated and installed in August 2017.
3. Table of Contents of print journals subscribed by library, is prepared and displayed in faculty lounge separately. Soft copy is circulated through email and also uploaded on library website for remote access.
4. Online feedback forms were filled by the ongoing final year students in April 2017 and 2018 for the first time. Earlier, feedback was taken in hard copy.
5. Library has been Wi-Fi enabled for the past several years.
6. The library has been providing email facility for overdue notices, Check-In/ Check Out information, pending fine, etc. which serves as a means of communication between the library and its users.
7. Digital user entry facility is available wherein ID card scanners record the entry of users in the library.
8. LCD projectors have been installed and are maintained.
9. Dual display system was installed at circulation counter. It brings in transparency and also helps students in checking the transaction.
10. Plagiarism Check Software URKUND was procured by library on 20 November 2017. The software was provided by Delhi University Library System for free
11. Images of latest books are uploaded on Online Public Access Catalogue (OPAC).
12. 3 LED Screens (Dell) on 17 January 2018
13. Upgradation of Antivirus (Quick Heal) in July 2017

Administration:

	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	App. Psy.	Food Technology	Library	Principal Room	English Lang.Lab
Desktops	115	Yes	-	-	15	7	2	18	-	-
Laptops	739	Yes	-	-	-	-	1	2	1	1
Servers	3	Yes	-	-	-	-	-	1	-	-
Macbook	-	Yes	-	-	-	-	-	1	-	-
TOTAL	854+3=857		0	0	15	7	3	22	1	1

4.3 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	63725 (As on 30.6. 2018)	Rs. 9467878.83/- (Insurance 2017-18)	1327 (From 1.1.2017 to 30.6.2018)	Rs. 1153013/- (Excluding gifted books)	63725	Rs. 10620891.83/-
e-Books	135809 (NLIST)	Membership fee Rs. 5750/- (April 2017-March 2018), Rs. 5900/- (April 2018-March 2019)	World e-books library (30,00,000 book titles)	Added by NLIST	3135809	Rs.11650/-

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Journals	15	Rs.26015/-	-	-	15	Rs. 26015/-
e-Journals	6237(NLIST)	Membership fee Rs. 5750/- (April 2017-March 2018), Rs. 5900/- (April 2018-March 2019)	-	-	6237	Rs.11650/-
	DELNET	Membership fee Rs.11500/-	-	-	-	Rs.11500/-
Digital Database	142+22 (Through Delhi University Library System and NLIST of INFLIBNET)					
CD & Video	346 CD/ DVD free with books and 20 added this year					
Others (specify)	76 Braille books gifted by the University of Delhi.					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	925	854	Yes	-	-	15	33	23
Added	-	-	-	-	-	-	-	-
Total	925	854	Yes	-	-	15	33	23

Softwares / Hardwares added/ upgraded: Mathematica, URKUND, Libsys, Quick Heal, Servers, and LED Screens

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

- Campus is Wi-Fi enabled. All students and teachers have access to internet facilities. Computer and internet facility is being used widely by teachers and learners for acquisition of knowledge and skills.
- An industrial trip to Apron Solutions, Noida was organized on 7 April 2017. This helped the students to gain hands-on-experience in CISCO NETWORKING LAB.
- The Computer Science Department organized a competition on “Power-Point Presentation” on 11 August 2017 in the college premises for the students. The topic for preparing the presentation was “India: Pre and Post-Independence”.
- Mrs. Devika delivered a lecture to peer-faculty group on “Designing Effective Power-Point Presentation” under IQAC initiative “For the Faculty-by the Faculty” on 24 October 2017.
- The Computer Science Department organized a seminar on “Cyber Security” on 26 October 2017. Mr. Amir Khan, Apron Solutions Pvt. Ltd. was the guest speaker. Approximately 75 students attended the seminar. After seminar, three students were awarded for their excellence in post-session query performance.
- The Department of Computer Science conducted a two-day workshop on “How to Design Power-Point Presentation” on 21-22 December 2017 for the students. Ms. Mahima Maluja, alumna, demonstrated the lecture.

- A six day workshop for Proficiency in M.S. Excel was conducted by the Placement Committee in collaboration with NIIT, Vivek Vihar from 23-30 March 2017.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 1,34,674/-
ii) Campus Infrastructure and facilities	Rs.2,73,000/-
iii) Equipments	Rs. 24,501/-
iv) Others (Book binding)	Rs. 65, 342/-

Total:

Rs. 4, 97, 517/-



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- **Parent Teacher Meetings (PTM):** The primary objective of holding parent-teacher meetings was to identify and engage with stakeholders for enhancing the quality of higher education, thereby facilitating students in achieving greater success through a better learning environment. Guidelines and framework of action were developed and approved for holding PTMs for our students through the external Advisory Committee (IQAC) and the Staff Council. The first round of PTMs (nine) for the entire college which included seven Honours Departments and BA Programme were successfully held in 2017-2018. Detailed report is attached as Annexure 1.
- **Student Feedback Activity:** A student feedback form was developed, discussed for inputs with the IQAC Advisory Board members, Teachers-in-Charge and the Staff Council of the college. Pre-testing for the same was carried out in March 2017. The Sample Size was 95. Based on the results of Pilot testing, student feedback activity was held on 27 March 2018. Feedback was obtained from 418 students. The results were discussed with external advisory board members of the IQAC and necessary steps are being taken to enhance the quality of services being provided to the students. Detailed report is attached as Annexure 2.
- **Student Union and Class Representatives Meeting:** Student Union and Class Representatives Meetings with the Principal were held on 5 January 2017 and 16 January 2018. The meetings were scheduled with an objective to discuss and redress the problems faced by the students of our institution. Class representatives of various courses belonging to different years voiced the issues faced by students in front of the Principal and Student Union advisors, as well as the positive things in the college, such as regularity and punctuality of . The main issues which were raised consisted of shortage of attendance due to practice of cultural activities, lengthy time tables, quality of food served to students in the canteen, introduction of add-on courses to support students, installation of sanitary-napkin vending machine at college campus, shortage of books for Hindi medium students, etc. Based on these meetings, planning and implementation of remedial measures is being undertaken.

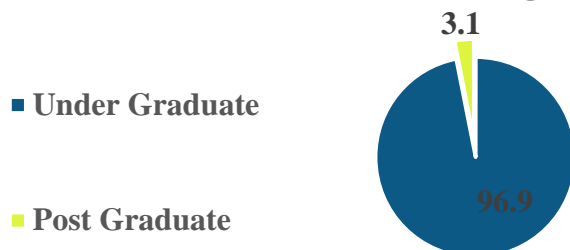
5.2 Efforts made by the institution for tracking the progression

- The primary objective of organizing the alumni meet is to gather information regarding student feedback as well as their progression over the years.
- In our Institution, Alumni meet is held every year for interaction, where in students and teachers meet informally.
- During the reporting period two Alumini meets were held on 15 January 2017 and on 15 April 2018.
- The institution is planning to create a common online form through which a database pertaining to progression of students can be created and managed.
- In 2017, 72 alumni registered, and this increased to 220 in 2018.

5.3 (a) Total Number of students (2017-2018)

UG	PG	Ph.D.	Others
2049	66	-	-

Figure 5.3. (a) Percent (%) Distribution of Students in College



(b) No. of students outside the state

789

(c) No. of international students

-

Men Women

No	%
-	-

No	%
-	-

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1248	406	56	564	23	2317	1174	363	49	506	23	2115

Figure 5.3 (b) Percent (%) Category-wise % Distribution of Students in College (2016-2017)

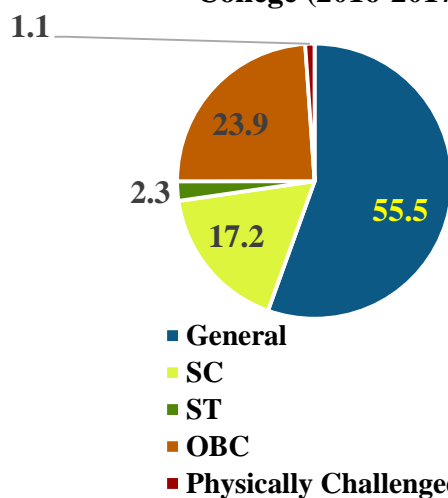
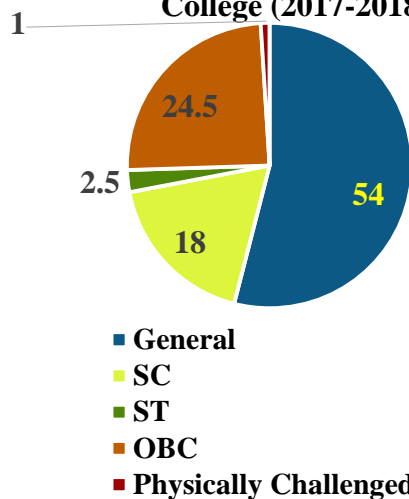


Figure 5.3 (c) Percent (%) Category-wise % Distribution of Students in College (2017-2018)



Demand ratio - NA Dropout %- 0.85% (2017-18)

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

- A lecture was organized in association with T.I.M.E. Institute on 2 March 2017 on “How to Prepare for Competitive Exams”. A total of 64 students participated.
- A National Scholarship Test was conducted on 6 September 2017 for the college students in association with I.M.S. Institute. A total of 81 students participated.
- An Aptitude Test was conducted for our students on 31 January 2018 in association with DB International Stock Brokers Pvt. Ltd. A total of 143 students participated.
- In association with Pearl Academy and Harikirat Films, the Placement Committee of the college appraised students on various vocational courses in the field of fashion, entrepreneurship, healthcare and film writing. A total of 143 students participated.
- The college library also offers students as many as 191 books, 14 magazines and three e-resources on competitive examinations mainly like MBA entrance, UPSC, SSC, UGC NET etc.

No. of students beneficiaries

Library	All College Students
*Others	431

*Based on records of Department of Commerce and Placement Committee.

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	1

* As per data available from Department of French, Tanya Puri of B.A (P) III year cleared DELF examination A1 that tests proficiency of French language skills.

5.6 Details of Student Counselling and Career Guidance

- A Counsellor is available for psychological counselling of students from 11 a.m. to 2 p.m. on allotted days in the medical room.
- Mentoring groups have been formed by various departments of our college such as Department of Applied Psychology, English, Food Technology, Hindi, History, Mathematics, Commerce and Political Science which aim to benefit 1733 students. All the students of the college are placed in Mentoring Groups, with a faculty member of the concerned department as Mentor.
- Placement Committee of our college counsels students and facilitates career guidance in the following ways:
 - ❖ Students are trained to write Curriculum Vitae (CV) depending on the need of the employer with special focus on the technicalities involved in writing an impactful industry-relevant CV.
 - ❖ Seminars, interactive sessions, counselling sessions, career talks are held on a regular basis to inform students about various career options. To achieve this goal, the Placement Committee invited distinguished industry experts from various fields who addressed students on career options in Fast

Moving Consumer Goods (F.M.C.G.) sector, banking industry, multi-media mass communication, film content and script-writing, travel and tourism, fashion industry, health care sector, radio-jockeying, etc.

- ❖ Students are trained for group discussions and personal interviews.
- ❖ A total of 918 students have benefitted with the help of Placement Committee in the reporting period.

- **Other Activities:**

- ❖ The students of Department of Commerce participated and completed a module during October 2017 to March 2018 on Holistic Development in association with Sri Satya Sai Organization. The objective of this module was to enhance academic, social, professional, cultural and ethical development of students. 90 students benefitted through this activity.
- ❖ A two-day workshop was held for the students of our college to initiate the process of developing Entrepreneurship Cell in our college. Dr. S. Lakshmi Devi (Hony. Director, Centre for Entrepreneurship and Career Oriented Programmes) and Professor S.K. Palhan (Professor, Great Lake Institute of Management) were invited as resource persons on 16 January 2018 and 2 February 2018. A total of 108 students participated and benefitted through this activity.

- **No. of students benefitted**

2000 approx.

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15	Approx 918	99	Data not available for Central Placement Cell, University of Delhi

*Please refer to Annexure 11.

5.8 Details of gender sensitization programmes

- Women Development Cell (WDC) of our college facilitated the following activities:
 - ❖ A song competition was organized on the occasion of International Women's Day, on 7-8 March 2018 based on women oriented issues in which students of different courses participated enthusiastically.
 - ❖ Women Development Cell (WDC) organized a lecture by Ms. Vimal Sinha (Advocate) on "Awareness about Laws Relating to Workplace Sexual Harassment" on 9 November 2017.
 - ❖ A lecture was held on "Women Empowerment" by Department of Political Science on 25 October 2017. It was conducted by Success Mantra.
- National Service Scheme (NSS) society of our college along with Delhi Police and Lions Club organized a Self Defence Training workshop from 20 December 2017 to 5 January 2018 in the college premises.

- Kalakriti (Arts and Crafts Society) of our college organized an inter-college Graffiti competition on the theme of “Women Empowerment” on 7 February 2018.
- One day workshop on “Women Security App and Rules on Sexual Harassment” was organized with the help of Astitva Foundation on 13 March 2018, in college. Students gained hands-on experience on the application of this app.
- As an initiative by CSR Research Foundation & Oil and Natural Gas Corporation, a sanitary napkin vending machine was installed in college premises.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

*Details given in Annexure 12 and 13.

5.10 Scholarships and Financial Support

Scholarships and Financial Support	Number of Students			Amount (Rs.)		
	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19
Financial support from institution (Student Aid Fund; Fee Concession; Ad-hoc Scholarship)	962	569	25	10,58,420	9,66,891	43,797
Financial support from government (Vice-Chancellor's Student Fund University of Delhi; GIA for Meritorius Students)	17	-	-	70,000	-	-
Financial support from other sources	-	-	-	-	-	-
Number of students who received International/ National recognitions	-	-	-	-	-	-

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibitions: State/ University level National level International level

*Details given in Annexure 14.

5.12 No. of social initiatives undertaken by the students

- A workshop on Road Safety was organized on 19 September 2017 by National Service Scheme (NSS) in association with Road Safety Cell. September 2017 was observed as Road Safety Month by NSS.
- Oath-taking ceremony on 29 September 2017. The students took an oath to keep India clean and NSS along with its volunteers took out a rally on “Keep India Clean” in order to create awareness among people for keeping our country clean.
- National Integration Camp in Rohru, Himachal Pradesh from 6-12 October 2017. Various activities such as singing competition, dance competition, skit, mehndi competition were organized by Dr. Yojna Kalia during the camp for the selected NSS participants from various universities.
- On 10 November 2017, NSS in association with the Teach India Group trained a group of students for the “Teach India Project”.
- The Student Union Advisory Committee supported and participated in a campaign – Cylothon Delhi on 12 November 2017 to create awareness about “Fight against Cancer” with the help of an NGO, Grameen Sneha Foundation.
- NSS of our college along with Delhi Police and Lions Club organized a Self Defence Camp from 20 December 2017 to 5 January 2018 in the college premises.
- On 11 January 2018, the NSS in association with Lions Club visited the slums (*Raan Basera*) of nearby areas and donated food, clothes, books etc. to deprived and poverty stricken children there.
- A workshop on “Awareness and Prevention of Drug Addiction” was organized by NSS Society of our college in association with All India Women’s Education Fund Association on 12 January 2018.
- A campaign called “Mashaal” on social awareness was carried out by the college girls from 25-31 March 2018 with the support of NGO’s and self-help groups such as *Noble Souls*, *Sewa Bharti*, *Sahyog*, *Umeed* and *Patriotic India Foundation*.
- Avantika Singh, a student of the college, participated in the launch of “Yes I Bleed” – a Campaign on Menstrual Hygiene in the presence of Ms. Maneka Gandhi (Honourable Minister, Women and Child Development) on 20 Feb 2018 at PHDCCI, Delhi.
- One day workshop on “Women Security App and Rules on Sexual Harassment” was organized with the help of Astitva Foundation on 13 March 2018, in the college. Practical application of this security app was demonstrated.

5.13 Major grievances of students (if any) redressed:

The Committee received the following complaints from the students:

- Grievance against one Faculty member.
- Entry of outsiders in the College (during working days, and specifically during the elections days)
- The issue of theft of personal belongings of students.

All the complaints were resolved by taking the following decisions:

- The issue was resolved amicably by speaking to the class students, faculty member and the Teacher-in-Charge of the concerned department.
- The matter was discussed and resolved that students would be allowed to enter the college only after checking valid I-Card.
- Due to CCTV surveillance, the guilty student was identified and the stolen items were returned by her before the committee; and she submitted a written apology. The other party was satisfied with this.



Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

Vision

Vivekananda College was set up with a vision to be a holistic centre of higher learning for the girl students in the Trans-Yamuna region. It is envisioned as an institution to impart sound theoretical learning coupled with extensive practical skills. The college is designed to be an enabling and empowering experience for its girl students; with multi-faceted dimensions of their personalities being developed. It is staffed with highly qualified academicians who foster an environment of integrated learning in harmony with the demands of society. The administration is envisioned as a facilitating structure that processes the nitty-gritty of academic and administrative requirements of the University of Delhi and provides easy access to various facilities to its students. Infrastructure is provided in the shape of an organic, red-brick building with windows opening out to the impeccably maintained gardens with a variety of flora. Wide open spaces beckon students to explore nature in all its beauty and learn about our native trees and shrubs. This opening of horizons expands the minds as knowledge permeates the atmosphere.

Mission

The College draws inspiration from the teachings of Swami Vivekananda, who believed that education is the manifestation of the perfection already present in an individual. The ethos of the college lays emphasis on inculcating the ideals and values of Swami Vivekananda in its pupils. The college imparts education aiming at personality development and enabling the students toward achieving a broader perspective and wider horizons, thus becoming honest and responsible citizens. Despite the diverse backgrounds that students of the college come from, the attempt is to create a platform for peer learning and sharing that erases the class and caste divide among students and teaches them principles of equitable justice in our society in action.

6.2 Does the Institution has a Management Information System: Yes

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

6.3.1 Curriculum Development

- The syllabi prescribed by University of Delhi are followed. Faculty members from their respective departments are appointed whenever the University forms/ revises the syllabi.

6.3.2 Teaching and Learning

- Timetables are prepared in a manner to include required **lectures, tutorials, practicals** as per the norms prescribed by University of Delhi.
- Thirteen **inter and multi-disciplinary lectures** were held during the academic session 2017-2018 to promote interaction for development of collaborative research in future. Please refer to Annexure 3 for details.
- **Internal Academic Audit** was held for all departments and the library to identify strengths and weaknesses so as to facilitate quality management and enhancement. Please refer to Annexure 4 for details.

- **Student feedback activity**, parent-teacher meetings and meetings with members of student/ class representatives were held to identify challenges and institute support system for the students.
- Teaching faculty participates and organizes **Faculty Development Programmes, Orientation/ Refreshers Courses, Seminars and Conferences**. Please refer to Criteria 2.5 for details.
- Students are included in organizing committees and/ or participate in various academic events such as conferences/ seminars. **Students of Department of Food Technology have been organizing committee members and participants in various such academic events.**
- **Information Communication Technology (ICT)** is being widely used by teachers and learners for acquisition of foreign language, software skills, giving demonstrations etc. Increasingly emphasis is being laid on flipped classroom concept.
- Students from **Departments of Applied Psychology undertake internships in various organizations.**
- Students **participate in several activities of National Service Scheme (NSS)** which helps them to learn about the application aspects of the theoretical knowledge acquired by them.
- Departments are recommended to prepare and discuss **internal Academic Calendars and tentative budgets** with the authorities prior to the inception of the new session.
- **Reading sessions are routinely held by Department of English** to familiarize students with diverse literatures especially texts/ authors/ genres not included in the prescribed syllabi.
- **Creative writing competitions and film screenings** are held by Department of English to augment the analytical and writing skills of students.
- Students with the help of the faculty members prepare **college magazine and newsletters**.
 - ❖ Contributions by students in four languages: Sanskrit, Hindi, English and French are published in the **annual college magazine, Isha**.
 - ❖ A **wall magazine, Kasturi** is on display comprising of creative writings of students.
 - ❖ Department of **Commerce publishes a digest “The Blue Inkpot”**.
 - ❖ Department of **English publishes a newsletter “Word Weaves”**.
- Collaborations are done to promote interactions with industry such as with Council for Promotion, Research and Trade in Traditional Foods.
- Research and Innovation Club (Department of Food Technology) sensitizes students towards inception of new ideas and research.
- To augment the students’ employability skills, the college offers three certificates UGC funded **Add-on courses on ‘Translation’, ‘Hindi Patrakarita’ and ‘Proficiency of English’**.
- A two-day workshop organized by Department of Computer Science on **“How to Design Power Point Presentation,”** 21-22 December, 2017. Mahima Maluja, an alumna, conducted the lecture.
- **A variety of cultural activities** are conducted to provide avenues for creative expression and to enhance organizational skills among students. Details are given in Annexure 11.
- **Alumni of the college are invited at various levels:**
 - ❖ As a member of the IQAC
 - ❖ As participants in Alumni Meet
 - ❖ As stakeholders in Parent-Teacher Meetings
 - ❖ As Resource Persons in college activities

6.3.3 Examination and Evaluation

- Examinations are held as per the schedule of the University of Delhi.
- Examination Committee follows guidelines given by University of Delhi. Additional guidelines and norms are prepared for smooth conduct of exams.
- The Internal Assessment Moderation Committee prepares guidelines for fair and uniform internal assessment.

6.3.4 Research and Development

- The IQAC has proposed that new courses should be introduced. Keeping in mind the growing and changing needs of society, courses with greater relevance in these times and would attract meritorious students should be encouraged. Proposals to introduce the following courses have been sent to the University:
 - ❖ B.Sc. (H.) Home Science
 - ❖ B.Sc. (H.) Computer Science
 - ❖ B.Sc. (H.) Environmental Science
 - ❖ Discipline Elective Physical Education in B.A. (Prog.)
 - ❖ M.A. English
- Study leave and Sabbatical leave to conduct research is sanctioned to teachers as per University of Delhi norms.
 - ❖ Mrs. Rajni Jindal, Librarian is on Study Leave from 1 March 2017 to 28 February 2019.
 - ❖ Mrs. Poonam Gupta, Associate Professor, Department of Commerce was on Sabbatical Leave from 21 July 2017 to 19 July 2018.
 - ❖ Ms. Rupalee Verma, Associate Professor, Department of History was on Sabbatical Leave from 21 July 2017 to 19 July 2018.
 - ❖ Mrs. Purnima Vir, Associate Professor, Department of Food Technology was on Sabbatical Leave from 1 February 2017 to 31 January 2018.
- Department of Food Technology has a Research and Innovation Club constituting of teachers, Dr. Sukhneet Suri (as Convenor) and Dr. Arushi Jain, and student members from B.A. (Prog.)

6.3.5 Library, ICT and Physical Infrastructure/ Instrumentation

Quality Improvement Strategies - Library:

- **Purchases Of Books**
 - ❖ Fifty books were purchased for Rs. 21,800/- under Development of Post Graduate Education Head in the UGC XII Plan.
 - ❖ Other Purchases of Rs. 6,45,013/- were made (Refer 4.3)
- **Stock Management**
 - ❖ Approx. 3000 obsolete and unserviceable books were written off vide Governing Body meeting, dated 9 August 2017 from the record to make the stacks more user friendly.
- **For Visually Handicapped Students**
 - ❖ A **notebook with optical scanner** is available in the library, along with Braille collection.
 - ❖ Library also has **access to Braille Library of University of Delhi.**
 - ❖ **Helen Keller Terminal** is being used in the library.

- **Membership of Students**

- ❖ First year students are given membership at the start of the academic session within one month.
- ❖ Reader's ticket of second year and final year students are renewed within one month.
- ❖ **Delhi Public Library membership camp was held on 8 February 2018.** Approximately 300 students and faculty members benefitted.
- Faculty publications, such as research papers and books etc. are displayed in the faculty lounge area of the library.
- Library **recorded approximate 68,080 footfalls** along with more than 52,700 books in circulation transactions.
- **Bilingual Coloured signage, bay guides** and guidelines are fixed and maintained on all the three floors of library.
- Library Orientation is conducted in batches for all first year students. The records for the same are maintained.
- The following vacant positions were filled on contractual basis: One Semi Professional Assistant (SPA), One Junior Assistant Cum Typist (JACT) and Two Library Attendants.

Quality Improvement Strategies - ICT and Physical Infrastructure/ Instrumentation:

- Departments of Applied Psychology and English maintain department libraries.
- Departments of Applied Psychology, Computer Science, Food Technology and Music maintain functional labs which are updated as per needs of the curriculum. There is also an English Language lab.
- Stock registers are continuously updated for all equipment, instruments and appliances purchased.
- Records are maintained for utilisation, maintenance and regular updation of ICT. New purchases made in the reporting period include:
 - ❖ Standardized psychological assessment tests: Cognitive Assessment System, Wisconsin Card Sorting Tests and BASIC-2-BCSS by the Department of Applied Psychology.
 - ❖ The license of the updated Mathematica software for thirty computers in 2017 by the Department of Mathematics.

6.3.6 Human Resource Management

- A duty chart is prepared for non-teaching staff for better accountability of their work. An output register is also maintained in the accounts department.
- IQAC organized a **National Seminar on “Quality Management Systems for College Administration” on 12 February 2018 at Vivekananda College.** The management of the college administration plays a pivotal role in determining the quality of environment which is provided to the learners, therefore, it is necessary to have accountable governance systems. With these objectives the seminar was attended by a number of participants from teaching and non-teaching community.
- Faculty and **members of the Administration are encouraged to participate in capacity building conferences/ seminars/ workshops/ training programmes** etc. For details of participation of Teaching Staff in such programmes, please refer to Criterion 2.5.

The following non-teaching staff participated:

- ❖ Ms. Veena Sharma (Officiating Librarian) and Ms. Rajni Sabharwal (SPA) and Ms. Rekha Kumari attended LSease Training programme from 9 August 2017 to 11 August 2017.
- ❖ Ms. Veena Sharma (Officiating Librarian) and Ms. Rajni Sabharwal (SPA) attended a workshop on 'Digitisation and Conservation' on 15 June 2018 at Janki Devi Memorial College, University of Delhi.
- ❖ Ms. Veena Sharma (Officiating Librarian) participated in India Public Libraries Conference (IPLC) 2017 and workshop organized by Indian Public Library Movement from 3-5 October 2017.
- ❖ Mr. Suresh Kumar and Mr. Praveen Kumar (Lab Staff, Department of Food Technology) participated in "Skill Enhancement Workshop for Laboratory Staff" on 13-14 March 2018 held at Kalindi College, University of Delhi.
- ❖ Mr. Vishnu (Canteen Contractor, Vivekananda College) successfully completed his training in Catering Food Safety Supervisor organized by AFST(I) and FSSSAI.
- ❖ Mr. Vishnu (Canteen Contractor, Vivekananda College) was successfully registered under Food Safety and Standards Act, 2006 on 22 March 2006.
- The following measures have been undertaken to inculcate discipline in the professional and academic space:
 - ❖ Increased accountability of staff regarding allocated work and its completion.
 - ❖ Meetings with departments and committees are held routinely.
 - ❖ Monitoring of the performance of non-teaching staff members through Annual Progression Appraisal Report.
 - ❖ Greater transparency and uniformity in administrative work.

6.3.7 Faculty and Staff Recruitment

Quality Improvement Strategies for Faculty and Staff Recruitment

- Recruitment is conducted as per University of Delhi guidelines.

6.3.8 Industry Interaction/ Collaboration

- Department of Food Technology collaborated with Council for Promotion, Research and Trade in Traditional Foods organising of Global Traditional Food Summit on 26 February 2017 at IGNCA. Other collaborating organisations were Bhartiya Dharohar, Consumer VOICE, AFST(I) (Delhi Chapter) Pravek, FSSAI, Make in India Campaign, Skill India Campaign, Swachh Bharat Mission and Central Council of Indian Medicine. The purpose of the summit was to bring together the latest development in promotion of traditional foods and in spreading awareness about the importance of traditional foods, sustainable organic agriculture and indigenous lifestyles. Dr. Hina Nandrajog was Co-chair and Dr. Sukhneet Suri was Secretary.
- Dr. Sukhneet Suri was a member of the Technical Committee in the National Conference on Food Safety, Nutrition Security and Sustainability organized by AFST(I)-Delhi Chapter on 26 September 2017. Students from Department of Food Technology also attended the same.
- Faculty and students from Department of Food Technology were involved as organizing committee members and participated in a seminar on "Change the Future of Migration: Invest in Food Security and Rural Development" by AFST (I)-Delhi Chapter on 16 October 2017.

- Department of Computer Science made an industrial visit to Apron Solutions, Noida on 7 April, 2017. This helped students in gaining hands-on experience of how industry operations are executed and it bridges the gap between theoretical training and practical learning in a real-life environment.
- An industrial visit to SARAS Dairy was organized by Department of Commerce during a field trip from 18-22 March 2017.

6.3.9 Admission of Students

- The Admission Committee is formed in the Staff Council of the college based on University of Delhi norms.
- The Admission Committee is supported by Enabling Committee, Internal Complaints Committee (Against Sexual Harassment), and Grievances Redressal Committee.
- The Admission Committee holds several meetings to discuss and implement the various guidelines, rules, norms, procedures, processes, and criteria for admissions. In this participative exercise, there is active involvement of teaching and non-teaching staff members. Student volunteers are also involved in this process with the specific purpose to smoothen and streamline the various procedures as per University of Delhi guidelines.

6.4 Welfare schemes for

The following schemes of Government of India are provided for the stakeholders:

Teaching	<u>As Per Govt. Rules:</u> <ol style="list-style-type: none"> 1. LTC facility 2. Medical facility 3. Children Education Allowance 4. Group Insurance of staff members 5. Loan facility from their Provident Fund 6. Child Care Leave/ Sabbatical Leave
Non Teaching	<u>As Per Govt. Rules:</u> <ol style="list-style-type: none"> 1. LTC facility 2. Medical facility 3. Children Education Allowance 4. Group Insurance of staff members 5. Loan facility from their Provident Fund 6. Child Care Leave
Students	<ol style="list-style-type: none"> 1. Scholarships (SC/ST/OBC/Minority) as per Govt. Rules 2. Students' Aid Fund (College) 3. Fee Concession (College) 4. Medical Room (Doctor, Nurse and a Psychological Counsellor)

6.5 Total corpus fund generated NIL

6.6 Whether annual financial audit has been done: YES

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

AuditType	External		Internal	
	Yes/ No	Agency	Yes/ No	Authority
Academic	NO		YES	IQAC
Administrative	YES	Delhi Government	YES • Library only • Accounts Department	• IQAC • Sanjay Ramesh Jain & Co.

6.8 Does the University/ Autonomous College declare results within 30 days? NA

For UG Programmes	Yes	-	No	-
For PG Programmes	Yes	-	No	-

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

Guidelines for conduct of Examinations as laid down by University of Delhi are implemented through the adoption of the following SOP for Conduct of Examinations in College:

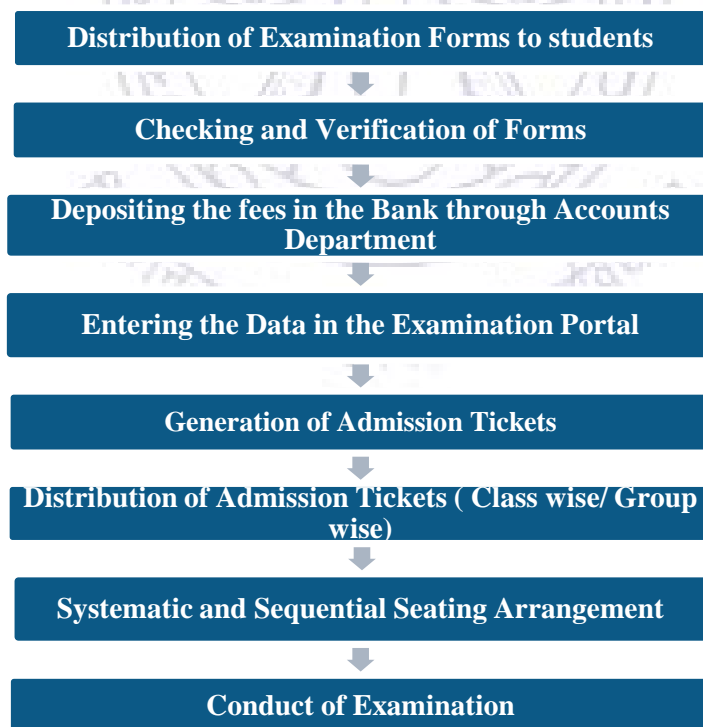


Figure 6.1: Standard Operating Procedure for Conduct of Examinations in the college

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

NA

6.11 Activities and support from the Alumni Association

The college has an Alumni Committee. So far the college does not have a registered Alumni Association. The Alumni Committee supported IQAC for the conduct of Parents Teachers Meetings. The details of the other activities of the Alumni Committee are mentioned in Criterion 5.2

6.12 Activities and support from the Parent-Teacher Association

The college does not have a Parents Teacher Association. However, the IQAC of the college has successfully organized nine PT Meetings during the academic session 2017-2018. Please refer to the Annexure 1 for details.

6.13 Development programmes for support staff

IQAC organized a National Seminar on “Quality Management Systems for College Administration” on 12 February, 2018 at Vivekananda College. The focus of the seminar was intended to understand the significance and need for quality enhancement, to identify work specific areas of critical control points and potential failures, to recognize the need for moving from quality assurance to total quality management, to help conceptualize a framework for developing job specific quality management system, to continuously improvise their quality management systems on an on-going basis and to appreciate the need to continuously improvise the QMS for quality enhancement as an on-going procedure. Please refer to Annexure 5 for details.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- For waste segregation separate dustbins have been placed at strategic points in the college premises as per Solid Waste Management Rules 2016. Green dustbins for wet waste and blue dustbins for paper waste have been kept.
- The existing Vermi-compost pit has been further improved by making the floor leak-proof and ensuring that moisture is maintained in the pit.
- Solar Panels have been installed on the rooftop to generate electricity.
- Efforts are underway to set up an underground sewage treatment plant (STP) of 100 KLD capacity for making sewage water fit for use for horticulture work.

The following initiatives were taken by the Garden and Environment Committee:

- The Committee initiated a drive to extend the green cover of the college by covering 5918 sq. feet of area with green grass.
- A tree plantation drive sponsored by Lions Club, Preet Vihar, East Delhi was taken up in August 2017.
- ‘*Dhaani Haat*’ – a Garden Festival was held on 9 February 2018 to increase environment-related awareness among the college students. Many Non-Government Organizations (NGOs) which promote organic and environment friendly products as well as waste management participated in the fest, such as ‘Daily Dump’, ‘World Wild Life Fund’, ‘Tihar’, ‘Palna’, ‘Putush’, etc.

Criterion – VII

7. Innovations and Best Practices

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

- The IQAC has sincerely strived to initiate a mutually learning and growing ambience in the college. Its noteworthy endeavours have been:
 - Parents Teachers Meetings (PTM): The objective of holding these meetings was to identify and engage with stakeholders for enhancing the quality of higher education, thereby facilitating students in achieving greater success through a better learning environment. Guidelines and framework of action were developed and approved for holding PTM for our students through the external Advisory Committee (IQAC) and Staff Council. The first round of PTMs (nine) for the entire college which included eight honours departments and B.A. and B.Com Programme were successfully held in 2017-2018. For details refer to the PTM report (Annexure 1)
 - Student Feedback Activity: A student feedback form was developed, discussed for inputs with the IQAC Advisory Board members, Teacher-in-Charges and the Staff Council of the college. Pre-testing for the same was carried out in March 2017. The Sample Size was 95. Based on the results of Pilot Testing, student feedback activity was held on 27.03.2018. Feedback was obtained from 418 students. For details refer to the Student Feedback report (Annexure 2)
 - “For the Faculty, By the Faculty” initiative: To keep up with emerging areas, contemporary issues and pedagogical approaches in higher education, this initiative was conceptualized and undertaken. In this interdisciplinary initiative one resource person from each department delivered a lecture on a topic of common interest and importance for all faculty members of the college. The purpose was to generate interest in points of contact among different disciplines offered in the college. The presentations and ensuing discussions were an enriching exercise for all, enabling faculty members to identify areas for future collaboration and work. For details refer to the “For the Faculty, By the Faculty” initiative report (Annexure 3)
 - Internal Academic Audit: IQAC conducted the first preliminary Internal Academic Audit in April 2018 to streamline work flow and record keeping etc. The checklist included the parameters of teaching-learning process, maintenance and management of records, appraisal and future plans of action. It was undertaken to sensitize faculty members towards the required standards of higher education and any future external audits. The internal academic audit covered 15 departments and the college library. For details please refer to the Internal Academic Audit report (Annexure 4)
 - National Seminar: IQAC organized a National Seminar on “Quality Management Systems for College Administration” on 12th February, 2018 at Vivekananda College. The focus of the seminar was intended to understand the significance and need for quality enhancement, to identify work specific areas of critical control points and potential failures, to recognize the need for moving from quality assurance to total quality management, to help conceptualize a framework for developing job specific quality management systems, to continuously enhance their quality management systems on an on-going basis and to appreciate the need to continuously improve the QMS for quality enhancement as an on-going procedure. For details refer to Annexure 5.

- Meetings with Student Representatives: For efficient communication among administration, teachers and learners, IQAC along with the Principal conducted meetings with Students Union office bearers and Class Representatives on 5 January 2017 and 16 January 2018.
- An initiative was undertaken by Department of English to organize interdisciplinary lectures for the students. Faculty from Department of Sanskrit (Dr. Shanno Grover and Dr. Kamini Taneja) delivered insightful lectures on *Abhijnanasakuntalam* and Karna in *Mahabharata* respectively on 9 November 2017.
- To sensitize and promote the culture of research among undergraduate students, the Research and Innovation Club of the Department of Food Technology (Dr. Sukhneet Suri as Convener and faculty members, Dr. Arushi Jain and Ms. Meenaxi Lohia) along with B.A. Programme student members (Ms. Pooja Bhardwaj, Ms. Kirthana Nair, Ms. Aarushi Jain, Ms. Shivani and Ms. Navya Mawari) carried out the following studies:
 - ❖ Suri, S., Lohia, M., & Jain, A. (2017). Development of mixed fruit preserves with added chia seeds.
 - ❖ Suri, S., Jain, A., & Lohia, M. (2017). Analysis of the quality of green chilli sauce served at street food joints in Delhi.

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

Action Taken Report

S.No.	Action Plan	Action taken by the College		
		Event	Date	Action Taken
1	Internal Calendar of College events 2017-2018	Orientation Day	20 July 2017	Organized on Scheduled Date.
		Independence Celebrations	8 to 15 August 2017	Organized on Scheduled Dates
		Independence Day Flag Hoisting	15 August 2017	Organized on Scheduled Date
		Students Union Election	12 September 2017	Organized on Scheduled Date.
		Miss Vivek Contest	12 October 2017	Organized on Scheduled Date.
		National Voters Day	25 January 2018	Organized on Scheduled Date.
		Pallavi- Annual College Fest	21 & 22 February 2018	Organized on Scheduled Dates.
		Annual Day	10 April 2018	Organized on Scheduled Date.
		Sports Day	6 April 2018	Organized on Scheduled Date.
		Alumni Meet	15 April 2018	Organized on Scheduled Date.

S.No.	Action Plan	Action taken by the College
2	Academics	<p>Proposals to introduce the following courses in Vivekananda College were sent to the University of Delhi:</p> <ul style="list-style-type: none"> • B.Sc. (Hons.) Home Science • B.Sc. (Hons.) Environmental Studies • B.Sc. (Hons.) Computer Science • Discipline Elective Physical Education for B.A. (Prog.) • M.A. English
3	Infrastructure	<p>The following measures have been undertaken for repair, maintenance and expansion of college infrastructure:</p> <ul style="list-style-type: none"> • Small Auditorium (Sharda Hall) was renovated. • Proposal to construct a girls' hostel has been included in the architectural plans sent to UGC for granting fund. • Proposal to renovate and extend Food Technology laboratory has been sent to UGC. • The following initiatives are in process: <ul style="list-style-type: none"> ➤ Sewage Treatment Plant (STP) related work ➤ Renovation and Extension of Staffroom, Toilets and Canteen ➤ Comprehensive plan of Big Auditorium • A sanitary napkin vending machine was installed in the college premises.
4	Administration and Accounts	<ul style="list-style-type: none"> • Audit conducted by Delhi Government for the period 2015-2016 to 2016-2017 • Internal Audit was conducted by Sanjay Ramesh Jain & Co. Chartered Accountants for the period 1 April 2015 to 31 March 2016 and 1 April 2016 to 31 March 2017. • Preliminary Internal Academic Audit of 15 departments and the college library was conducted in April 2018 by IQAC.
5	National and International Seminar/ Conferences	<ul style="list-style-type: none"> • Mishra, Y. & Kashyap, D. (2017) <i>The Creation of Heritage of Peace – Women Empowerment and Peace</i>, International Seminar organized by Department of History, Lakshyank Committee, Vivekananda College, Ujjawal Women's Association and International Women's Peace, Vivekananda College, University of Delhi, 24 January. • Nandrajog, H. & Suri, S. (2017) Global Traditional Food Summit, International Seminar organized by CTFR, Indira Gandhi National Centre, Delhi, 26 February. • IQAC organized a National Seminar on "Quality Management Systems for College Administrations" on 12 February 2018.

S.No.	Action Plan	Action taken by the College
		<p>Department of Applied Psychology</p> <ul style="list-style-type: none"> Seminar on “Old Lives, New Hopes, Winds of Change for the Elderly” was held by Sourav Sarkar on 14 September, 2017. <p>Department of Hindi</p> <ul style="list-style-type: none"> National Seminar on “<i>Hindi Patrakarita ka Atit aur Vartman: Bhumika aur Chunautiyan</i>” was organized on 14-15 November 2017. <p>Department of Sanskrit</p> <ul style="list-style-type: none"> Seminar on “<i>Sanskrit Patrakarita</i>” was organized on 16 March 2018. Dr. Manaswani Yogini (Associate Professor, Indraprastha College for Women, University of Delhi) and Dr. Jyoti Raj (Sanskrit News Reader, Doordarshan News) were the main speakers. <p>Placement Committee</p> <ul style="list-style-type: none"> Seminar was organized on “Career Opportunities in Airlines, Airport and Tourism Industry” by Indira Gandhi Institute of Aeronautics, New Delhi on 30 January 2018.
6	Workshops / Lectures and Talks	<p>Placement Committee</p> <ul style="list-style-type: none"> A 6-days workshop for Proficiency in MS Excel was conducted by Placement Committee in collaboration with NIIT, Vivek Vihar from 23-30 March 2017. An interactive session was held on “Careers in Radio Jockeying” by R.J. Garima on 7 November 2017. <p>Department of Applied Psychology</p> <ul style="list-style-type: none"> A Lecture delivered on “Advance in Cognitive Psychology” by Dr. Tushar Singh (Assistant Professor, Dept. of Psychology, Banaras Hindu University) on 14 February 2017 A Workshop conducted on Suicide Prevention by resource person Ms. Tanu Kukreja (Amity University) on 04 September 2017 <p>Department of Commerce</p> <ul style="list-style-type: none"> A workshop on TDS was organized on 7 April 2017 and the resource person was Dr. S. B. Rathore (Shyam Lal College, University of Delhi). A Power Point Presentation Competition was held on 26 October 2017 on the topics, ‘Clean India,’ ‘Black Money,’ ‘Education for All,’ and ‘Developing Countries: Use Trade Not Aid’. A two-day workshop was held on 16 January 2018 and 2 February 2018 for the students to initiate the process of

S.No.	Action Plan	Action taken by the College
		<p>developing Entrepreneurship Cell in our college. Dr. S. Lakshmi Devi (Hony. Director, Centre for Entrepreneurship and Career Oriented Programmes) and Professor S.K. Palhan (Professor, Great Lake Institute of Management) were invited as resource persons.</p> <ul style="list-style-type: none"> • A Lecture on “Investment in Stock Market through IPO and Mutual Fund” was held on 31 January 2018 and resource persons were from DB International Ltd. • Workshop on TDS and E-Filing was organized on 18 April 2018 and Dr. S.B. Rathore (Shyam Lal College, University of Delhi) was the resource person. <p>Department of Computer Science</p> <ul style="list-style-type: none"> • A talk on “Career Guidance in IT Industry” was organized in January 2017. Mr. Manik Uprety (Aptron Solutions) was the speaker. • A talk on “Meet Yourself to Make Yourself” was organized on 21 September 2017 and the resource person was Acharya Vivekaditya, Head, Pavitram Meditation Yoga Retreat. • A talk on “Cyber Security” was organized on 26 October 2017. Mr. Amir Khan from Aptron Solutions was the speaker. • A two-day workshop on “How to Design Power Point Presentation” was organized on 21-22 December 2017. <p>Department of Economics</p> <ul style="list-style-type: none"> • A lecture on “Budget Making Process in India” was organized on 10 January 2017. The speaker was Mr. Jagdeep Kumar (Assistant Professor, Department of Economics, Maharshi Dayanand University, Rohtak). <p>Department of English</p> <ul style="list-style-type: none"> • An initiative was undertaken by Department of English to organize interdisciplinary lectures for the students. Faculty from Department of Sanskrit (Dr. Shanno Grover and Dr. Kamini Taneja) delivered insightful lectures on <i>Abhijnanasakuntalam</i> and Karna in <i>Mahabharata</i> respectively on 9 November 2017. <p>Department of Hindi</p> <ul style="list-style-type: none"> • A lecture on “<i>Kavita Kaise Padhein</i>” was organized on 6 September 2017. Mr. Madan Kashyap was the speaker. <p>Department of History</p> <ul style="list-style-type: none"> • Dr. Alka Rani Memorial lecture was organized on 4 January 2018. Professor Anirudh Deshpande (University of Delhi) delivered a lecture on ‘History and Colonization of the Indian Mind’ on this occasion.

S.No.	Action Plan	Action taken by the College
		<p>Department of Mathematics</p> <ul style="list-style-type: none"> Talk on “Mathematics of Sudoku” was organized on 26 September 2017 and the resource person was Professor C.S. Lalitha (Department of Mathematics, University of Delhi South Campus). Talk on “Vedic Mathematics” was organized on 9 February 2018. Professor Anuradha was the speaker. <p>Department of Music</p> <ul style="list-style-type: none"> A Lecture cum Demonstration “<i>Shastriya Sangeet Ki Prachalit Gayan Shailiyaan</i>” was organized on 13 January 2017. The resource person was Dr. Deepti Bansal (Daulat Ram College, University of Delhi). “Vasantotsav” was organized on 3 March 2017. In this program, Dr. Neeta Mathur presented a lecture with illustrations on the compositions connected to spring season. A lecture cum demonstration on “<i>Shastriya Sangeet aur Punjabi Lok Sangeet: Ek Adhyayan</i>” was organized on 30 August 2017. The resource person was Dr. Gursharan Kaur (Mata Sundri College, University of Delhi). <p>Department of Sanskrit</p> <ul style="list-style-type: none"> A lecture on “Art of Balanced Living” by Dr. Satyamurti (Associate Professor, Centre for Sanskrit and Indic Studies, JNU) was held on 3 November 2017. <p>Ambedkar Committee</p> <ul style="list-style-type: none"> A talk on “Role of Dr. Ambedkar in Women Empowerment” was held on 11 January 2017. The speaker was Prof. Sheoraj Singh ‘Bechain’ (Professor, Department of Hindi, University of Delhi). A lecture on “Dr. Bhimrao Ambedkar’s Vision and Social Justice” was held on 14 March 2018. The speaker was Dr. Geeta Sahare (Deputy Dean, Campus Development, University of Delhi). <p>Cultural Committee</p> <ul style="list-style-type: none"> A concert “Mousiqui” was held on 10 January 2018. A workshop on “Basics of Kathak and Bharatnatyam” was held on 19 January 2018. A workshop on “Art and Craft” was held on 23 January 2018.
7	Extension Activities	<p>Department of Commerce</p> <ul style="list-style-type: none"> Holistic Community Project on ‘Sharing Food’ was conducted on 8 April 2017. Apptitude Test by TIME was held on 30 January 2018.

S.No.	Action Plan	Action taken by the College
		<p>Department of Mathematics</p> <ul style="list-style-type: none"> • Introductory session of "Light De Literacy" (NGO for slum literacy & child empowerment) was organized by students of B.Sc. Maths (H) on 31 October 2017. <p>Department of Applied Psychology</p> <ul style="list-style-type: none"> • Mental Health Awareness Week was organized by students of B.A. (H) Applied Psychology, which was one of the top five entries in the competition held by the prestigious NIMHANS in September 2017. <p>Department of Food Technology</p> <ul style="list-style-type: none"> • Food Technology students helped in the organization and also participated in Global Traditional Food Summit International Seminar organized by CPRTF at Indira Gandhi National Centre, Delhi on 26 February 2017. • Food Technology students participated in AMIFOST National Conference on Food Safety, Nutrition Security and Sustainability on 26 September 2017. <p>Department of Sanskrit</p> <ul style="list-style-type: none"> • Sanskrit Diwas was celebrated on 17 August 2017. • Rashtriya Sanskrit Sansthan (Deemed University) provisionally selected on merit basis 15 students of B.A. (H) Sanskrit for the award of Scholarship (2016-2017) <p>National Service Scheme (NSS)</p> <ul style="list-style-type: none"> • National Integration Camp was held in Rohru, Himachal Pradesh from 6 to 12 October 2017. • Oath taking ceremony under Swachh Bhaarat Abhiyaan was held on 29 September 2017. • A workshop on Road Safety was organized by National Service Scheme (NSS) in association with Road Safety Cell on 19 September 2017. September 2017 was also observed as Road Safety Month by NSS. • NSS in association with the Teach India Group trained the students for the "Teach India Project" on 10 November 2017 • NSS along with its volunteers took out a rally on "Keep India Clean" in order to create awareness among people for keeping our country clean, on 29 September 2017. • NSS of the college along with Delhi Police and Lions Club organized a Self Defence Camp from 20 December 2017 to 5 January 2018 in the college premises. • NSS in association with Lions Club visited the slums (<i>Raen Basera</i>) of nearby areas and donated food, clothes, books etc. to deprive and poverty stricken children there, on 11 January

S.No.	Action Plan	Action taken by the College
		<p>2018.</p> <ul style="list-style-type: none"> A campaign called “Mashaal” on social awareness was carried out by NSS students from 25-31 March 2018.
8	Students’ Support and Awareness Programmes	<p>Department of Applied Psychology</p> <ul style="list-style-type: none"> Organized a Poster making competition on 14 September 2017. <p>Department of Commerce</p> <ul style="list-style-type: none"> A Session on ‘How to Prepare for Competitive Exam’ was conducted by T.I.M.E (Mr. Praveen Chandra Senior Regional Head of T.I.M.E) in March 2017. A total of 64 Students Participated. A Session on Career in Finance by Mr. Ankur Kulshreshta (CFA, T.I.M.E) was conducted on 28 March 2017. Extempore on Topic ‘Lecture on Career on Commerce’ was conducted on 22 August 2017. Skit was held on Women Issues by the students of the department on 19 September 2017. Painting and Sketching on the topic ‘Conservation of Natural Resources’ was held on 20 September 2017. A debate on ‘Higher Education in India should be Privatized’ was held on 26 September 2017. Inter college competition on APP Challenge was held on 9 March 2018. ‘Mock-CID Competition’ was organized on 10 March 2018. <p>Department of Computer Science</p> <ul style="list-style-type: none"> Conducted an IT quiz comprising of two rounds: prelims (on 24 January 2017) and Mains (on 6 February 2017). A Power-Point Presentation competition on “INDIA: Pre and post-Independence” was organized on 11 August 2017. <p>Department of Economics</p> <ul style="list-style-type: none"> A debate competition on the topic “Does Globalization Do More Harm than Good in India?” was organized on 3 November 2017. <p>Department of English</p> <ul style="list-style-type: none"> A series of presentations on <i>History of English Literature</i> was organized from 31 October 2017 to 3 November 2017. Film screenings are held every week/ fortnight to acquaint the students with the ever expanding domain of Cultural Studies and Film Studies. Films screened: <i>Dead Poets Society</i>, <i>The Glass Menagerie</i>, <i>The Hours</i>, <i>Pride</i>, <i>The Namesake</i>, <i>Shakuntala</i> etc. Atelier Repertory Company was invited to stage their widely

S.No.	Action Plan	Action taken by the College
		<p>acclaimed play “Project Antigone” on 27 February 2018 in Small Auditorium of the college.</p> <ul style="list-style-type: none"> Invited the scholars working on the Intra-Asian Travel Project to talk about their work in a panel discussion held on 3 February, 2018. A poetry composing and recitation competition was organized on ‘Ode to India’ as part of Independence week celebrations on 11 August 2017. A creative writing competition was organized on 26 September 2017. Department of English publishes an annual newsletter <i>Wordweaves</i> to promote student participation in writing, editing and publishing. Reading sessions are routinely held to familiarize students with diverse literatures especially texts/ authors/ genres not included in the prescribed syllabi. <p>Department of Food Technology</p> <ul style="list-style-type: none"> Bakery Sale Trial was organized by BA Prog. III yr. students on 3 November 2017 Tri-colour recipe competition was organized on 14 August 2017. <p>Department of History</p> <ul style="list-style-type: none"> Intra departmental History Quiz was held on 13 January 2017. Intra departmental History Quiz was held on 4 April 2018. <p>Department of Sanskrit</p> <ul style="list-style-type: none"> Inter College Quiz Competition was held on 7 April 2017. <p>Medical Committee</p> <ul style="list-style-type: none"> Eye test and Blood camp were conducted between 24-25 January 2018 BMI analysis and Vitamin D level assessment were conducted co-ordinated by Indraprastha Vigyan Bharati on 22-23 February 2018. <p>Ambedkar Committee</p> <ul style="list-style-type: none"> A Creative Writing competition on the topic “Dr. B. R. Ambedkar on Emancipation of Women” was held on 28 March 2017. A film titled “Dr. Babasaheb Ambedkar: The Untold Truth” was screened on 13 April 2017. A film titled “Ambedkar in Hungary” was screened on 15

S.No.	Action Plan	Action taken by the College
		<p>September 2017.</p> <ul style="list-style-type: none"> • A Declamation Competition on “Ambedkar and Nationalism” was held on 26 September 2017. <p>Vivekananda & Gandhian Study Circle</p> <ul style="list-style-type: none"> • Gandhi Jayanti was celebrated and a speech competition was organized on “Gandhi in Contemporary Politics” on 27 September 2017. • Swami Vivekananda Birth Anniversary was celebrated and a poster making competition was organized on 12 January 2018. <p>Cultural Committee</p> <ul style="list-style-type: none"> • An intra-college “Styling Competition” was held on 23 January 2018. • An intra-college creative writing competition was held on 23 January 2018. • An intra-college quiz competition was held on 30 January 2018. • An intra-college competition on “Picture Speaks” was held on 3 April 2018.
9	Field Trips	<p>Department of Commerce</p> <ul style="list-style-type: none"> • Trip to Udaipur, Mount Abu including industrial visit to SARAS Dairy was organized from 18-22 March 2017. • Trip to Delhi-Dalhousie-Dharmshala was organized from 23-26 February 2018. • One day Adventure trip to Mojoland, Murthal was organized by the department on 17 February 2018. <p>Department of Computer Science</p> <ul style="list-style-type: none"> • An industrial trip to Apron Solutions, Noida was organized on 7 April 2017. This helped the students to gain hands-on experience in CISCO NETWORKING LAB. <p>Department of Environmental Studies</p> <ul style="list-style-type: none"> • To increase knowledge and exposure to different living being an environmental Field Trip to Delhi Zoological Park was organized for the students of the first year on 13 November 2017. <p>Department of History</p> <ul style="list-style-type: none"> • Trip to Dharamshala and McLeodganj was organized on 1-2 February 2018 • A trip to Delhi monuments was made which included a visit

S.No.	Action Plan	Action taken by the College			
		to places of historical importance like the Old Fort, Jamali-Kamali Archaeological Park and the Tughlaqabad Fort in April 2017.			
10	Gender Sensitization Initiatives	<ul style="list-style-type: none"> • Women Development Cell (WDC) of the college organized a song competition on 7 and 8 March 2018 based on women oriented issues on the occasion of International Women's Day, in which students of different courses participated enthusiastically. • A lecture was held on "Women Empowerment" by Department of Political Science on 25 October 2017. It was conducted by Success Mantra. • As an initiative by CSR Research Foundation & Oil and Natural Gas Corporation, a sanitary napkin vending machine was installed in college premises. • A lecture by Ms. Vimal Sinha (Advocate) was organized by WDC on "Awareness about Laws Relating to Workplace Sexual Harassment" on 9 November 2017. • National Service Scheme (NSS) society of our college along with Delhi Police and Lions Club organized a Self-Defence Training workshop from 20 December 2017 to 5 January 2018 in the college premises. 			
11	Parent-Teacher Connect Initiative	S.No	Department	No. of Parents Participating	Date of PTM
		1	Applied Psychology	54	27-01-2018
		2	Commerce	90	06-01-2018
		3	English	50	19-08-2018
		4	Hindi	65	11-11-2017
		5	History	22	20-01-2018
		6	Mathematics	20	03-02-2018
		7	Political Science	35	10-02-2018
		7	Sanskrit	20	17-02-2018
		8	B.A (Programme)	85	10-03-2018

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

BEST PRACTICES

Title: “Growing Within: Nurturing the potential of students, enabling them, empowering them to carve their unique paths”

Goal: To facilitate self-growth, self-worth, and actualization of potential of the students through myriad ways of empowerment and competence building.

Context: We have always kept in mind the fact that most students of our college come from relatively disadvantaged sections of the society, where awareness about the necessity of women’s education is minimal. These students have experienced double marginalisation – of being a woman and belonging to an under-privileged section of society. In these circumstances the college endeavours to do its best to reach out to each student and help her unfurl her wings, and provide her with opportunities to explore her areas of interest, not only in academics but in extra-curricular activities as well. Apart from that, the college is sensitive to the needs of students belonging to diverse social, cultural, and regional backgrounds. The attempt is to build inter-connecting bridges among students and faculty and create an atmosphere that is conducive to self-realization and self-evolution. This sense of sisterhood enables students to participate creatively and grow in self-esteem, and induces a sense of well-being and satisfaction.

Practice:

- **Research at Undergraduate Level:** In order to inculcate research aptitude among students, the following attempts have been made:
 - Department of Food Technology has a Research and Innovation Club constituting of teachers and student members from B.A. Prog.
 - Students of Departments of Applied Psychology and Food Technology have been organising committee members and participants in conferences/ seminars.
 - To broaden the academic horizons of students beyond the prescribed syllabi, Department of English routinely organises reading sessions and film screening sessions to augment their understanding of literature.
- To provide more academic options, proposals to introduce courses in B.Sc. (H) Home Science, B.Sc. (H) Computer Science, B.Sc. (H) Environmental Science, M.A. English and Discipline Elective Physical Education in B.A. (Prog.), have been sent to the University.
- **Intra-college and Inter-college competitions:** All departments and several committees organise competitions, lectures and workshops to provide students a platform for their creativity and also enhance their skill set. The details are mentioned in the Action Taken Report.
- **“For the Faculty, By the Faculty” Lecture Series:** Under the aegis of IQAC, a series of lectures by faculty members of all departments in the college were organized to share the variety of research undertaken by different departments and to discuss topics of common concern.
- **Internal Academic Audit:** IQAC conducted the first Internal Academic Audit in April 2018 to streamline work flow and record keeping etc.
- **Generating Health Awareness for Holistic Development:** To make students alert and aware about their well being and the need for nutrition for young women, health tests were conducted in the campus including Vitamin D and Haemoglobin test, BMI and eye tests. Several students were also issued Medical Cards compiling their basic health markers.

- **Promoting Digital Literacy:** In order to augment the computer skills of students, the Department of Computer Science organized a guest talk on “Cyber Security”, a two-day workshop on “How to Make Effective Power Point Presentations”, and an industrial trip to Apron Solutions, Noida. A 6 days workshop for Proficiency in MS Excel was organized by the Placement Committee.

Problems Encountered:

- To balance academic and extra-curricular activities in the semester mode.
- Lack of opportunities for industry interactions

Resources Required:

- The existing infrastructure needs to be enhanced and expanded to include state of the art equipment, updated labs and an additional auditorium/ conference room.
- Improved Intra-Net services within the campus for efficient and fast communication.

Title: “Reaching Out: Strengthening Ties with the Community”

Goal: To cultivate a sense of social responsibility in the students and inspire community work that would also help in bridging the theory-praxis divide.

Context: Knowledge without responsibility and practical application is meaningless. Similarly, self-growth and development become relevant only in the context of our broader social existence. The students at Vivekananda College are provided with ample opportunities to give something back to the society/ community as paying a debt for what they themselves have received. The process of fuelling back into society ones’ knowledge-wealth in diverse domains is not only an empowering and satisfying experience; it is also a great act of learning by itself in the making of responsive and responsible citizens of the country.

Practices:

- **Optimum Utilization of Resources:** College infrastructure and the pool of faculty members are employed to maximum advantage. Classes/ Counselling sessions are held for School of Open Learning, Non Collegeiate Women’s Education Board (NCWEB) and Indira Gandhi National Open University (IGNOU) in the college premises on Sundays. Faculty members co-ordinate, teach and conduct the classes for the same.
- **Food Safety Issues:** A healthy diet is seen as a corner-stone of healthy students and a healthy nation. The college tries to ensure that the food quality in the college canteen is improved and upgraded. The Canteen Caterer, Mr. Vishnu Singh, completed training in “Catering-Food Safety Supervisor” held at Bhaskaracharya College of Applied Sciences organized in association with Food Safety Standards Authority of India. The External Advisory Board of members of IQAC also recommended that the canteen should remain closed for half a day every week to carry out cleaning operations.
- **Inter College, Intra University Interactions:** Various societies represent the college in Inter University and Intra University events and competitions. The college also holds the annual fest Pallavi in which students from across the University participate.
- **Awareness on Contemporary Issues by NSS:** NSS is constantly and continuously involved in raising awareness on contemporary issues like drug addiction, road safety and social welfare. The details are mentioned in the Action Taken Report.
- **Emphasis on Holistic Development:** The students of Commerce Department participated and completed a module during October 2017 to March 2018 on Holistic Development in association with Sri Satya Sai Organization. The objective of this module was to enhance academic, social, professional,

cultural and ethical development of students. A valedictory and certificate distribution programme was held on its completion at Sri Satya Sai Centre, Lodhi Road on 14 April 2018. Ninety students benefitted through this activity.

- A **Holistic Community Project** on ‘Sharing Food’ was also conducted by Department of Commerce.
- **Interactions with Eminent Personalities:** In college functions like Annual Day and National Voters Day, the students got an opportunity to listen to eminent personalities like Chairperson of Delhi Women’s Commission – Ms. Swati Maliwal and Ex Chief Election Commissioner Dr. S.Y. Qureshi.
- **Activities of Women’s Development Cell (WDC) and National Service Scheme (NSS):** WDC invited Ms. Vimal Sinha (Advocate) to deliver a lecture on “Awareness about laws relating to workplace sexual harassment”. National Service Scheme (NSS) society of our college along with Delhi Police and Lions Club organized a Self Defence Training workshop.

Problems Encountered:

- Limited financial and workforce resources
- Paucity of time to reach beyond the curriculum.

Resources Required:

- Immediate recruitment of staff as and when a vacancy is available.
- Management Information System needs to be upgraded in the office for well organized record keeping.

7.4 Contribution to environmental awareness/ protection

- For waste segregation separate dustbins have been placed in the college premises.
- All departments and offices are reducing paper documentation and digitization is preferred.
- The Administration department promotes reuse of stationery.

7.5 Whether environment friendly initiatives have been taken by the Institution? If yes, give details.

- The following efforts/ initiatives are being continued:
 - ❖ Rain water harvesting
 - ❖ Vermicompost Pit
 - ❖ Solar Panels

7.6 SWOT Analysis:

STRENGTHS

- A fully functional IQAC has been instituted in the college. It has achieved the following goals:
 - ❖ Inculcated interdisciplinary culture within the college through “For the Faculty, By the Faculty” lecture series
 - ❖ Created and implemented a framework of action for formal student feedback; duly analysed
 - ❖ Organized 09 Parents Teachers Meetings to bridge the gap between college and its stakeholders
 - ❖ Conducted a preliminary Internal Academic Audit of 15 departments and the library
- Encouraging applied aspects of curriculum and life skills development
- Promoting holistic health management through a series of medical tests/ camps organized for students
- Extended alumni interaction through annual alumni meets and inviting discipline specific alumni to participate in PTMs

We are also continuing with the following strengths mentioned previously in the SSR:

- Experienced and competent faculty
- State-of-the-art Library
- Despite catering to students from diverse backgrounds including relatively weaker sections of the society where awareness regarding women's education is meagre, our college has consistently performed well and has played a significant role in empowering girls with education and skills. It is the only girls' college in East campus.

WEAKNESSES

- Lack of permanent staff in teaching and administration
- Lack of advanced technology based facilities for students
- Less interdisciplinary research based interactions among undergraduate students
- Lack of IT awareness among some sections of students due to which targeted digitization cannot be achieved
- Lack of computer proficiency and upgradation of skills among the office staff
- Paucity of financial resources due to which many innovative plans for students and teachers' development cannot be accomplished
- Being an off campus college has comparatively reduced interaction with other colleges of University of Delhi

OPPORTUNITIES

- Building on innovative ideas and expanding them into viable projects.
- Making attempts to promote research at undergraduate level.
- Raised the academic level of college through facilitating the process and approval of new courses.
- Multi-disciplinary interactions among faculty members through lectures utilizing the talented pool of teachers within the college.
- Willingness of society and the government to promote women's education providing impetus to our ongoing efforts.
- Enhancing vocational skills of the students and making them self-reliant through entrepreneurship workshops.
- College location provides numerous opportunities to develop partnerships with nearby industries, courts, NGOs and other institutes.
- Developing framework of action for enhancing accountability of human resources.
- Through IQAC the college was able to sensitize and weave in the culture of quality management and enhancement. The OMSCA seminar was an attempt in this regard.
- IQAC developed, validated, improved/revised guidelines for conducting and implementing formal and structured student feedback, Parents Teachers meetings and Internal Academic Audit.
- Data analysis of the above activities helped the college in identifying critical control points which were then discussed formally with colleagues and higher authorities. The recommendations were duly implemented.

CHALLENGES

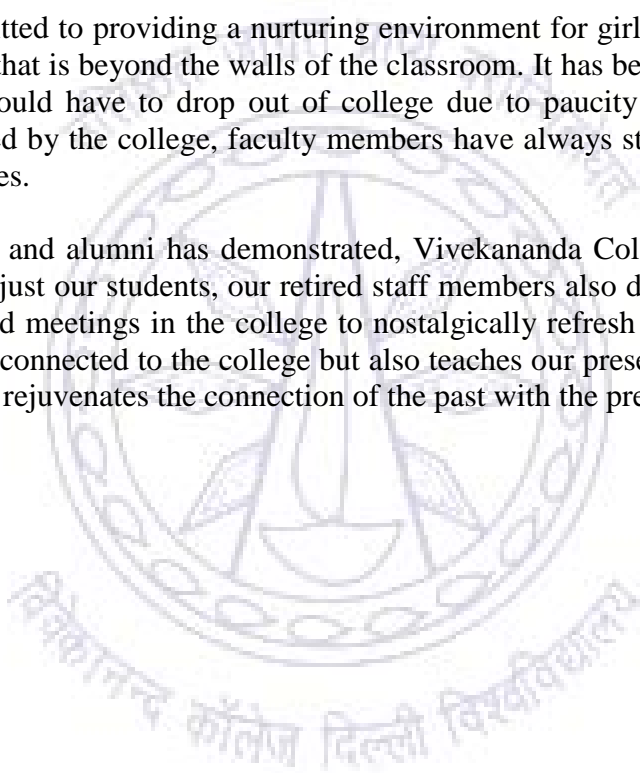
- Giving impetus to Academia-Industry linkages
- Create cultural connections between our students and University campus activities.
- Parental pressure on students to opt for financially rewarding careers thereby discouraging their creativity.

- Excessive focus of students on exam-oriented tasks which makes it a challenge to encourage self-learning process among them.
- Encourage students to explore academics beyond prescribed syllabi.
- Keeping teachers intellectually engaged and professionally motivated to continue with University teaching career.
- Enhancement of infrastructure to keep pace with ever evolving academic needs.
- Training and upgrading skills of non-teaching staff members.
- Develop job-specific structured work protocols for every member of the college.
- Implementation, continuous evaluation and revision of existing and newly developed framework of action on an on-going basis.

7.7 Any other relevant information the Institution wishes to add.

Vivekananda College is committed to providing a nurturing environment for girl students who are enabled and empowered through education that is beyond the walls of the classroom. It has been a constant endeavour of the college that no girl student should have to drop out of college due to paucity of funds. Apart from the fee concessions and waivers granted by the college, faculty members have always stepped in to help students who are unable to pay for their studies.

As the feedback from students and alumni has demonstrated, Vivekananda College leaves a lifelong positive imprint on their lives. And not just our students, our retired staff members also delight in their association with the college and continue to hold meetings in the college to nostalgically refresh their years of happiness spent here. This not only keeps them connected to the college but also teaches our present staff and students the value of this precious inheritance and rejuvenates the connection of the past with the present to create a richer future.



CRITERION VIII

Plans for the Future

- **New Courses**

The college shall strive to bring courses that will attract the best talent pool of teachers and students to foster an environment of excellence.

- **Golden Jubilee Celebrations of the college**

The college, started in 1970, is soon to complete fifty fruitful years of service to society. The college plans to host a plethora of academic and extra curricular events that will not only engage staff and students in joyous learning and fun activities, but also carve the future path that the college shall tread with greater pride.

- **Social Outreach and Community Development Programme**

The college proposes to initiate a Social Outreach and Community Development Programme in keeping with our tireless efforts to reach out to others. Together we shall strive to make our city and country a cleaner, better place. Motivated faculty members shall guide and mentor students and interact with community for a mutually enriching experience.

- **Carry out a Green Audit of the campus**

The long-term aim is to create an environment that fosters health and happiness in society. We aim to sensitize our students about the urgency and importance of preserving our ecology. A Green Audit shall be carried out to identify and learn about the flora in the college premises. It shall enable us to see how we can reduce our carbon footprint.

- **To implement an advanced MIS system in office for efficient record keeping**

With growing complexity and the increasing demands of meticulous record keeping, the college shall acquire a sophisticated MIS system to facilitate and streamline administrative and accounting work. This shall reduce the burden on our staff and provide incentive to invest saved time in more productive work.

Name DR. SUKHNEET SURI



Signature of the Coordinator

Name DR. HINA NANDRAJOG



Signature of the Chairperson



ANNEXURES

ANNEXURE 1

Report of the Parent-Teacher Meetings



An initiative of the Internal Quality Assurance

(2017-18)

Vivekananda College

Vivek Vihar, Delhi

011-22150100

vivac2008@vivekanand.du.ac.in

IQAC Advisory Board Members

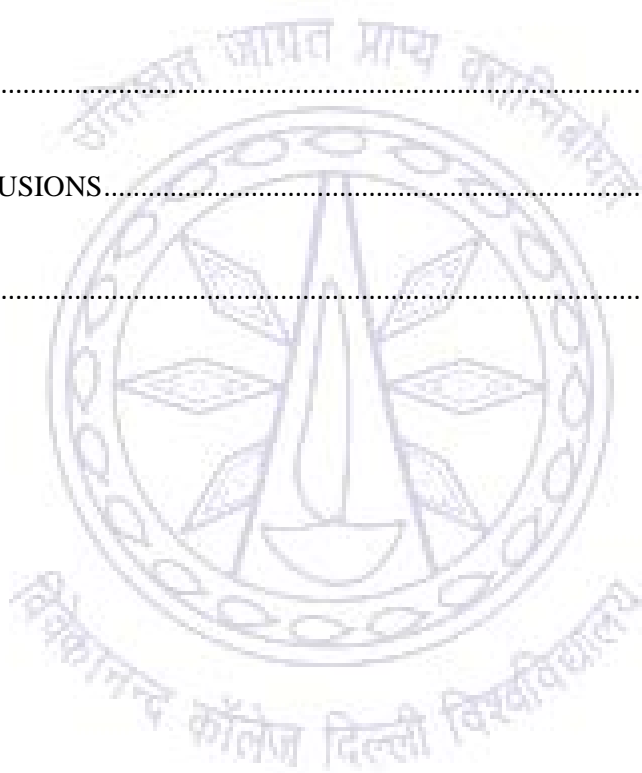
Mr. Munish Kaushik	Chairperson, Governing Body, Vivekananda College
Dr. S.S. Ghonkrokta	IAS (Retd.)
Dr. Kumud Khanna	Director (Former), Institute of Home Economics (University of Delhi)
Dr. Sukrita Paul Kumar	Aruna Asaf Ali Chair (Former)
Mr. Vivek Sagar	Parent (Amazon, Payments).
Ms. Shruti	Alumna

Internal Quality Assurance Cell (IQAC) Members (August 2016- December 2018)

Dr. Hina Nandrajog	Officiating Principal
Dr. Sukhneet Suri	Co-ordinator
Mrs. Anju Nagpal	Member (Department of Mathematics)
Dr. Meera Sood	Member (Department of Physical Education)
Dr. Neeta Mathur	Member (Department of Music)
Dr. Swati Ranjan Choudhary	Member (Department of History)
Ms. Anchala Paliwal	Member (Department of English)
Dr. Anjana Kumari	Member (Department of Political Science)
Dr. Arushi Jain	Member (Department of Food Technology)
Mrs. Devika	Member (Department of Computer Science)
Dr. Gyan Prakash	Member (Department of Hindi)
Ms. Kanika Kumar	Member (Department of French)
Ms. Laxmi	Member (Department of Commerce)
Dr. Ratish Chandra Jha	Member (Department of Sanskrit)
Dr. Saifur Rehman Farooqi	Member (Department of Applied Psychology)
Ms. Shilpa	Member (Department of Commerce)
Dr. Subhash Chandra	Member (Department of Environmental Study)
Mrs. Veena Sharma	Member Officiating Librarian

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INTRODUCTION

As part of the requirement of the National Assessment and Accreditation Council (NAAC), the Internal Quality Assurance Cell (IQAC) of Vivekananda College, University of Delhi started the initiative of conducting 'Parents Teachers Meetings' in the college. These meetings were initiated because it was felt that such meetings would help to bridge the gap, build new linkages and create team spirit between the students-parents-teachers and alumni. Such meetings could help in identifying the aspirations and difficulties faced by the students during their learning process at the college and hence help in enhancing the quality of services being delivered by our college. Interactions between teachers and parents especially in the presence of students can help in making the educational experience of the learner more convenient, effective and enjoyable.

OBJECTIVES

- To bridge the communication gap between parents and teachers
- To help parents identify themselves as stakeholders in enhancing the quality of educational services delivered
- To support all round development of students and enrich their educational experiences

METHODOLOGY

The inception of conducting Parent-teacher meetings took place on the basis of the mandate and objectives laid down by the National Accreditation Council. The matter was discussed at various levels including the meetings of the IQAC with external Advisory Board members and the Staff Council. In order to develop guidelines for conducting parent-teacher meetings in the college, the first such meeting was held for the students of English with the help of Alumni Committee. On the basis of the experience, formal guidelines were framed, discussed/ approved by authorities and communicated to the Teachers-in-Charge of various departments of the college. A brief outline of the formal structure for the conduct of the meeting was also prepared and communicated. Parent-teacher meetings were held on scheduled dates for each course separately. It was recommended that concerned faculty members of each department actively participate and communicate with the parents during the meetings. Communication was sent to the parents regarding the schedule of the meeting and a written confirmation was obtained in advance. Broad areas covered during these meetings included various aspect of college environment such as teaching methodology, internal assessment, attendance rules, basic amenities,

facilities available like physician etc., placement, internship options, career counselling, job/ skill development, infrastructure etc. The reports of all parent-teacher meetings were documented.

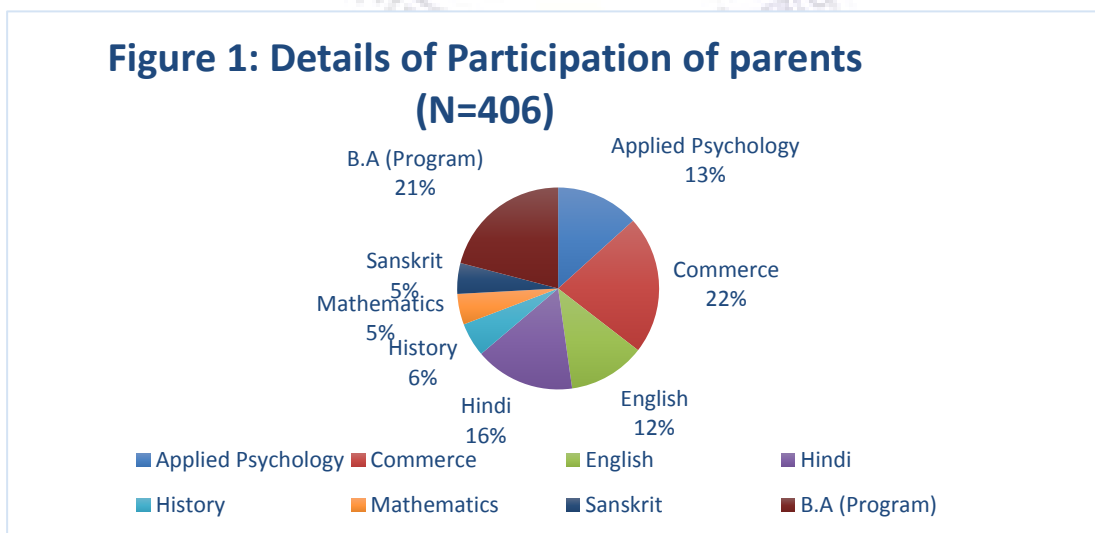
OBSERVATIONS AND CONCLUSIONS

Nine parent-teacher meetings, covering students belonging to all courses being offered by the college were held successfully as per the schedule during the academic session 2017-18. The meetings were held by all (except one) departments as per the broad guidelines laid down for the said purpose. During these meetings a total of 406 parents participated. The details of the meetings conducted are given in table 1:

Table 1: Details of Parent Teacher Meetings

S.No	Course	No. of Parents Participated	Schedule of PTM
1	Applied Psychology	54	27-01-2018
2	Commerce	90	06-01-2018
3	English	50	19-08-2018
4	Hindi	65	11-11-2017
5	History	22	20-01-2018
6	Mathematics	20	03-02-2018
7	Political Science	35	10-02-2018
8	Sanskrit	20	17-02-2018
9	B.A. (Programme)	85	10-03-2018

The proportionate distribution of participating parents whose wards were studying in various courses is given in figure 1.



The initiative of the internal quality assurance cell to hold parent-teacher meetings was a grand success. Almost all parents greatly appreciated the initiative of conducting Parents Teachers meeting to enable a clear and smooth flow of communication between all the stakeholders of the institution. The objective of connecting parents, teachers and students with each other to form a team was achieved. This was observed during the meeting wherein there were meaningful interactions that could support the cause of enhanced quality assurance in the teaching-learning environment. The meetings served as an excellent platform to mutually share information and communicate effectively with the parents. It helped in giving/ obtaining mutual feedback to each other for further improvement. Parents became more informed about the rules and activities of the college. The reservations of the parents and their wards were elicited and resolved. Interactions between parents and alumni helped to communicate the scope of studying a particular course. The college was able to identify its good practices as perceived by the learner and the society. The meetings also helped to identify the challenges faced by students. Interactions and feedback during and after the parent-teacher meetings indicated that there was improved level of motivation and team spirit among the students, teachers and parents to collaborate for a better future. This activity also helped the college in brand positioning.

RECOMMENDATIONS

On the basis of interactions/ feedback received from parents across various departments and the reports submitted thereafter, the following key areas were identified wherein impetus could be given:

- Career Counselling needs to be strengthened and students of all courses need to be involved. Information related to internship or career opportunities can be displayed on the college website for wider communication.
- There is need to increase quality reading material in the form of books or e-material in Hindi medium.
- Food quality in the canteen may be monitored on regular basis to ensure sale of wholesome safe and nutritious food.
- Standard Operating Procedures (SOPs) for provision of better quality basic amenities like safe drinking water, clean toilets and security need to be developed and implemented.
- The chairs in big auditorium need to be repaired.
- Remedial classes for academically weak students can be held to improve their performance.
- The internal assessment result and attendance data may be made available on the web portal of the college.
- We may explore the possibility of having a few professional certificate courses (as per Industry requirements) in the college on self-funding basis for the benefit of students. However, before firming up

the proposals, a survey may be carried out in the college seeking student's feedback regarding various professional courses and their interest in these courses.

- Students should be motivated to participate in a variety of activities such as sports, yoga etc.
- PTMs are helpful in mutual contribution in a student's growth and hence must be organized regularly.

The above recommendations were discussed with the External Advisory Board members of the IQAC, including members of the Governing Body. The overall exercise of conducting parent-teacher meetings has helped in creating a better teaching-learning environment in the college. It is strongly recommended that parent-teacher meetings should be held on a regular basis in the college.

The Internal Quality Assurance Cell gratefully acknowledges the support of all teachers especially teacher-in-charges of various departments, Alumni Committee and the Administrative members of the college in making the parent-teacher meetings a great success!



ANNEXURE 2

STUDENTS' FEEDBACK ACTIVITY REPORT (2017-18)



**An initiative of the
Internal Quality Assurance
Cell**

Vivekananda College

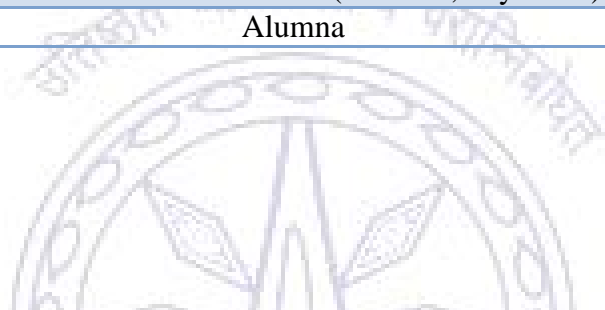
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Mr. Munish Kaushik	Chairperson, Governing Body, Vivekananda College
Dr. S.S. Ghonkrokta	IAS (Retd.)
Dr. Kumud Khanna	Director (Former), Institute of Home Economics (University of Delhi)
Dr. Sukrita Paul Kumar	Aruna Asaf Ali Chair (Former)
Mr. Vivek Sagar	Parent (Amazon, Payments).
Ms. Shruti	Alumna



Internal Quality Assurance Cell (IQAC) Members (August 2016- December 2018)

Dr. Hina Nandrajog	Officiating Principal
Dr. Sukhneet Suri	Co-ordinator
Mrs. Anju Nagpal	Member (Department of Mathematics)
Dr. Meera Sood	Member (Department of Physical Education)
Dr. Neeta Mathur	Member (Department of Music)
Dr. Swati Ranjan Choudhary	Member (Department of History)
Ms. Anchala Paliwal	Member (Department of English)
Dr. Anjana Kumari	Member (Department of Political Science)
Dr. Arushi Jain	Member (Department of Food Technology)
Mrs. Devika	Member (Department of Computer Science)
Dr. Gyan Prakash	Member (Department of Hindi)
Ms. Kanika Kumar	Member (Department of French)
Ms. Laxmi	Member (Department of Commerce)
Dr. Ratish Chandra Jha	Member (Department of Sanskrit)
Dr. Saifur Rehman Farooqi	Member (Department of Applied Psychology)
Ms. Shilpa	Member (Department of Commerce)
Dr. Subhash Chandra	Member (Department of Environmental Study)
Mrs. Veena Sharma	Member Officiating Librarian

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INTRODUCTION

Sustainable development of higher education institutions is dependent to a great extent on internal surveys, reviews and feedbacks. Feedback and reviews obtained from the students are valuable components for the development of quality enhancement frameworks of an educational institution. It is often recommended that such reviews/ feedbacks should be multiple and preferably cyclical in nature. Feedback from students can be obtained informally or formally. Formal feedback can be obtained through unstructured or structured tools/ techniques such as a questionnaire or an interview. Since evidence based approach helps to lay the foundation for a sound framework of action, our college adopted a formal structured method for obtaining student feedback in pursuance with the mandate and objectives laid down by the National Assessment and Accreditation Council (NAAC) for the Internal Quality Assurance Cell of colleges under its purview. This formal structured feedback activity was complemented with the qualitative unstructured feedback obtained through the parent-teacher meetings held in the college during the same academic session.

OBJECTIVES

The first formal structured student feedback activity of our college was planned, organized and analysed keeping the following objectives in mind:

- To identify quality metrics/ indicators for obtaining feedback from students
- To gather data on various performance/ quality indicators
- To understand the perceptions and opinions of students regarding the various facilities/ services provided by the college
- To develop quality enhancement frameworks or plan of action

METHODS

The concept of student feedback was not new to the college. However, feedback from students had never been obtained through a formal structured mechanism. Through this activity, all the final year students were looped in at a common platform. Keeping in mind the capacity of the students at large regarding the use of technology, manual feedback was obtained through the development of a structured multiple-choice questionnaire.

Sample

Pilot testing of the questionnaire was held on 95 students in March 2017. A total number of 418 final year students belonging to various disciplines/ courses participated and gave their responses during the student feedback activity held in March 2018.

Measures

Questionnaire: A questionnaire was used to get the feedback of the students. The questionnaire had six segments; each segment represented one aspect of the college. The six segments were related to *library facilities, teaching and learning environment, computer laboratories, college canteen, basic amenities, and the campus*. Feedback for each segment was taken by 6 to 7 items/ statements. Each of the statements were measured by a 5-point rating scale, where 5, 4, 3, 2 and 1 indicated *excellent, very good, good, fair, and 1 poor* respectively.

Methodology

A brief outline of the process adopted for the conduct of student feedback activity is discussed below:

- The concept of obtaining student feedback at large scale at college level was discussed at various levels by IQAC with the authorities.
- A Student Feedback Form was developed (Hindi and English) and subsequently discussed in various meetings of IQAC with external Advisory Board members, Teachers-in-Charge and also in the Staff Council meeting.
- For the purpose of pre-testing, the form was circulated through the Teachers-in-Charge of various departments. Students were requested to participate in the survey to obtain their feedback on a 5-point scale ranging from Excellent to Poor. Ease of comprehension of the form was also discussed with the students. Pre-testing was carried out on 95 students in March 2017. Data thus obtained was analyzed and discussed at various levels. Suitable modifications were made.
- The first formal student feedback activity was organized in March 2018 at the same time for the entire college. A notice was circulated among final year students to make them aware about the activity. The activity was performed with the help of various Teachers-in-Charge.
- Data thus gathered was suitably analyzed and discussed during the IQAC meeting with external Advisory Board members for further perusal.

RESULTS AND DISCUSSION

The data thus gathered was suitable analysed and the results are discussed below:

Feedback about Library Facilities

Libraries significantly support academic success of students and hence can influence the achievement of goals of institutions of higher education. Students today have increasing access to e-information which necessitates the library of an institution to continuously reposition and reorganize itself physically, functionally and strategically. Keeping this in mind, the questionnaire had a separate segment on the physical and operational features of our college library. The data gathered are given in table 1.

Table 1: Feedback about Library Facilities

Library	Excellent n (%)	Very Good n (%)	Good n (%)	Fair n(%)	Poor n(%)	Remarks	
Availability of books in the library throughout the year (n=415)	52(12.5)	106(25.5)	144(34.6)	96(23.1)	17(4)	MEAN	3.19
						SD	1.06
						RANGE	1-5
Seating capacity of the library (n=416)	122(29.3)	136(32.7)	102(24.5)	43(10.3)	13(3.1)	MEAN	3.75
						SD	1.08
						RANGE	1-5
Accessibility to the e- resources that are available in the library (n=415)	65(15.7)	84(20.2)	125(30.1)	102(24.6)	39(9.4)	MEAN	3.08
						SD	1.2
						RANGE	1-5
Support and assistance provided by the library staff (n=410)	41(10)	90(21.9)	131(31.9)	102(24.8)	46(11.2)	MEAN	2.95
						SD	1.15
						RANGE	1-5

Library's lending services (issuing and return of books) (n=412)	65(15.7)	119(28.8)	125(30.3)	81(19.6)	22(5.3)	MEAN	3.30
						SD	1.11
						RANGE	1-5
Condition of the books received (n=413)	35(8.4)	86(20.8)	122(29.5)	127(30.7)	43(10.4)	MEAN	2.86
						SD	1.12
						RANGE	1-5
Overall quality of library (418)	45(10.7)	126(30.1)	146(34.9)	88(21)	13(3.1)	MEAN	3.24
						SD	1.00
						RANGE	1-5

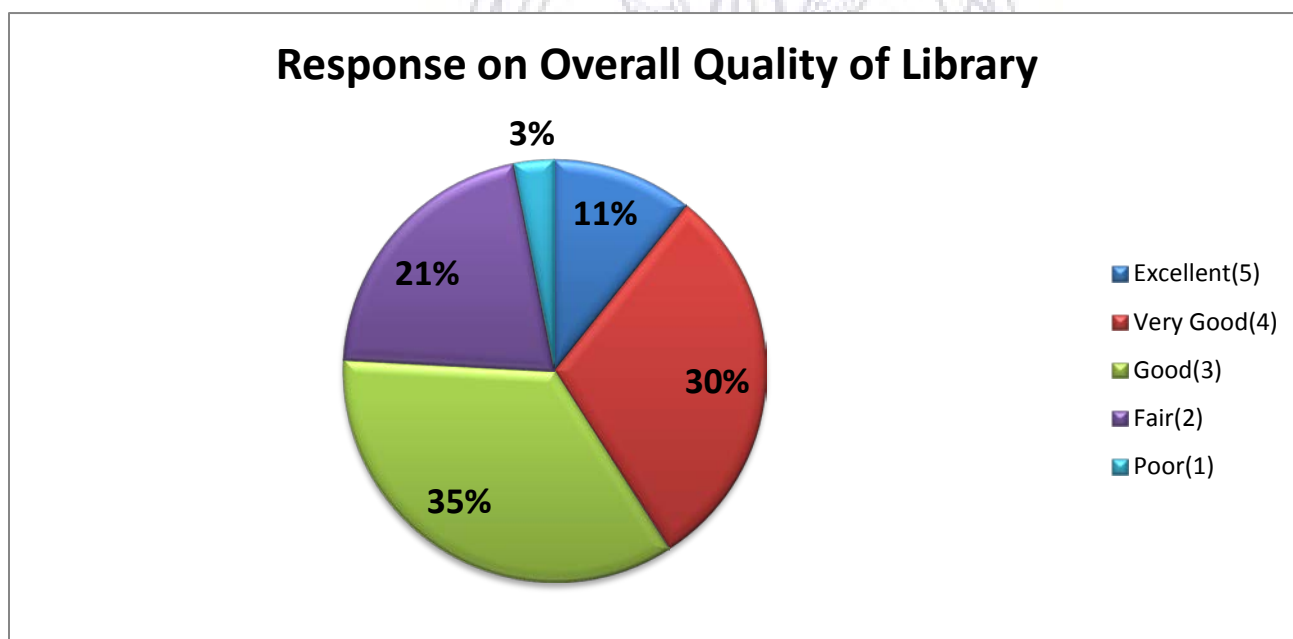


Figure 1: Feedback about Overall Quality of Library

In **facilities of library**, according to the feedback, students found the *seating capacity* to be the best (Mean = 3.75), followed by *library's lending services* (Mean = 3.30), *accessibility to e-resources* (Mean = 3.08), *support and assistance provided by library staff* (Mean = 2.95), and *conditions of books* (Mean = 2.86). While majority

of the students were satisfied with the seating capacity, availability of books and the lending facilities provided by the library; mixed response was obtained regarding accessibility to e-resources and conditions of the books. Lower response to access to e-resources could be partially attributed to lower awareness of the users regarding the availability of such resources in the library.

Feedback about Teaching and Learning Environment

Students and teachers synergistically contribute to and influence the teaching-learning environment of an institution. The teaching-learning environment influences the reputation/ brand positioning of an institution and hence is critical to attracting and retaining students. Changing student profiles and employability requirements necessitate that an academic institution is thoroughly committed, responsive and sensitive to quality enhancement in this area. Feedback was therefore obtained from students to understand their opinion related to teaching/ evaluation process, teaching aids as well as support and guidance received by the students. The details are given in table 2.

Table 2: Feedback about Teaching and Learning Environment

Teaching and Learning Environment	Excellent n (%)	Very Good n (%)	Good n (%)	Fair n(%)	Poor n(%)	Remarks	
Use of appropriate teaching aids (presentations, demonstration, tutorials etc.) in the classroom(n=421)	84(19.9)	116(27.5)	124(29.4)	77(18.2)	20(4.7)	MEAN	3.40
						SD	1.14
						RANGE	1-5
Choice of papers and curriculum(n=422)	59(13.9)	122(28.9)	137(32.4)	75(17.7)	29(6.8)	MEAN	3.25
						SD	1.11
						RANGE	1-5
Regularity and punctuality of classes (n=424)	120(28.3)	120(28.3)	94(22.1)	66(15.5)	24(5.6)	MEAN	3.58
						SD	1.21
						RANGE	1-5

Evaluation / assessment mechanism adopted by the teachers(n=413)	102(24.6)	105(25.4)	128(30.9)	63(15.2)	15(3.6)	MEAN	3.52
						SD	1.13
						RANGE	1-5
Support and guidance provided by the teachers(n=423)	145(34.2)	140(33)	84(19.8)	42(9.9)	12(2.8)	MEAN	3.86
						SD	1.08
						RANGE	1-5
Based on teaching, knowledge acquired by you(n=410)	76(18.5)	146(35.6)	129(31.4)	53(12.9)	6(1.4)	MEAN	3.57
						SD	0.98
						RANGE	1-5
Overall learning experience(n=409)	94(22.9)	158(38.6)	102(24.9)	49(11.9)	6(1.4)	MEAN	3.70
						SD	1
						RANGE	1-5

Response on Overall Learning Experience

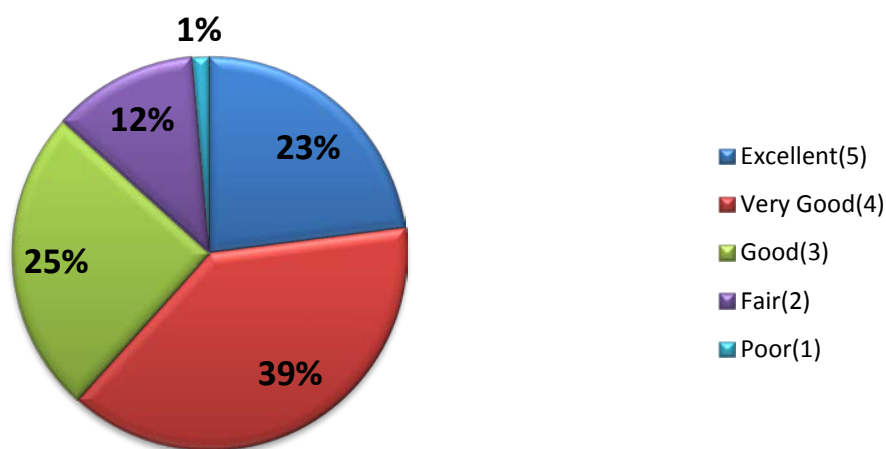


Figure 2: Feedback about Overall Learning Experience

According to the feedback obtained regarding the teaching-learning environment in the college, students found *support and guidance by teachers* to be the best (Mean = 3.86), followed by *regularity and punctuality of*

classes (Mean = 3.58), knowledge acquired based on teaching (Mean = 3.57), evaluation/assessment mechanism (Mean = 3.52), teaching aids (Mean = 3.40), and choice of papers and curriculum (Mean = 3.25). Majority of the students were satisfied with the support and guidance received from their teachers in the college. In rating the overall learning experience, most of the students found it to be *very good* (39.4%), followed by *good* (25%), *excellent* (23%), *fair* (12%), and *poor* (1%). Adoption of greater e-learning methods/ teaching aids and provision for more value-addition courses could perhaps enhance the satisfaction level of the students.

Feedback about Computer laboratories

Technological developments are resulting in increased use of Information and Communication Technologies (ICTs) for delivery of education and evaluation of students. Computer and network enabled transfer of knowledge and skill is gaining impetus. Students are expected to have basic computer skills to compete with the changing market needs and hence are frequently motivated to use e-technologies in their academic and extra-curricular activities. In order to do so, students are constantly in need of ICT in college. Thus, an attempt was made to find out the experiences and opinion of the students pertaining to access and use of ICT in the college premises. The details are given in table 3.

Table 3: Feedback about Computer Laboratories

Computer Labs	Excellent n (%)	Very Good n (%)	Good n (%)	Fair n (%)	Poor n (%)	Remarks	
Accessibility to computer labs(n=403)	55(13.6)	96(23.8)	109(27)	79(19.6)	64(15.8)	MEAN	3.00
						SD	1.27
						RANGE	1-5
Number of computer systems available in the lab(n=402)	52(12.9)	81(20.1)	147(36.5)	78(19.4)	44(10.9)	MEAN	3.05
						SD	1.16
						RANGE	1-5

Quality of installed software's and programs(n=401)						MEAN	2.90
						SD	1.13
						RANGE	1-5
						SD	
	31(7.7)	98(24.4)	118(29.4)	109(27.1)	45(11.2)	RANGE	1-5
Support and assistance provided by the lab staff(n=394)						MEAN	2.91
						SD	1.19
	41(10.4)	90(22.8)	109(27.6)	102(25.8)	52(13.1)	RANGE	1-5
Overall quality of computer labs(n=391)						MEAN	3.00
						SD	1.15
	37(9.4)	107(27.3)	106(27.1)	100(25.5)	41(10.4)	RANGE	1-5

Response on Overall Quality of Computer Labs

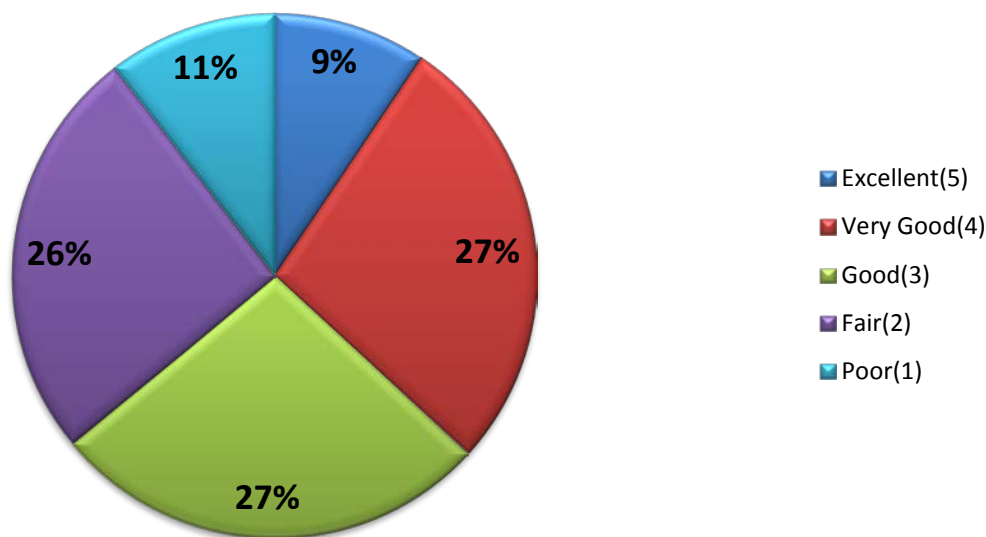


Figure 3: Feedback about Overall Quality of Computer Laboratories

The total number of responses obtained in the segment was lower than the total number of students who gave feedback. The probable reason could be lower level of skills to use ICT or preference to use personal ICTs instead of that available in the college. As per the feedback obtained, there was mixed response pertaining to *availability computers* (Mean = 3.05), *accessibility to the computer laboratory* (Mean = 3.00), *support and assistance by staff* (Mean = 2.91), and *quality of software* (Mean = 2.90). In rating the overall quality of the computer laboratory, most of the students found it to be both *very good* and *good* (27% each), followed by *fair* (26%), *poor* (10%), and *excellent* (9%). A review can be done regarding the student: computer ratio and accordingly the staff strength available to deliver equipment/ skills for enhancing the quality of ICT to the students.

Feedback about College Canteen

The food served through the canteen, its services and ambience plays a significant role in the college life of every student. Access to safe and wholesome food is the right of every student. Although the canteen contractor is registered with FSSAI and attends workshops related to food safety, it was nevertheless necessary to know

whether food of acceptable quality within the means of the students was being provided through the college canteen. The data gathered on this segment is given in table 4.

Table 4: Feedback about College Canteen

College Canteen	Excellent n (%)	Very Good n (%)	Good n (%)	Fair n (%)	Poor n (%)	Remarks	
Number and variety of food items in the canteen menu (n=423)	15(3.5)	36(8.5)	101(23.1)	137(32.4)	134(32)	MEAN	2.198582
						SD	1.085579
						RANGE	1-5
Availability of Safe and Nutritious Food (SNF) items (n=423)	12(2.8)	26(6.1)	67(15.8)	152(35.9)	166(39.2)	MEAN	1.973995
						SD	1.02656
						RANGE	1-5
4.3 Pricing of food items in the canteen(n=420)	15(3.6)	69(16.4)	110(26.2)	148(35.2)	78(18.6)	MEAN	2.511905
						SD	1.080242
						RANGE	1-5
Quality of the food available in the canteen(n=413)	8(1.9)	34(8.2)	79(19.1)	148(35.8)	144(34.7)	MEAN	2.065375
						SD	1.020702
						RANGE	1-5
Maintenance of cleanliness and hygiene in the canteen and availability of dustbins(n=423)	16(3.8)	38(8.9)	86(20.3)	134(31.7)	139(35.2)	MEAN	2.144208
						SD	1.112407
						RANGE	1-5

Overall quality of the college canteen(n=407)	6(1.5)	40(9.8)	97(23.8)	154(37.8)	110(27.0)	MEAN	2.208845
						SD	0.996605
						RANGE	1-5

Response on Overall Quality of The College Canteen (%)

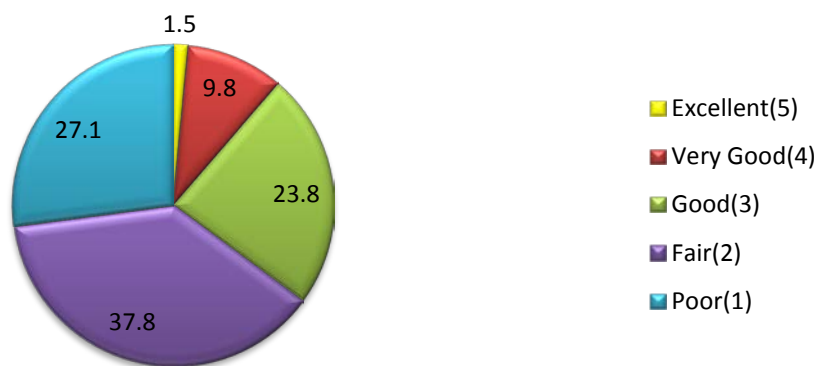


Figure 4: Feedback about Overall Quality of the College Canteen

The data indicated that the students were comfortable with the price at which the food was being sold. However, they had more expectations with regards to the variety of food (mean=2.19), *maintenance of cleanliness and hygiene in the canteen and availability of dustbins* (mean=2.14), *quality of the food* (mean=2.06) and *availability of safe and nutritious food* (mean=1.97). Regarding *overall quality of the college canteen* most of the students found it *Fair* (37.8%), followed by *Poor* (27%), *Good* (23.8%), *Very Good* (9.8%) and *Excellent* (1.5%). There was therefore a need to enhance the quality of food and maintenance of hygiene. As discussed with the contractor and the authorities, the primary reason for the quality of available services was lack of financial resources and resistance to increase in the sale price of food items served by the canteen.

Feedback about Basic Amenities

Access to basic amenities such as clean drinking water, washrooms as well as medical facilities can influence academic experience of a student. While it is the joint responsibility of the students and the authorities to keep the campus clean and implement environment friendly methods of garbage disposal, it is primarily the

responsibility of the college to ensure access of clean drinking water to the students. Feedback was therefore obtained from the students on availability and accessibility to basic amenities in the college. The detailed data is given in table 5.

Table 5: Feedback about Basic Amenities

Basic Amenities	Excellent n (%)	Very Good n (%)	Good n (%)	Fair n(%)	Poor n(%)	Remarks	
Availability and accessibility of clean drinking water(n=423)	41(9.7)	80(18.9)	100(23.6)	123(29.1)	79(18.7)	MEAN	2.718676
						SD	1.240626
						RANGE	1-5
Cleanliness and availability of water in the washrooms(n=422)	11(2.6)	38(9)	72(17.1)	104(24.6)	197(46.7)	MEAN	1.962085
						SD	1.110727
						RANGE	1-5
Availability and accessibility of medical facilities(n=421)	26(6.2)	43(10.2)	123(29.2)	142(33.7)	87(20.7)	MEAN	2.475059
						SD	1.113754
						RANGE	1-5
Availability and accessibility of sports and fitness facilities(n=413)	25(6.1)	54(13.1)	118(28.6)	124(30)	92(22.3)	MEAN	2.506053
						SD	1.150385
						RANGE	1-5
Availability of separate dustbins for bio- degradable and non-bio degradable	55(13)	72(17)	94(22.2)	119(28.1)	83(19.6)	MEAN	2.756501
						SD	1.304313
						RANGE	1-5

waste(n=423)							
Overall quality of basic amenities provided by the college(n=421)	24(5.7)	61(14.5)	124(29.5)	166(39.4)	46(10.9)	MEAN	2.646081
						SD	1.039993
						RANGE	1-5

Response on Overall Quality of Basic Amenities Provided by the College (%)

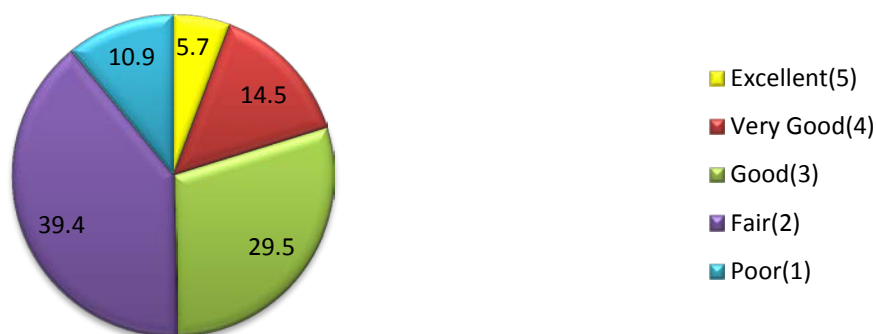


Figure 5: Feedback about Overall Quality of Basic Amenities

Data on feedback of students regarding basic amenities indicated a mixed response to *availability of separate dustbins for bio-degradable and non-bio degradable waste* (Mean=2.75), *availability and accessibility of clean drinking water* (Mean=2.71); *availability and accessibility of sports and fitness facilities* (Mean=2.50); *availability and accessibility of medical facilities* (Mean=2.47); *Cleanliness and availability of water in the washrooms* (Mean=1.96). In Overall quality of basic amenities provided by the college, most of the students found it *Fair* (39.4%), followed by *Good* (29.5%), *Very Good* (14.5%), *Poor* (10.9%) and *Excellent* (5.7%). Since cleanliness of campus including the washroom is a social responsibility, it was felt that there was a need to sensitize students in this area.

Feedback about College Campus

The ambience of college campus has an everlasting impact on the student not only during the study period but also thereafter because several students spend leisure time to relax and interact in the college campus. In

addition to the ambience, the college culture such as discipline, feeling of security, freedom to give opinion and express ideas influences the growth of the child. Through this feedback activity, attempts were made to receive opinion on this segment also. Detailed data is given in table 6.

Table 6: Feedback about College Campus

About Campus	Excellent n (%)	Very Good n (%)	Good n (%)	Fair n(%)	Poor n(%)	Remarks	
Maintenance of college lawns/gardens(n=423)	183(43.3)	114(27)	80(18.9)	40(9.5)	6(1.4)	MEAN	4.01182
						SD	1.063105
						RANGE	1-5
Availability and quality of auditoriums for conducting conferences/seminar/other functions (n=423)	61(14.4)	102(24.1)	121(28.6)	100(23.6)	39(9.2)	MEAN	3.108747
						SD	1.189406
						RANGE	1-5
Maintenance of security and safety in the college campus(n=423)	87(20.6)	127(30)	131(31)	65(15.4)	13(3.1)	MEAN	3.496454
						SD	1.075078
						RANGE	1-5
Maintenance of discipline in the campus(n=419)	70(16.7)	106(25.3)	146(34.8)	70(16.7)	27(6.4)	MEAN	3.291169
						SD	1.124411
						RANGE	1-5
Encouragement of students to freely express their ideas and views(n=423)	75(17.7)	119(28.1)	129(30.5)	60.9(16.3)	31(7.3)	MEAN	3.326241
						SD	1.159117
						RANGE	1-5
General maintenance and environment of the campus(n=415)	67(16.1)	128(30.8)	136(32.8)	78(18.8)	6(1.4)	MEAN	3.414458
						SD	1.015238
						RANGE	1-5

Functioning of Anti-Ragging and Sexual-Harassment Committee of the college(n=422)	140(33.2)	133(31.5)	89(21.1)	42(9.9)	18(4.3)	MEAN	3.793839
						SD	1.133661
						RANGE	1-5
Overall quality of the college campus and infrastructure (n=423)	66(15.6)	128(30.3)	136(32.2)	76(18)	17(4.1)	MEAN	3.35461
						SD	1.069624
						RANGE	1-5

Response on Overall Quality of the College Campus and Infrastructure (%)

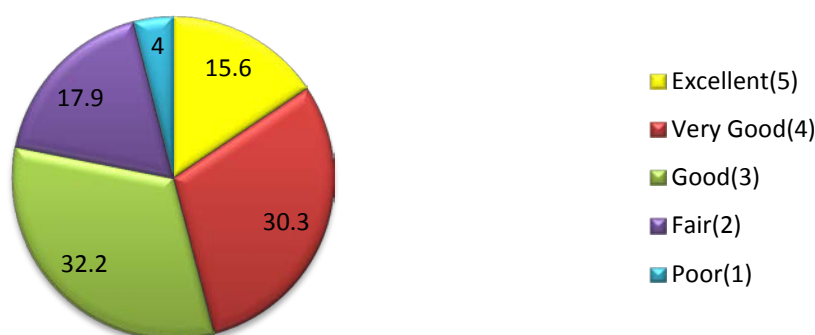


Figure 6: Feedback about Overall Quality of the College Campus and Infrastructure

In the segment on college Campus, most students were happy with the *maintenance of college lawns/gardens* (mean=4.01), *Anti-Ragging and Sexual-Harassment control by the college* (Mean=3.79), *maintenance of security and safety in the college campus* (Mean=3.49), *general maintenance and environment of the campus* (Mean=3.41), *encouragement to freely express their ideas and views* (Mean=3.32), *Maintenance of discipline in the campus* (Mean=3.29), *availability and quality of auditoriums for conducting conferences/seminar/other functions* (Mean=3.10). In *Overall quality of the college campus and infrastructure*, most of the students rated it as *Good* (32.2%) followed by *Very Good* (30.3%), *Fair* (18%), *Excellent* (15.6%) and *Poor* (4.1%).

CONCLUSION

The student feedback activity was successfully conducted and the data were suitably analysed for presenting to the authorities. The salient findings were:

- The students are satisfied with most of the services of the library, however, the conditions of books in the library need to be improved and e-resources need to be enhanced/ made more accessible. These results correspond with the reporting of parent-teachers meeting wherein lack of books in Hindi medium was identified.
- Regarding the teaching-learning environment, the students were happy with the support and guidance provided by the teachers. The choice of papers and curriculum requires expansion.
- In facilities of the computer laboratory, the quality of software and the number of computers may need enhancement subject to analysis of student: ICT ratio/ requirement.
- Although the students were comfortable with the economical food being sold at the canteen, there is need to enhance the quality of college canteen facilities and the availability of safe and nutritious food is needed.
- The students expressed a liking for the college garden and ambience as well as infrastructure, but the cleanliness of washrooms and availability of clean drinking water needs more attention.
- In the college campus, the availability and quality of auditoriums for conducting conferences/ seminar/ other functions needs to be increased perhaps through the renovation of existing big auditorium or through planning for more seminar halls/ auditorium.

The feedback activity was very expansive and the IQAC members devoted considerable amount of time in coding, entry and analysis of data. This helped to create a special connect with the opinions of the students which was worthwhile.

RECOMMENDATIONS

The overall exercise of planning and implementing a formal 'Student Feedback Activity' at large scale was very expansive and enriching with regards to identifying the strengths, weaknesses and challenges for our college. Since it was held for the first time, the IQAC had to persuade fellow colleagues about its advantages. During the planning and implementation process, as well as during data entry/ data analysis and report writing, nearly all faculty members were looped in directly or indirectly. The data gathered through this activity shall serve as evidence for future decision making process and plan of action. It shall lay foundation to areas where the college could maintain its best practices and where it needs to give impetus for quality enhancement. Studies indicate that cyclical reviews help to identify status of quality improvement over a period of time. It is therefore recommended that this activity should be repeated over a period of time and a comparative review of both the data should be carried out.

The Internal Quality Assurance Cell is grateful to all the Teachers-in-Charge, teachers, administrative staff members and also the students in making this first formal 'Student-Feedback Activity' a success.

ANNEXURE 3

For the Faculty-By the Faculty Initiative



A report of the initiative taken by the Internal Quality Assurance Cell

Vivekananda College
[Type the company address]
[Type the phone number]
[Type the fax number]
[Pick the date]

IQAC Advisory Board Members

Mr. Munish Kaushik	Chairperson, Governing Body, Vivekananda College
Dr. S.S. Ghonkrokta	IAS (Retd.)
Dr. Kumud Khanna	Director (Former), Institute of Home Economics (University of Delhi)
Dr. Sukrita Paul Kumar	Aruna Asaf Ali Chair (Former)
Mr. Vivek Sagar	Parent (Amazon, Payments).
Ms. Shruti	Alumna

Internal Quality Assurance Cell (IQAC) Members (August 2016- December 2018)

Dr. Hina Nandrajog	Officiating Principal
Dr. Sukhneet Suri	Co-ordinator
Mrs. Anju Nagpal	Member (Department of Mathematics)
Dr. Meera Sood	Member (Department of Physical Education)
Dr. Neeta Mathur	Member (Department of Music)
Dr. Swati Ranjan Choudhary	Member (Department of History)
Ms. Anchala Paliwal	Member (Department of English)
Dr. Anjana Kumari	Member (Department of Political Science)
Dr. Arushi Jain	Member (Department of Food Technology)
Mrs. Devika	Member (Department of Computer Science)
Dr. Gyan Prakash	Member (Department of Hindi)
Ms. Kanika Kumar	Member (Department of French)
Ms. Laxmi	Member (Department of Commerce)
Dr. Ratish Chandra Jha	Member (Department of Sanskrit)
Dr. Saifur Rehman Farooqi	Member (Department of Applied Psychology)
Ms. Shilpa	Member (Department of Commerce)
Dr. Subhash Chandra	Member (Department of Environmental Study)
Mrs. Veena Sharma	Member Officiating Librarian

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“For the Faculty-By the Faculty” Initiative

1. Introduction

Maintenance and enhancement of quality in institutes of higher education relies to a great extent upon the competencies and capacities of their teachers. Quality circle lectures which invigorate intellectual engagement hold great potential in capacity building of its faculty members. Keeping this in mind the Internal Quality Assurance Cell (IQAC) of the college tried to promote an atmosphere of mutual learning and growth through the “For the Faculty-By the Faculty Initiative”. This initiative was conceptualized on the principles of intellectual mobility rather than physical mobility and it was based on the concept of inter and multi-disciplinary approach. It was undertaken keeping in mind that lectures delivered under this initiative would help faculty members update their knowledge in emerging areas, contemporary issues and changing pedagogical approaches in higher education.

2. Objectives

“For the Faculty-By the Faculty initiative” was introduced keeping in mind the following objectives:

- To facilitate capacity building of the faculty members.
- To promote inter and multi-disciplinary culture in various areas of teaching-learning
- To realize the need for developing inter and multidisciplinary teams for furthering research and collaborations with external institutions.

It was felt that this initiative would help tap the hidden reservoir of talent, knowledge and competencies of teachers within our college. Through their lectures, the teachers would bring forth the best of their subject matter while at the same time link it with other subjects or topics either of immediate or of future concern to faculty members of others departments. The lectures under this initiative would help to augment the knowledge and skills of the faculty members about a variety of topics which would enable them to keep pace with the changing scenario and standards of higher education; and thereby bring about a positive change in the work culture of the institution that favours holistic approach towards learning.

3. Methodology

The concept of “For the Faculty-By the Faculty Initiative” was conceived through several discussions with experts from the field of higher education, External Advisory Board members of IQAC and internal decision

making fora/ authorities while keeping in mind the objectives laid down in the “Guidelines laid down for establishment of IQAC” and optimum availability of resources. It was felt that one faculty member from each department should be involved as a resource person to deliver a lecture on a topic of common interest and importance for all faculty members of the college. Each department was requested to nominate one member as resource person. Thus, the lectures were organized by IQAC in collaboration with various departments of the college. At pilot level, the first lecture under this initiative was delivered prior to the NAAC team visit. Seeing the overwhelming response to it, the initiative was taken ahead wherein one lecture each was organized during the ‘extra-curricular activities (ECA) time slot’ (as mentioned in the timetable), usually in the small auditorium of our institution. A total of thirteen lectures were organized during the academic session 2017-18. The schedule of the lecture series held in the academic session is given in Table 1.

Table 1: Details of Lectures Delivered under the “For the Faculty-By the Faculty” Initiative.

Name of Department	Name of Speaker	Title of Talk	Date
Applied Psychology	Dr. Aparna Beniwal and Dr. Shivantika Sharad	Counselling and Mentoring for College Students	14.02.2017
Computer Science	Mrs. Devika	Designing Effective Power Point Presentations	24.10.2017
Mathematics	Dr. Sandhya Jain	Maths in Nature	07.11.2017
Economics	Mr. Amit Kumar	Data Analysis Using STATA	9.01.2018
English	Mr. Rengleen Kongsong	Identifying Logical Fallacies	16.01.2018
Food Technology	Dr. Sukhneet Suri	Dietary Fats-Quantitative and Qualitative Aspects	23.01.2018
History	Dr. Yuthika Mishra	Confrontation of Cultures	30.01.2018
Commerce	Mrs. Sushma Aggarwal	Computation of Income and Tax Liability	13.02.2018
Hindi	Dr. Amit Kumar	<i>Haashiye ka Halafnama</i>	20.02.2018
Environment Science	Dr Seema Sharma	Smart Cities, Societies and Sustainable Development	13.3.2018
Music	Dr. Deepa Varshney	Yoga and <i>Sangeet</i> : A Perfect Pair to the Divine	27.03.2018
Sanskrit	Dr. Shanno Grover	<i>Geeta</i> in Modern Times	3.04.2018
Political Science	Ms. Smriti Suman	Cosmopolitanism and Cinema	17.04.2018
Physical Education	Dr. Meera Sood	Enhancing Longevity-Adding Ten Years to Life	24.04.2018

4. Conclusion

A total of thirteen inter and multi-disciplinary lectures were successfully organized during the “For the Faculty-By the Faculty” initiative during the reporting period. The presentations and ensuing discussions were an enriching exercise for all. Some of the topics enhanced the existing knowledge of our existing faculty such as

how to incorporate the wisdoms given in the *Bhagwat Geeta* in our daily life, how to compute and file income tax, how to maintain good health/ lifestyle, atrocities and conditions of the under-privileged or the Dalits in our society, awareness about various world cultures, how fallacies are dealt smartly with logical justification and persuasive reasoning, importance of dietary fats and its consumption aspects, introduction to STATA – a statistical software, how is the field of mathematics spread in our nature, how to prepare an effective power-point presentation, etc.; topics which are of concern to all the faculty members.

All the resource persons attempted to discuss their topic of interest with ease and concrete reasoning. A positive feedback was given by all the faculty members by not only praising the efforts of the IQAC of our college in promoting an inter-disciplinary work culture but also through their enthusiastic participation during the lectures. Overall these lectures enabled the faculty members to identify areas for future collaboration and work. This was found to be an economical and judicious way of gauging the talent and enhancing the existing knowledge of our faculty members. It also helped in identifying hidden competencies and raising self-esteem of several faculty members.

5. Recommendations

It was recommended to carry forward this inter-disciplinary initiative in the future also. Other suggestions given by the participants and IQAC include:

- To organize more intensive workshops of at least 2-3 days duration on the same or other areas of interest wherein the faculty members could receive hands-on experience such as in case of statistical softwares, bakery, fitness etc.
- To invite external experts as resource persons along with the subject experts of our institution to hone knowledge and skills of our faculty members and promote an environment of continuous learning within the institution.
- To start such an initiative for the students also such as “For the Student-By the Faculty Initiative” or “For the Student-By the Student Initiative”

The IQAC team is thankful to all the Teachers-in-Charge of various departments and the administration for providing logistical support, thus making the “For the Faculty-By the Faculty Initiative” a success.

Internal Academic Audit Report



user

A report of the first Preliminary Internal Academic Audit carried out by the Internal Quality Assurance Cell of the college during the academic session 2017-18

Internal Quality Assurance
Cell(IQAC)

Vivekananda College
University of Delhi
Vivekanand.du.ac.in
12/1/2018

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INTRODUCTION

Academic audits are scientifically and systematically carried out procedures which help in reviewing the quality of academic environment in an institution. They not only aid quality assurance but they also help in enhancing the quality of various academic activities associated with the teaching-learning process. Academic audits help to set quality indicators in areas of teaching, research and administration in educational institutes. Academic audits can be held by internal as well as by external agencies. Since internal academic audits are self-evaluation/ self-learning exercises to help an institution to gear up for external academic audits/ accreditations; it was felt desirable that the Internal Quality Assurance Cell conducts the first preliminary internal academic audit for the college. The internal academic audit was planned and conducted keeping in mind the requirements of accreditations provided by the National Assessment and Accreditation Council (NAAC).

The Internal Quality Assurance Cell conducted the first preliminary Internal Academic Audit for the departments and library during the academic session 2017-18. This peer-based self-evaluation exercise was undertaken to help departments put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures (SOPs), self-evaluation and planning for future as an on-going mechanism.

Objectives

The internal academic audit was conducted to help departments:

- practice self-assessment for quality enhancement
- identify/ review available resources
- ensure optimal utilization of resources
- identify the need for additional resources
- explore ways to enhance available resources
- improve record keeping practices in various departments.

The results of the internal academic audit would help in developing benchmarks for developing quality indicators in areas of teaching-learning, research and administration. It would also help to share good practices of departments with each other.

Methodology

The preliminary internal academic audit was carried out with the help of a checklist. The checklist was made such as to help in gathering data on five major parameters; *teaching and learning process, records, surveillance, appraisal* and *future plan of action*. Each parameter was further categorized into various aspects/ statements in order to facilitate in-depth/ effective audit process. A separate checklist was prepared for the conduct of internal audit of the library. The checklists were peer-reviewed and approved during meeting of the IQAC with external Advisory Board Members and that of the Staff Council. The approved checklist was used during the internal academic audits of all the fifteen departments and the library of the college. The method of conducting the internal academic audit was discussed with members of the IQAC. Roles and responsibilities of the audit coordinator (IQAC cCoordinator) and the audit panel were discussed.

The said audit was conducted with the help of Teachers-in-Charge of various departments who were requested to submit the duly filled checklist with necessary documents within a specified period of time. The checklist was filled through a process which involved maximum and unbiased participation of all faculty members of respective departments. Data thus gathered was qualitatively and quantitatively analyzed. The results were presented to authorities for further perusal.

Sample size:

N = 16 (15 departments and 1 library). The schedule of the preliminary Internal Academic Audit is given in the following table:

Table 1: Schedule of the Preliminary Internal Academic Audit

S. No.	Department	Date	Time
1.	Applied Psychology	13/04/2018	1:30 PM
2.	Commerce	13/04/2018	1:30 PM
3.	Computer Science	12/04/2018	2:00 PM
4.	Economics	05/04/2018	2:00 PM
5.	English	05/04/2018	2:00 PM
6.	EVS	05/04/2018	2:00 PM
7.	Food Technology	17/04/2018	11:15 AM
8.	French	06/04/2018	1:30 PM
9.	Hindi	06/04/2018	1:30 PM
10.	History	06/04/2018	1:30 PM
11.	Mathematics	12/04/2018	2:00 PM
12.	Music	13/04/2018	1:30 PM
13.	Physical Education	12/04/2018	2:00 PM
14.	Political Science	17/04/2018	2:00 PM
15.	Sanskrit	11/04/2018	2:00 PM
16.	College Library	11/04/2018	2:00 PM

Results and Discussion

The data gathered during the internal academic audit from all the fifteen departments and the college library were analyzed quantitatively and qualitatively. For the percentage distribution of responses (Yes, No and N.A.) obtained from different departments, the analysis was done by using MS Excel. The results for each parameter have been given below in Table 1-12.

Functioning of the Departments:

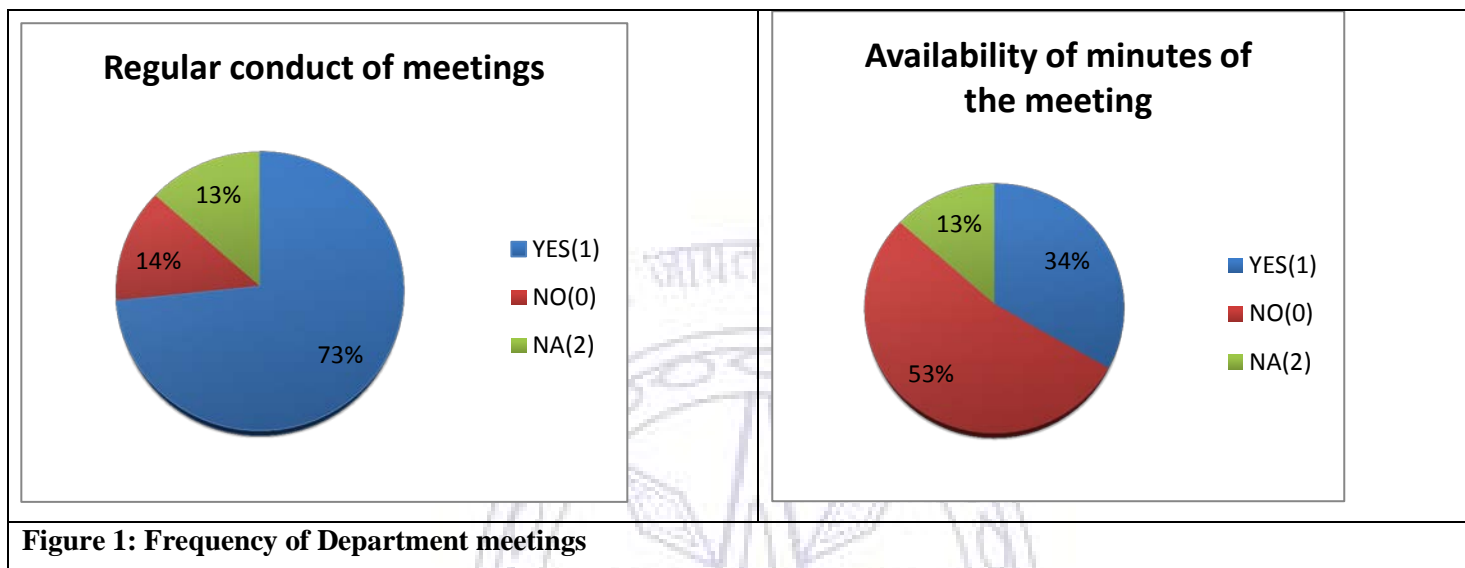
The efficient functioning of a department has direct impact on the quality of services it renders to its students. A well informed teacher who has equitable partnership in the functioning of its department has a greater sense of belongingness, is able to deliver better, and contributes more towards quality enhancement. Data were therefore

gathered regarding the involvement of teachers in the functioning of their department including access to its functioning and pre-preparation before the delivery of services related to teaching of students. The data gathered on conduct of meetings, preparation and access to workloads/ syllabi/ timetables and lesson plans as well as related matters are given below in table 1.

Table 1: Functioning of Various Departments

Parameters	YES n (%)	NO n (%)	N.A. n (%)	Documentary Proofs provided n (%)
Are department meetings held at regular intervals? (N=15)	11(73.3)	3(13.3)	2(13.3)	5(33.3)
Is a notice circulated prior to holding a meeting? (N=15)	10(66.7)	3(20)	2(13.3)	3(20)
Are all the members of the department made aware about the academic workload of the present and forthcoming semester?(N=15)	12(80)	1(6.7)	2(13.3)	4(26.7)
Is the syllabus and timetable communicated to the department colleagues? (N=15)	13(86.7)	0(0)	2(13.3)	4(26.7)
Is the department-wise Academic calendar for an academic session/ semester prepared and communicated to ADRP&P Committee? (N=15)	5(13.3)	10(66.7)	0 (0)	4(26.7)
Are responsibilities/ duties pertaining to various academic activities distributed among colleagues? (N=15)	13(86.7)	0(0)	2(13.3)	4(26.7)
Are Lesson Plans available? (N=15)	4(26.7)	10(66.7)	1(6.7)	3(20)
Are the agenda and decisions of meetings wherein TIC is a member, discussed with all members of the department through a meeting? (N=15)	13(86.7)	0(0)	2(13.3)	2(13.3)

The data indicated that most of the departments were functioning with a sense of mutual partnerships and team spirit. There were interactive communications within several departments. The frequency of meetings varied between 2-6 per semester. However, documentation of records such as formal circulation of notices with agenda and minutes of the meeting as well as their circulation was not being practiced by several departments.



As can be seen in table 1, several department in-charges discussed about the academic workloads and timetables with fellow colleagues. The schedule of academic/ department activities were not prepared by most departments during the beginning of academic sessions nor was it usually communicated to the ADRP&P Committee. Although formal lesson plans were not available in most cases, several teachers communicated verbally during the audit that informal/ unstructured lesson plans were made at individual level.

Teaching-Learning Process:

Since increasingly emphasis is being laid upon the use of blended learning and flipped class rooms which promote the use of multiple methods of teaching to make the teaching-learning process more effective, it was felt desirable to find status of employing multiple approaches of teaching by the faculty members of the college. The data regarding the use of multiple approaches is given in table 2 below.

Table 2: Adoption of Multiple Approaches in Teaching-Learning Process

Parameters	YES n(%)	NO n(%)	NA n(%)	Proofs provided n(%)
Are the following approaches adopted in the teaching learning process – lecture/ seminar, video presentation, field visit, interactive session/ class, project activity etc.? (N=15)	12(80)	3(20)	0(0)	9(60)

Data indicated that majority of the departments (80%) employed a combination of interactive approaches in teaching and learning of the course. The interactive approaches adopted by the departments included guest talks, seminars, workshops, power-point presentations, field visits, case study etc. However, documentary evidence regarding the use of multiple approaches for teaching was available only in sixty percent cases. The details are given in table 2. Data were also gathered regarding adherence to the structure of internal assessment as recommended by University of Delhi. The responses indicated that the schedule, norms and regulations pertaining to the structure of internal assessment was strictly adhered to by all the departments. Internal assessment comprised of tests, assignments, power-point presentations and interactive projects. Record keeping at individual and department level was not maintained by several departments. Only 40% departments kept and provided the relevant proofs. The details are given in table 3. The primary reasons for lack of adequate records reportedly were lack of physical space to store the records and also the fact that a copy of internal assessment was submitted by all faculty members to the administrative office for further perusal.

Table 3: Parameters about Internal Assessment and Result Analysis

Parameters	YES n(%)	NO n(%)	NA n(%)	Proofs provided n(%)
Is the department following the structure of the Internal Assessment Assignments/Tests/Project/ Presentations) as provided by the University? (N=15)	15(100)	0(0)	0(0)	6(40)
Are records of internal assessment marks maintained? (N=15)	15(100)	00(0)	0(0)	9(60)

Are records of semester exam results maintained? (N=15)	8(53.3)	7(46.7)	0(0)	3(20)
Are the results of previous examinations (odd or even semester) discussed by the TIC during a meeting? (N=15)	6(40)	7(46.7)	2(13.3)	1(6.7)

Data were also gathered regarding the analysis of semester-end examination results by the teachers at department level. This activity was not being carried out by several departments.

Para-academic Activities:

Conduct of para-academic activities is essential for the growth of students as well as teachers in all institutions of higher education. Such activities need strategic planning well in advance for budget allocation, coordination with other parallel activities, logistic support etc. It is therefore necessary to prepare an internal academic calendar at department level which can then be used to prepare an internal calendar of various college activities in consonance with the academic calendar issued by the University of Delhi. The data indicated that most of the departments (80%) were in favour of preparing and following a department academic activity calendar in consonance with the University of Delhi calendar, although several had not submitted such calendars to the necessary authorities. Moreover, departments also organize workshops, seminars, guest talks, field visits and various kinds of academic activities. Most departments (86.7%) had documented their various activities in form of reports. The details are given in table 4.

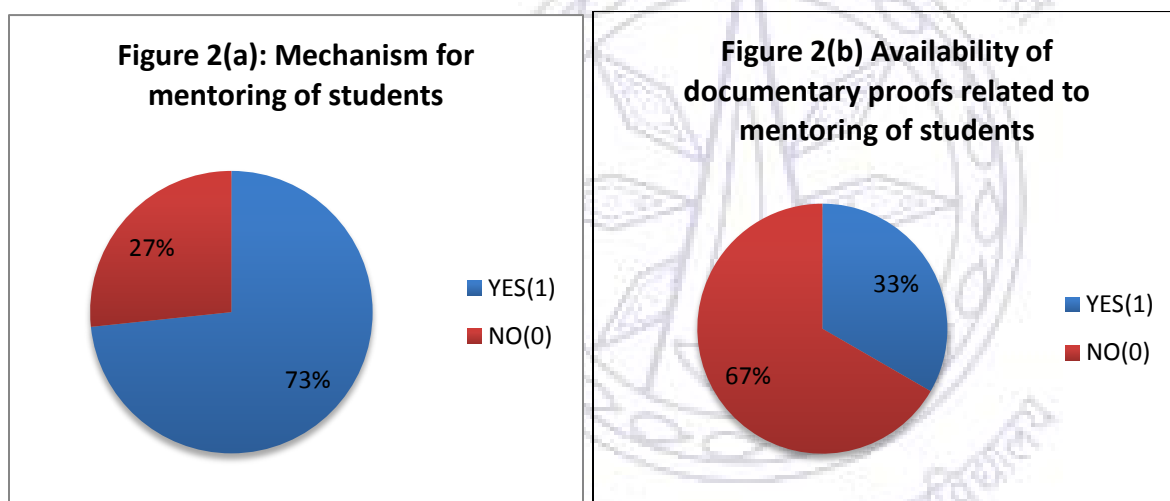
Table 4: Parameters about Department Activities

Parameters	YES n(%)	NO n(%)	NA n(%)	Proofs provided n(%)
Is the academic calendar followed with regard to the (Lectures/ Field visits/ Symposiums/ Conferences)? (N=15)	12(80)	3(20)	0(0)	7(46.7)
Are department activities documented with date, title and speakers and other details in the form of a report? (N=15)	13(86.7)	2(13.3)	0(0)	10(66.7)

Mentoring of students:

Mentoring and counselling of students can go a long way in providing emotional support to the students as well as career guidance. There is therefore a need by several institutions to lay guidelines and formally institute a mechanism of mentoring students. Data were gathered regarding availability and adherence to such mechanisms. This audit suggested that there is no formal mentoring of students in the college though mentoring groups are available (73.3%). Informally, teachers monitor students at a personal level. There is thus a need to discuss and institute a mentoring mechanism. In this regard, IQAC had organized a lecture on counselling and mentoring of students in early 2017. Such initiatives perhaps need to be repeated at regular intervals to give more impetus towards following of a structured mechanism of counselling and mentoring. Details are given in figure 2.

Figure 2: Mechanism for the Mentoring of Students



Maintenance of Laboratory Equipment, Procedures and Records:

It is necessary for all institutions of higher education to develop and implement a systemic objective approach towards maintenance of its equipment, infrastructure and records as well as display the method of using an appliance etc. in the laboratory. Nine departments of the college maintain fully functional laboratories. Thus during this audit, attempts were made to identify good and compromised practices pertaining to maintenance of equipment and records in these laboratories. Data pertaining to these parameters is given in table 5.

Table 5: Records and Equipment Maintenance Procedures:

Parameters	YES n(%)	NO n(%)	NA n(%)	Proofs provided n(%)
Availability of list of records maintained by the department. (N=15)	10(66.7)	4(26.7)	1(6.7)	13(86.7)
Equipment maintenance procedures followed, if yes, please specify. (N=15)	3(20)	4(26.7)	8(53.3)	2(13.3)
Availability of records related to notice and minutes of the department meetings? (N=15)	11(73.3)	0 (0)	4(26.7)	6(40)
Availability of work instructions outlined for the laboratory staff? (N=15)	3(20)	1(6.7)	11(73.3)	1(6.7)
Do documented procedures exist for the purchase and storage of consumable items used for practicals in the laboratory? (N=15)	3(20)	1(6.7)	11(73.3)	2(13.3)
Do departments maintain a stock register(s) for consumable and non-consumable items separately (N=15)	4(26.7)	1(6.7)	10(66.7)	3(20)
Are appliances, equipment, etc. labelled with date of purchase, date of next servicing, etc.? (N=15)	2(13.3)	3(20)	10(66.7)	1(6.7)
Are all documented entries signed or initialled by concerned staff? (N=15)	4(26.7)	0(0)	11(73.3)	1(6.7)
Verified initial calibrations verified? (N=15)	1(6.7)	1(6.7)	13(86.7)	1(6.7)

As can be observed in table 5, 66.7 per cent departments maintained list of records. The list included records related to notices, minutes of the meetings, stock registers, student activities, guest talks, seminars, workshops, field visits, stock registers, bill registers, internal assessment marks, attendance records etc. Only 3 departments (20%) had documented laboratory instructions and procedures for purchase and storage of consumable/non-consumable items. Similarly, 4 departments (26.7%) maintain stock registers for both consumable and non-consumable items and documented entries signed by concerned staff whereas only two departments (13.3%) have appliances, equipment labeled with date of purchase, service date and only one department (6.7%) has all initial calibrations verified. Records related to maintenance of equipment such as schedule/ details of servicing such as date of renewal etc. were also available with certain departments. Some of the departments (Food

Technology and Applied Psychology) had displayed maintenance schedule and systemic operation procedures near/ on their equipment/ appliances. These responses are applicable only to departments with laboratories such as department of Music, Physical Education, Food Technology, Applied Psychology, Computer Science, Sports room etc.

Self-Assessment and Analysis:

Regular and systematic analysis of the strengths, weaknesses, opportunities and threats as perceived by the department members helps to introspect and plan for future that would support growth at individual, department and college level. It is a strategic planning procedure which should be carried out by all institutions of higher education. This internal academic audit was an exercise for all the departments to sit together and conduct their respective SWOT analysis. The data gathered on this aspect is given in table 6.

Table 6: Details of SWOT Analysis by Various Departments

Parameters	YES n(%)	NO n(%)	NA n(%)	Proofs provided n(%)
Conduct of SWOT analysis by the department at the end of each semester/ academic session? (N=15)	11(73.3)	4(26.7)	0(0)	5(33.3)
Employment of structured mechanism to ensure the conduct of scheduled time table? (N=15)	6(40)	9(60)	0(0)	2(13.3)
Social outreach activities conducted during the teaching-learning process? (N=15)	4(26.7)	11(73.3)	0(0)	1(6.7)

Under this criteria, 11 departments (73.3%) conducted a SWOT analysis at the end of the semester/ academic session. However, necessary documents related to SWOT analysis were provided by only 33.3% departments. Only 26.7% departments informed that they conducted social outreach activities during the teaching-learning process.

Research and Appraisal

During the academic session 2017-18, IQAC had conducted a series of inter/ multi-disciplinary lectures with the prime objective of giving impetus to adoption of interdisciplinary approach in the teaching-learning process. Through this internal academic audit, attempts were made to identify the activities through which teachers/ departments were supporting this concept. Interdisciplinary approach includes offering subject specific courses to students of various departments, organizing interdisciplinary activities such as seminars, workshops etc.

wherein students from various disciplines interact and learn. The results indicated that, thirteen departments (86.7%) promoted interdisciplinary approach among students, while only 4 departments (26.7%) provided relevant proofs for the same.

Table 7: Parameters about interdisciplinary approach and student's feedback

Parameters	YES n(%)	NO n(%)	NA n(%)	Proofs provided n(%)
Has the department been able to promote interdisciplinary approach among students? If yes, please give details. (N=15)	13(86.7)	2(13.3)	0(0)	4(26.7)
Are students encouraged to give feedback? (N=15)	11(73.3)	4(26.7)	0(0)	4(26.7)

Enhancement of quality of educational services relies on sustainable feedback mechanisms. While IQAC had conducted a formal feedback activity at college level in March 2018, it was felt desirable to know if any feedback mechanism at secondary level i.e. department level existed. The data indicated that majority of the departments were relying on obtaining feedback from students through informal interactions. Such feedback was not documented by most departments.

A part of the internal academic audit was related to the research and achievements of teachers which are indicators of proactive attitudes of the faculty members. Most of the department (73.3%) responded positively in the section on outstanding faculty achievements, whereas only 53% submitted relevant documents. On the contrary, mixed responses were observed on research work carried out by the faculty members. One department was formally involving students at under-graduate level through the Research and Innovation Club. Similarly, 11 departments (73.3%) encouraged students to give feedback and 4 departments (46.7%) provide incentives to faculty members who innovate/ show exemplary performance in the institution. This incentive can be in form of a letter/ certificate of appreciation. Detailed data on these parameters are given in Table.8.

Table 8: Outstanding faculty achievements

Parameters	YES n(%)	NO n(%)	NA n(%)	Proofs provided n(%)
Outstanding faculty achievement? (N=15)	11(73.3)	4(26.7)	0(0)	8(53.3)
Details (if any) of research work carried out by the faculty.(N=15)	8(53.3)	7(46.7)	0(0)	11(73.3)
Incentive be given to a faculty member who innovates/ shows exemplary performance? If yes, please suggest. (N=15)	7(46.7)	8(53.3)	-	-

CONCLUSION

Major findings of this internal academic audit are summarized below:

- Although most of the departments (73.3%) held meetings, there is need to streamline the procedures related to circulation of notices (with agenda) and minutes of meetings.
- Majority of the faculty members were aware about the workload, syllabus and timetable which were communicated to them (86.7%) well in time before the scheduled classes/academic session.
- Lesson plans for most of the departments (66.7%) were not available.
- Majority (80%) of the departments followed interactive and multiple approaches in teaching-learning process. The approaches for which we gathered/ analysed data includes guest talk, seminars, workshops, power-point presentations, field visits, case study etc.
- All the departments strictly followed the structure of the Internal Assessment as given by the University of Delhi. Internal assessment is carried out through tests, assignments, power-point presentations and interactive projects. However, only 40% departments maintained relevant records. Since all teachers are required to submit internal assessment to the administration, a copy of the records for future discussions/ perusal is not maintained by most departments/ teachers. As reported, paucity of storage space was also a reason for not maintaining records at individual level.
- Results of previous examinations were discussed by Teachers-in-Charge with fellow colleagues only in 40% cases. Relevant documentary proofs of results were maintained by only 6.7% departments.
- This audit observed that there is no formal mentoring of students in the college though mentoring groups are available (73.3%).
- The departments having laboratories also maintain record of lab equipment, maintenance etc. This criteria was applicable only for the departments having functional laboratories such as Food Technology, Applied Psychology, Music etc.
- This audit reveals that 11 departments have records related to notices and minutes of meetings. Whereas only 3 departments followed laboratory instructions and documented procedures for purchase and storage of consumable items.
- Two departments have appliances and equipment labelled with date of purchase, service date and only one department has initial calibrations verified.
- 73.3% of the departments conducted a SWOT analysis at the end of the semester/ academic session. However, the proofs for SWOT analysis were provided by 33.3%.
- Only 26.7% departments said that they conducted social outreach activities during the teaching-learning process.

- Thirteen departments (86.7%) promoted interdisciplinary approach of learning among students. while only four departments (26.7%) provided relevant proofs for the same.
- Eleven departments (73.3%) encouraged students to give feedback and four departments (46.7%) provided non-tangible incentives to faculty members who innovate/ show exemplary performance in the institution.
- Record keeping and functioning of the library was quite streamlined.

RECOMMENDATIONS

The conduct of Internal Academic Audit was a very intensive exercise. Quantitative analysis of data was a challenge when relevant or authentic information was not provided by the respondents. Since such an activity had not taken place before, there was resistance and bottle necking during its implementation. IQAC suggests the following recommendations:

- Internal academic audits should be held at regular intervals.
- Training of the audit panel members is desirable for ensuring an efficient and unbiased audit.
- Sensitization of all faculty members to the concept of academic audits is necessary.
- Formal structure of mentoring needs to be institutionalized.
- Departments need to maintain relevant and necessary records. The list of such records should be updated at regular intervals and be made available to all members of respective departments.
- Based on the report of this audit, a framework of action can be developed and circulated among all academic members of the college.
- The report can be used as a benchmark for setting of future quality performance indicators.

The IQAC team is thankful to all the Teachers-in-Charge of various departments and the administration for providing logistical and technical support, thus making the first “Internal Academic Audit” of our college a success.

ANNEXURE 5

Internal Quality Assurance Cell (IQAC)

One-day Seminar
on

Quality Management Systems for College Administration

12th February, 2018



VIVEKANANDA COLLEGE

(University Of Delhi)

Vivek Vihar, Delhi-110095

NAAC Accredited Grade 'A'

SOUVENIR



ABOUT THE COLLEGE

Vivekananda College has a dynamic and empowering educational environment for young women seeking an undergraduate degree in the Arts, Humanities, Commerce and Social Sciences. This pioneering knowledge hub of East Delhi attracts students from all over the country. Fostering and inculcating a vibrant exchange of ideas, the

college seeks to ignite the minds of learners to facilitate their all round development.

The sprawling college campus at Vivek Vihar is spread over an area of over 10 acres open space for garden and sports facilities. The teaching- learning process is facilitated in 35 class rooms, 12 tutorial rooms, two specialized laboratories, three state-of-the-art computer centers with high speed Internet connectivity, a seminar room, conference room, an auditorium and a fully automated library. The entire college campus is Wi-Fi enabled. A new synthetic track (200 mts.), the first of its kind in Delhi University, has been laid. The college also provides residential facilities for the Principal, teaching faculty and non teaching staff. The construction of a new academic block has been completed and the teaching has started in new building.



ABOUT INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell was formed in July 2016 with Dr. Sukhneet Suri as the Coordinator. As recommended by the National Assessment and Accreditation Council, the Internal Quality Assurance Cell (IQAC) was formed as a post-accreditation quality sustenance measure to internalize and institutionalize quality assurance measures. The **objectives** of the Cell are:

- 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.

The functions of the IQAC Cell 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.

MESSAGE

Vivekananda College has organized a National Seminar on “Quality Management Systems for College Administration” on 12th February, 2018. Its role in building quality in management education is accentuated through its **Internal Quality Assurance Cell (IQAC)**. IQAC is the system of quality assessment, improvement, and accreditation of higher education institutions in management and business administration. Its fundamental objective is to raise the quality and standard of management education. IQAC facilitates standard setting, benchmarking, mutual learning, and the dissemination across borders of good practice. The goal of IQAC is to evolve a globally benchmarked Quality Assurance System adapted to the specificity and needs of college system. With increasing economic activity, there is a concomitant need for increased and effective administrative talent. This can be made possible only through dissemination of quality management education replete with contemporary practices and approaches.



This Conference with a host of participants from leading colleges and Universities articulated and suggested prescriptions to stimulate thought processes and approaches which will serve the ultimate cause of making available a large pool of skilled talent to society at large. It is our college's cherished objective to take more such proactive initiatives in this fast changing and evolving world.

I thank all the delegates for thought-provoking deliberations at the seminar.

Dr. Hina Nandrajog
Offg. Principal

MESSAGE

Building quality in Management Education is the dream and aspiration of all colleges across the University which is looking at a future for them. The IQAC aids to prepare educators and corporate professionals for accreditation and certifying the level of quality achieved by a college. This visionary initiative brought forth extremely useful set of programmes with expert support from senior management educators and member institutions. IQAC desires that the message of quality in management education should be carried to an increased number of colleges which are interested in future growth apart from review of the current status. For this we planned a one day seminar on the theme “Quality Management Systems for College Administration” on 12th February, 2018 at Vivekananda College. The focus of the seminar was intended to understand the significance and need for quality enhancement, to identify work specific areas of critical control points and potential failures, to recognize the need for moving from quality assurance to total quality management, to help conceptualize a framework for developing job specific quality management system, to continuously improvise their quality management systems on an on-going basis and to appreciate the need to continuously improvise the QMS for quality enhancement as an on-going procedure.



On behalf of IQAC, I am indeed delighted for an overwhelming interest and response shown by the participants in the seminar and wish them all the success in their mission. We hope that this seminar was a positive contribution towards building institutions which will perpetuate their functioning in a dynamic style not losing the element of quality along the way. Wishing all the delegates our best wishes in their journey

Dr. Sukhneet Suri
Coordinator

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BRIEF ABOUT THE SEMINAR

The management of college administration plays a pivotal role in determining the quality of environment which is provided to the learners - the future of our nation. The role of administrative staff in maintaining and enhancing the internal quality assurance system of an educational institution is immense. **It is therefore necessary for every institution to:**

- Develop a Quality Management System based on 'right first time' and 'zero defect' approach
- Encourage involvement of all staff members to contribute towards continuous improvement
- Validate, verify and improve the internal quality management system as a routine task

If we wish our higher education institutions to be ranked among the world's best organizations it is necessary to bring internal administrative quality enhancement systems at, or closer to, the standards laid down by the International Standards Organization and those expected by the World Trade Organization. In view of the GATS laid down by the WTO, it is becoming increasingly important to raise standards of the educational institutions in the public sector so that they can compete and maintain their position in the national and international market.

This seminar is being organized with the idea that in order to be recognized as a high quality educational institution of 'eminence' and be ranked among the 'world's best' it is necessary to have accountable governance systems. It is expected that the seminar would help the participants to:

- Understand the significance and need for quality enhancement
- Identify work specific areas of critical control points and potential failures
- Recognize the need for moving from quality assurance to total quality management
- Help conceptualize a framework for developing job specific quality management system
- Continuously improvise their quality management systems on an on-going basis
- Appreciate the need to continuously improvise the QMS for quality enhancement as a on-going procedure.

ADVISORY BOARD MEMBERS

Dr. Anita Sharma Chairperson, Governing Body, Vivekananda College	Dr. Hina Nandrajog Principal (Offg.), Vivekananda College	Dr. S.S. Ghonkrokta IAS (Retd.)	Dr. Kumud Khanna Director (Former), Institute of Home Economics (University of Delhi)	Dr. Sukrita Paul Kumar Aruna Asaf Ali Chair (former)	Mr. Vivek Sagar Amazon (Payments)
					



ORGANIZING COMMITTEE MEMBERS

Convenor Dr. Sukhneet Suri	Co-Convenor Mrs. Anju Nagpal		Treasurer Dr. Swati R Choudhary	
				
Registration Committee	Ms. Anchala Paliwal	Ms. Kanika Kumar		Dr. Subhash Chandra
				
Hospitality & Venue Committee	Dr. Neeta Mathur	Dr. Anjana Kumari	Mrs. Neha Gupta	Dr. Saifur Rehman Farooqi
				
Souvenir Committee	Dr. Meera Sood	Dr. Arushi Jain	Ms. Shilpa	Dr. Ratish Chandra Jha
				
Media and Public Outreach Committee	Mrs. Devika	Ms. Laxmi	Dr. Gyan Prakash	Mrs. Veena Sharma
				



Programme

Time	Topic	Expert
9:30-11:15 am	Inaugural Session	
	Welcome Address	Dr. Hina Nandrajog, Principal (Offg.), Vivekananda College
	Introduction to the Theme	Dr. Sukhneet Suri, Coordinator, Internal Quality Assurance Cell, Vivekananda College
	Keynote Address- Quality Assurance- Concerns and Issues	Chief Guest Prof. Santosh Panda Former Chairperson, National Council for Teacher's Education
	Special Address	Guest of Honour Dr. Vikas Gupta, Joint Registrar (Council), University of Delhi
11:15-11:30 a.m. 11:30-1:00 p.m.	Tea	
	Session I: Challenges and Accountability in Administration Chairperson: Dr. G.G. Saxena, IAS (Retd.)	
	Governance of Colleges	Mr. Raja Rajan Joint Registrar (Colleges), University of Delhi
	RTI Act	Ms. Meenakshi Sahay Deputy Registrar and CPIO, University of Delhi
1:00-1:30 p.m. 1:30-3:00 p.m.	Lunch	
	Session II: Inclusive and Equitable Work Environment Chairperson: Dr. Sukrita Paul Kumar, Former Asaf Ali Chair	
	Inter-Personal Relationships and Ethics at Work	Mr. Omkar Nath Pandit Assistant Registrar (CR & Vigilance Cell), University of Delhi
	Administrative and Disciplinary Procedures, Constitutional Provisions/CCS/CCA Rules	Mr. Virendra Kumar Administrative Officer, Sri Venkateswara College, University of Delhi
3:00-3:15 p.m. 3:15-4:30 p.m.	Tea	
	Session III: Keeping Pace with Developments Chairperson: Dr. S. Lakshmi Devi, Former Principal, Shaheed Rajguru College of Applied Sciences, University of Delhi	
	Record Keeping and documentation- Rules and Procedures	Dr. H.H. Baa Joint Registrar (Establishment, Non-Teaching), University of Delhi
	Procurement Process, e-Procurement and Government e-Marketplace	Dr. Bhuwan Jha Former Assistant Registrar and Assistant Professor, Satyawati College, University of Delhi
4:30-5:30 p.m.	Valedictory Session	
	Moving towards the Future- From Quality Assurance to Total Quality Management in Administration	Dr. S. Lakshmi Devi Former Principal, Shaheed Rajguru College of Applied Sciences, University of Delhi
	Participants Feedback Vote of Thanks	Dr. Swati R Choudhary, Member, IQAC, Vivekananda College

Chief Guest: Professor (Dr.) Santosh Panda
Former Chairperson, National Council for Teacher's Education.



Bio-note: Professor Panda is B.A. (Economics), M.A. (Education), M.Phil (Education) and Ph.D. (Education). He has a certificate in Educational Television from BBC & Open University, UK. He was a Fulbright Post-Doctoral from University of New Mexico, USA and has a certificate in online teaching from University of Maryland, USA. He has been into teaching, research and administration since 29 years. He has been professor for more than 16 years and Director for past thirteen years. He is currently the Chairperson, National Council for Teacher Education (Government of India), New Delhi. He has held various eminent positions in the past like Director, Inter-University Consortium, Indira Gandhi National Open University, New Delhi; visiting professor, Beijing Normal University, Beijing, P R China; Director, Centre for Flexible & Distance Learning, University of the South Pacific, Fiji; Director, Staff Training & Research Institute, Indira Gandhi National Open University; Adjunct Professor, University of Maryland, USA & University of Oldenburg, Germany; Visiting Professor, Manchester Metropolitan University, UK; Founding Director, Inter-University Consortium for ICT-Enabled Education, IGNOU; Visiting Professor, University of London, & Manchester Metropolitan University, UK; Senior Fulbright Scholar, University of New Mexico, Albuquerque, USA; Director, Staff Training & Research Institute, Indira Gandhi National Open University; Professor of Staff Development, Staff Training & Research Institute, IGNOU; Director, Association of Indian Universities, New Delhi; Associate Professor (Distance Education), Indira Gandhi National Open University; Senior Lecturer (Instructional Design & Training), Indira Gandhi National Open University; Assistant Professor (Instructional Design & Training), Indira Gandhi National Open University; Assistant Professor (Educational Planning), Faculty of Education, Kurukshetra University and Project Officer, Centre for Adult & Continuing Education, Kurukshetra University, India.

He has many publications to his credit which includes 48 papers in refereed journals, 44 book chapters and edited 19 books. He has presented 34 papers at conferences and delivered 12 keynote addresses. He has had consultancies project in the past for: BC, CEMCA, COL, DVV, Ford Foundation, GTZ, IDRC, SADC, UNDP, UNESCO, World Bank. He has many awards to his credit like National Gold Medal for Innovations in ICT, 13th Convocation, IGNOU, 2013; Senior Fulbright Scholar, US Department of Education/ University of New Mexico, USA, 2003; Gold Medal, Standing First in MPhil (Education), Kurukshetra University, India, 1981; Gold Medal, Standing First in MA (Education), Kurukshetra University, India, 1980 and British Government Fellowship, Certificate in Ed TV at BBC, UK, 1989.

Key-note Address:

Guest of Honour: Dr. Vikas Gupta

Joint Registrar (Council)

University of Delhi



Dr. Vikas Gupta is B.Sc.(H.) Electronics graduate from Hans Raj College and he did his M.Sc. Electronics from South Campus. He completed his Ph.D. from D.U on Semiconductor Materials in Electronics and started his career as a Lecturer in Electronics at ARSD College, DU.

He has held multiple responsibilities in South Campus, Council Branch and Establishment Teaching. Among the various positions that he has held are:

- Director, Distance Education Council (Apex Body to regulate Distance Education)
- Joint Secretary (CBSE) & Regional Officer of North East Region of CBSE
- Assistant Director, AICTE (Apex Body to regulate Technical Education)
- Joint Secretary, UGC
- Controller of Examinations, Indira Gandhi Delhi Technical University for Women
- Member Finance, Central University of Haryana
- Member of several Committees of UGC and various other Universities.

He is highly respected for his encyclopaedic knowledge of rules and regulations, and his understanding of the intricacies of governance is well known.

Special Address: Good Governance

Quality and concerns related to improvement of quality in service sector such as higher education is a matter of great concern. Here, the concept of governance plays a big role. The words 'governance' and 'administration' are often used interchangeably but their meaning and implications are quite different; though there is a close interplay between them. Administration is the process of running an organization. In the context of college governance, although the Principal is the head of the institution, yet other functionaries in the college form a part of the administration. Governance, however, is the action or manner of governing a system. It comprises of mechanisms and processes, through which Citizens and Groups articulate their interest, exercise legal rights, meet their obligations, and ultimately mediate differences. Governance goes beyond the Government and has 3 key actors: state, market and civil society. In the process of evolving Governance Development Plan the gaps are to be identified from the current state to the desired state. Good governance is the process for making and implementing decisions. The decision making should be – Rational, Informed and Transparent. The main characteristics or indicators of good governance are accountability and transparency which include exchange and free flow of information. Transparency and accountability leads to zero-tolerance for corruption. By following the rule of law, a responsive, equitable and inclusive environment can be created in an organization. There is also a need to create an environment of 'equal opportunity' for all.

To ensure effective and efficient governance, it is essential to ensure optimum use of resources – technology and system improvement, ensuring competency and performance. Furthermore, it is essential to employ a participatory approach in decision making, i.e. a consensus oriented approach which involves mediation of different interests, etc. The

important strategies for Good Governance include reorienting priorities, strengthening the present system/rules; introducing appropriate reforms, enhancing service capacity, facilitating new alliances and evolving new frameworks for cooperation. Critiques of Good Governance need contextual understanding. Initiatives which can be taken up to facilitate good governance include:

- Decentralization and People's Participation
- Citizen's Charters
- Results Framework Document
- State of Civil Services Survey
- Model Code of Governance
- Redressal of Citizen's Grievances
- E - Governance
- Social Accountability
- RTI, Social Audits, Community Score Cards

The concept of E-governance is catching up now. The objective is to transform and to improve lives, to provide access to information to empower citizens, to enable their participation in government and to enhance citizens' economic and social opportunities. Its key components are-

- Technological
- Social
- Cultural
- Political
- Psychological
- Service

Challenges faced in ensuring good e-governance include lack of integrated services, lack of key personnel, population and different languages. Good Governance may be rhetorical. Its external requirements include-

- Good government
- Responsive administration
- A just legal system

External drive to policy change needs to be replaced with local commitment and ownership of reforms.

Session I: Challenges and Accountability in Administration

Chairperson: Dr. G.G. Saxena, IAS (Retd.)

Bio-note: He was a 1996 Batch IAS officer of AGMUT Cadre. He retired in Nov. 2013 as M.D. and CEO of Delhi Tourism & Transportation Development Corporation Ltd. He is a subject matter expert in Legal, Infrastructure, PPP and Tourism domains. He is a member of Delhi High Court Bar Association DHCBA no. 11926/2014. He is also a member of Indian Council of Arbitration no. IL/ICA/5181 of 2013. He possesses a Ph.D. in Management with specialization in Tourism and Hospitality on "Role of Bed and Breakfast Scheme of Delhi in Development of Tourism in Delhi" from Dr.K.N.Modi University, Newai, Rajasthan. He has published five research papers on Tourism and plenty of articles on tourism and hospitality in leading newspapers and magazines. He has participated in various international events on Tourism & Travel like WTM London (UK), ITB Berlin (Germany), Geneva Tourism festival (Switzerland), Hanoi (Vietnam), Bali (Indonesia) and Manila (Philippines). He is a Trustee cum Secretary, Delhi Heritage Foundation, a brainchild of Dr. S Y Quraishi, former Chief Election Commissioner of India. He presented the case for Delhi to be awarded World Heritage City, before UNESCO Experts.



He has many awards to his credit like National Tourism Award from President of India on "Heritage walk" in year 2012; "Delhi as most favoured tourist city" by Conde Nast Travelers Award in year 2012; Best Foodies Indian City Award to Delhi in year 2013 in recognition of Annual "DilliKePakwan" and as a Nodal officer, got dossier for inscription of Delhi as UNESCO World Heritage City in 2013. The same was sent by Ministry of Culture, GOI to UNESCO.

Speaker: Dr. Raja Rajan, Joint Registrar (Colleges) University of Delhi

Bio-note: Dr. Rajan has taught at Sri Venkateswara College, Khalsa College, Dyal Singh College (Evening) before becoming an invaluable and integral part of the administration of University of Delhi in 2001. He has held several important posts; that of - Assistant Registrar; Assistant Controller of Examinations; Deputy Controller of Exams and Joint Controller of Exams. In addition, he has also worked as Project Fellow in IGNOU in Human Rights. Currently, he holds the position of Joint Registrar (Colleges), University of Delhi.



Speaker: Ms. Meenakshi Sahay, Deputy Registrar & CPIO, University of Delhi

Bio-note: She is associated with University of Delhi since 2005. In South Campus, she was In-charge of General, Academic and Examination branches. She has been in North campus since 2014. She is with the College branch and is also a Central Public Information Officer. She was previously with Indian Council of Agriculture Research.



Governance of Colleges
Dr. Raja Rajan, Joint Registrar (Colleges) University of Delhi

Dr. Rajan discussed about the scope and role of various ordinances and rules with special reference to the academic and administrative aspects of University of Delhi. While discussing the hierarchy of authorities, delegation of power and the linkages between University Grants Commission, University of Delhi and its constituent colleges, he elucidated the provision for various types of funds for government and trust based colleges. The role of Governing bodies in various colleges, their composition, power and duties were explained. While citing relevant content from various ordinances and rules, the appointment procedures with special reference to API score as well as the leave rules for academic and administrative staff members were discussed.

His talk also reflected upon the role of Right to Information Act (Section 8) and its association with the vast spectrum of rules and procedures available to guide us. Further, trust, transparency and mutual understanding in facilitating good governance of colleges is the baseline for successful administration.

Right to Information act, 2005
Ms. Meenakshi Sahay, Deputy Registrar & CPIO, University of Delhi

It is legislation, one of its kind, which has emerged from the civil society. It is, therefore, a citizen centric Act. It is one of the few act which is all pervasive with only exemptions prescribed. The various sections of the acts were very lucidly explained. Section 2 covers definitions of the relevant terms. According to the act, "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force. "Public Authority" means any authority or body or institution of self-government established or constituted. "Right to Information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to-inspection of work, documents, records; taking notes, extracts, or certified copies of documents or records; taking certified samples of material; obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device. Section 3 involves subject to the provisions of this act, all citizens shall have the right to information. Section 4 of act covers obligations of public authorities. It shall be a constant endeavor of every public authority to take steps to provide as much information to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information. For the purposes of every information shall be disseminated widely and in such form and manner which is easily accessible to the public. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible. to the extent possible in electronic format with the Central Public

Information Officer or State Public Information Officer. As the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Section 5 covers Designation of Public Information Officer. Every public authority is required to designate- a CPIO/SPIO, as the case may be in all administrative units/offices under it as may be necessary to provide information under this Act; there is also a provision for designation of CAPIO, to receive the applications for information or appeals under the Act and forward them to the concerned CPIO/SPIO. Section 6 of the act covers request for obtaining information. A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to— the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority; the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be. Section 7 covers disposal of request. The information under the Act shall be provided/rejected, as the case may be, as expeditiously as possible, and in any case within thirty days of the receipt of the request. Section 8 of the act includes Exemption from disclosure of information and Section 9 covers Grounds for rejection to access in certain cases. Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

Section 10 includes severability. Here a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information. Section 11 includes Third Party Information. Section 18 discusses the Powers and functions of Information Commission. Section 19 includes Appeal. Any person who, does not receive a decision within the time specified for the purpose, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority. Section 20 covers penalties and Section 21 covers protection of action taken in good faith. Here no suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made there under.

At present our country is in the 13th year of functioning of the Act. There are many Court decisions available on various provisions of the Act, which have further defined the various sections of the Act.

Session II: Inclusive and Equitable Work Environment

Chairperson: Dr. Sukrita Paul Kumar, Aruna Asaf Ali Chair, University of Delhi

Bio-note: Dr. Sukrita Paul Kumar is a poet, critic and translator, who until recently held the Aruna Asaf Ali Chair at the University of Delhi. Formerly a Fellow of the IAS, Shimla, she is an Honorary Fellow of the International Writing Programme, University of Iowa as well as of Hong Kong Baptist University and Cambridge Seminars. She is honorary faculty at the Durrell Centre at Corfu. Her books include *Poems Come Home, Blind, Narrating Partition* and *Mapping Memories*, amongst others. She has also been invited to deliver lectures at many Universities and Institutions in India and abroad, such as Cornell University, University of Heidelberg at Germany, Indian Institute of Advanced Study (Shimla), University of New York at Stonybrook, Cambridge University, SOAS at London, University of Hawaii (USA), University of California at Irvine and many others.



Speaker: Mr. Omkar Nath Pandit, Registrar (CR & Vigilance Cell) University of Delhi

Bio-note: Mr. Omkar Nath Pandit has been in administration with over 20 years of service with exhaustive functional experience in the area of Training Coordination, Training Planning, Procurement, Establishment, Estate, Recruitment, Vigilance, Scholarship, Legal, RTIs, media, Security, Council, Finance etc. Mr. Pandit has done his Masters in History and second masters in Political Science from University of Mumbai. He has also qualified UGC-NET in both of these subjects.



He has done his MBA in HRM and has under-gone a Post-Graduate Diploma in Human Rights from the Department of Civics & Politics, University of Mumbai. He has also done a Diploma in Labour Laws and Labour Welfare from Siddharth College of Law, University of Mumbai. He has held many administrative portfolios involving almost all the departments of an organization. He has acted as a Resource Person on varied administrative subjects in many Colleges and Academic Staff Centre under University of Delhi.

Presently he is holding the charge of Assistant Registrar (CR & Vigilance) and has also been given additional charges of Assistant Registrar (Registrar's Office), Drawing & Disbursement Officer of the University and Administrative Head of ILLL - Delhi University. Further, he has also been entrusted with the responsibility of transient duties of Vice-Chancellor's Office. In the University of Delhi, he has also held the charge of Assistant Registrar (Scholarship), where he has streamlined and made disbursement of scholarship quite easy and timely with the help of IT tools.

Speaker: Mr. Virendra Kumar, Administrative Officer, Sri Venkateswara College, University of Delhi

Bio-note: Mr. Virendra Kumar possesses a Masters degree in English and Hindi Literature from University of Allahabad and Avadh University. He also has Masters degree in Business Administration from IGNOU and PG Diploma in Human Right Law from ILI, Delhi. He is currently pursuing LLB from University of Delhi. He joined government service in secretarial cadre in 1998, as senior assistant and served in Ministry of Defense, Law and the Cabinet Secretariat for over 15 years. He joined Delhi University in 2013 and is serving as an Administrative Officer in Sri Venkateswara College since then.



Interpersonal Relationship and Ethics at Work Place
Mr. Omkar Nath Pandit , Registrar (CR & Vigilance Cell) University of Delhi

The Human being is a social animal whose existence is subject to him being in a group rather in isolation for fulfilling his basic needs. The group may be as small as a family, tribe or as big as a nation. Evolutionary Social Scientists of State whether Rousseau or Hobbes while theorizing on the evolution of state, though their version of nature of state was diametrically opposite, were of the firm view that the society and the state were vital for the survival for human beings. Therefore, human beings have been in touch with each other and developed relations for mutual sustenance since times immemorial either in family, tribe neighborhood or at work place.

In contemporary world of increasing urbanization, industrialization and modern economy, an individual is subjected to many relationships with diverse groups at different location and phases of one's life. However, one of the most important relationships an individual has to nurture is that at workplace primarily for his own self development, professional growth, stability of livelihood and for organizational development. A Human being is not a machine and cannot work at a stretch in isolation. We need friends and colleagues to talk to and share our feelings. On an average one spends 8-9 hours daily at the work station and it is practically impossible for him to work in isolation. It is essential to have trustworthy fellow workers around with whom one can share his secrets and issues to de-stress himself. Whether it is a matter of decision making or for appreciation of one's own work, good interpersonal relations are must which sometimes go beyond the work place and also help individuals in resolving personal family issues.

However, the positive environment created by sound interpersonal relations is the chief requirement in a Higher Educational Institute like a college where the society expects their future generation to learn, develop and model themselves to become responsible citizens of the society and the nation. The interpersonal relationships between students and teachers, teachers and other teachers, teachers and administrators, college staff personnel, parents and community members are vital for successful learning environment for all the students. All the stakeholders in the college must get along well for a positive and healthy ambience with clear communication, decision making and conflict resolution mechanisms. The behavioral aspect among them in order to maintain, sustain and nurture good relationship are mutual respect, trust, responding and patient listening to one other's ideas, viewpoints etc. No matter how far these may be deviant from the normal course.

Ethics are set of moral principles, standards of behavior or set of values regarding proper conduct in the workplace. The deviant behavior of the employees can be illegal, unethical or irresponsible acts on their part against the employer. Ethics are something which are nurtured from childhood and can also be learned with time. An act by an employee may be unethical, but may not be illegal. The thumb rule by which an employee or an individual should presume whether his act is socially or legally acceptable is to one's question to his/her conscience, "If anyone I knew, saw me doing this act, will I be comfortable?"

Administrative and Disciplinary Procedures, Constitutional Procedure/ CCS/CCA rules
Mr. Virendra Kumar, Administrative Officer, Sri Venkateswara College,
University of Delhi

The basic expectations of employers are: to work efficiently, to work honestly and to not damage the reputation of the employer. Personnel management system aims to get better output from the human resources of the organisation. The subsystems consist of: recruitment; career progression; performance appraisal; grievances handling; counselling; reward and punishment.

Penalties are of two types - minor and major which may be imposed for good and sufficient reasons after following prescribed procedure by the authorities empowered to impose. Major penalties are strong and minor penalties are light. Major penalties are done by appointing authorities and minor are committed by lower authorities. Major penalties are dealt after detailed oral hearing and minor penalties are dealt ordinarily without hearing.

Inquiry officer may be a serving government servant or retired government servant or even an outsider. He / She must be senior in rank. He / She must not have any interest in the case must not have expressed any opinion on the case. Presentation officer has an endeavor to establish the charge; organize inspection of documents; provide state documents; produce state witnesses; cross examines defense witnesses; submit written brief; keep disciplinary authority informed about progress regularly. Defense assistant assists in the defense of the case. He may be a serving government servant; retired government servant or a legal practitioner.

Stages of inquiry include Preliminary hearing followed by regular hearing. This is followed by written brief by PO and CO and thereafter IO's report. After all this action on IO's report is taken which may be remittance for further inquiry or the reply is examined and final action is taken on it.

Session III: Keeping Pace with Developments

Chairperson: Dr. S. Lakshmi Devi

Former Principal, Shaheed Rajguru College of Applied Sciences, University of Delhi

Bio-note: Dr. S. Lakshmi Devi has been an educationist for the past 43 years. She is currently the Director of Centre for Entrepreneurship and Career Oriented Programmes, University of Delhi. She was the founder Principal at Shaheed Rajguru College of Applied Sciences. She completed her M.Sc. and B.Sc. in Botany from Miranda House, D.U. She is also the President of WOW India who helps women to take care of their health physically, emotionally and spiritually. She is a truly inspiring presence for all.



Speaker: Dr. Bhuwan Jha, Assistant Professor (History), Satyawati College, University of Delhi.

Bio-note: Dr. Bhuwan Kumar Jha teaches Modern History in Satyawati College of Delhi University. He is currently also a Fellow in the Developing Countries Research Centre of the University. He worked as Research Associate and Project Coordinator in the Nehru Memorial Museum and Library from 2007 to 2009. He has also worked as Assistant Registrar in the University for six years where he looked after the VC Secretariat, Recruitment, Finance and Estate at different times. He is an alumnus of Kirorimal College for his BA and MA in History. He was also a UGC Research Fellow during his M.Phil. and Ph.D. in History in DU. He has published in refereed journals.



Purchase Process, e-Procurement and Government e-Marketplace

Dr. Bhuwan Jha, Assistant Professor (History), Satyawati College, University of Delhi.

Dr. Jha started his talk by elaborating on the general principles of public spending and processes outlined in the General Finance Rules-2005 and 2017. Basic principles of buying were also discussed underlining the importance of probity. It was stressed that public money should be spent with lot of prudence and transparency. The basic parameters of the requirement need to be decided and technical specifications in terms of quality, type etc. should be clearly spelt out. The authority make the procurement should satisfy itself that the price is reasonable. The considerations while making the procurement decision should also be placed on record. Transparency needs to be encouraged in public buying. Elimination of arbitrariness in the procedure should be strived at. He also talked about the CVC guidelines in this regard, e.g realistic qualification criteria; evaluating bids based on the specifications given in the bid document; discouraging negotiations with bidders; award of contract to be in public domain etc. He also talked about different procedures of procurement based primarily on the price estimate and also at times on the kind of product to be procured. Purchase of small value items, purchase through survey of local market by purchase committee, limited tender enquiry, advertised tender enquiry, two-bid system, proprietary items- were discussed giving examples on each occasion. He told the participants about the shift in emphasis from manual to digital procurement and how the GFR-2017 had laid clear cut guidelines in this regard. On E-Procurement (Rule 160 of GFR-2017), it was pointed out that it is mandatory for Ministries/ Departments to receive all bids through e-procurement portals in respect of all procurements. The entire process of procurement is electronic, online and paperless. All authorized users should have a valid digital signature certificates along with ID and password, to be able to operate the e-Procurement module. Of special interest was the discussion on GeM or the Government e-Marketplace. Rule 149 of GFR-2017 spells out details of the process of procurement through GeM. The rule makes it mandatory to make procurement of goods and services for goods and services available on GeM. Certain features of procurement through GeM were highlighted, e.g.

- Look, estimate, compare and buying facility on dynamic pricing basis
- Market place buying of majority of common User Items.
- Buying Goods and Services online, as and when required.
- Single window system for aggregating demands and ordering
- Transparency and ease of buying
- Useful for low value buying and also for bulk buying at competitive price using Reverse
- Auction/ e-bidding.
- Continuous vendor rating system.
- User friendly dash board for buying and monitoring supplies and payments
- Return policy

- For procurement through GeM, the institutions can make purchases as follows:
- Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price
- amongst the available sellers, of at least three different manufacturers
- Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

Valedictory Session

Moving towards the Future- From Quality Assurance to Total Quality Management in Administration

Dr. S. Lakshmi Devi

Former Principal, Shaheed Rajguru College of Applied Sciences, University of Delhi

Higher education faces a new era as a result of changes in the way people view colleges and universities. Expectations for better performance in terms of teaching and producing competent college graduates are increasing. The overall scenario of higher education in India does not match with the global quality standards. Hence, there is enough justification for an increased assessment of the quality of the country's educational institutions. The fitness of a college, in this context, depends on three major areas of its operation namely, class-room learning (knowledge), research (new knowledge), and service to society (application of knowledge to real life).

The concept of quality started in the industry as customers became quality conscious, therefore it all started with "Quality Control", which involves the detection and elimination of components or final products which are not up to the standard. (Tom Peters) this was replaced by "Quality Assurance" which means producing defect-and-fault-free product. The aim, in the words of Philip B Crosby, is "Zero Defect". Then came the concept of Total Quality Management (TQM) which is about creating a quality culture popularized by Peters and Waterman in "In Search of Excellence".

TQM is essentially a philosophy of continuous improvement of the quality of a product, to the satisfaction of the customers the root of the process of TQM. Joseph Juran uses the Japanese word 'Kaizen' to explain that TQM means step by step improvement. Philip Crosby was committed to the management of quality improvement. His concept of Zero Defects which implies that in a perfect quality product there should be no defects in the production process. Edwards Deming, another philosopher of TQM, also gives importance to the role of the management. According to him the problem of quality lies primarily with the management. There are five pillars to TQM they are: product, price, people, place and promotion. However when we apply quality in education, two fundamental questions arise first, what is the product and second, who are the customers? Education Reform Act 1988 makes the distinction thus:

1. Education-- The service
2. The Learner-- Primary external customer (client)
3. Parents--Secondary external customer
4. Labor market-- Tertiary external customer
5. Teachers/ Support Staff- Internal customers

Thus a core definition of total quality management (TQM) describes a management approach to a long-term success through customer satisfaction. In a TQM effort, all members of an organization participate in improving processes, products, services, and the culture in which they work. TQM means quality in all aspects of organization. The quality needs to be

redefined from the narrow criteria of achievement of students in examinations to a holistic approach to quality of life in colleges. The system as a whole has to be taken care. Quality is not incidental or accidental. It is a planned and deliberate process. It should be carried out on a continual basis.

Institution based management for development is very important. Each institution comprises several sub-components and there is Inter-relationship and inter-dependence. The Institution as a whole has to develop a holistic thinking so that one has to look at the organization as a complete organism (systems thinking)

Educational institution has to be taken as system

a) Input indicators

- Capital inputs
- Human inputs
- recurring inputs

b) Process indicators

- Class-room
- Extra-curricular activities games and sports, cultural and community development.

c) Output indicators

- Examination results,
- Employment of out-going students,
- Admission to higher studies,
- Achievements of its alumni.

Then comes the sub-systems approach as to what are the vision mission & goals; academics; personnel; finance; infrastructure; linkage & interface; student services; rules & regulations, institution building process and managing people at work. Sub-systems vary from one another but are interdependent. Finance, infrastructure is concrete & measurable. Vision, mission & goals are abstract in nature. Academic activities, students' services, managing people at work are organizational processes. System thinking also involves academic management, admission, curriculum, instruction, co-curricular activities. Student assessment instruction contains; classroom teaching, home assignments for students, project work, lab. practicals, field visits and others.

College should be seen as total organism, not as fragments of activities and structure. The college should document the perception of a teachers & staff about the college. If there are enormous differences in perception share & cross check each other's belief & bring it into open identification of areas of improvement. List the areas of improvement specify a minimum number of improvement areas compile and tabulate to find common & divergent views discuss again to find out problem areas of improvement in the college. This exercise helps in diagnosing individual and collective shortfall and identifying common areas of improvement Institutional assessment structured qualitative and quantitative pattern of growth can be diagnosed and data can assess changes and development

In institutional management, change holds the key position all over the world. The head of the institution occupies important position in initiation and managing the process of change.

The head of the institute are accountable for organizational growth and decay. Leadership is seen less as a control function but as providing and communicating a sense of vision and direction based on the following assumptions. Thus the TQM leadership is all about imagination, enabling and empowerment, not status. The role of the TQM leader is to activate, assist, support colleagues so that they focus on a shared vision, strategy and set of intended outcomes. Next comes the planning and implementation which involves SWOT Analysis i.e. whatever idea you wish to consider in terms of strength, weakness opportunity & threat

Tools have to be developed for organizational diagnosis which will be useful for reflection, decision making and evaluation.

Prioritization of the goals is very important as improvement cannot be achieved at the same time in all areas, so prioritize the activities. Pick one or two items at a time carry out the resource assessment and allocate resources against each activity. Develop the mechanism of evaluating and monitoring activities at every step and also a mechanism of evaluation to assess the success. It implies conversion of each of the planned item into action.

To carry out all the above activities work ethics of an organization holds the key

Work ethics is a group of moral principles, standards of behavior, or set of values regarding proper conduct in the workplace. Therefore foremost emphasis should be on work ethics of the institution then only it will be easier to implement Total Quality Management. This is very well exemplified from our traditional *gurukul* system which really took care of the quality of the students produced from those institutions. Thus each educational institution will have to build its own TQM as each is unique in itself.

FEEDBACK BY PARTICIPANTS

1) **Mrs. Ruchika Arora:** Senior P.A. to Principal & Officiating Administrative Officer (Accounts), Vivekananda College.

Feedback: "This Seminar was very useful for non-teaching staff members. Such a Seminar helps in enhancing the administrative knowledge and proves to be very helpful in routine administrative and accounting work and in creating healthy working environment at the work station. It is suggested that such seminars should be organized from time-to-time".



2) **Mrs. Nisha Amar:** Section Officer (Administration), Vivekananda College.

Feedback: "The workshop held in the college on 12.02.2018 was quite exhaustive, informative and helpful for all concerned. The topics discussed by the speakers were useful and benefitting for Administration. The discussion helped in clearing our various doubts and gave a good insight on the qualitative environment that should exist at the workplace. I suggest that flow of such type of workshops in the college may continue as that will pave the way for consistent, motivational and qualitative performance".



3) **Mr. Abhishek Sharma:** Senior Technical Assistant (Computer Lab/Contract), Vivekananda College.

Feedback: "Congratulations to the members of entire IQAC team of Vivekananda College on successfully completion of One Day workshop on for Non-Teaching staff. As a part of Non-teaching section of Vivekananda College, it was a great experience to be a participant of such a productive workshop. Speakers invited for the workshop were masters in their own field. They provided enough motivation and drive for all the participants to work more efficiently and effectively in the office. This not only changes our working habits in office but in our other routine work as well. All the concepts (technical and managerial) were explained with real life scenarios and situations so that we can co-relate those with our official workings. Sessions were interactive and experts clear most of the queries keeping the time constraints in consideration. It would be great if in future this kind of workshops can be split into at least two days so that it gives both speakers as well as participants a chance to get more insight of the concepts".



4) **Mr. Suresh Kumar:** Lab Assistant (Food Technology), Vivekananda College.

Feedback: "One-day seminar on "Quality Management Systems for College Administration" was very nice. Speaker (Expert) and speech of Session-I, Topic of RTI Act by Ms. Meenakshi Sahay and Session-III, Topic of Procurement Process, e-procurement and Government e-Marketplace by Dr. Bhuwan Jha was very good".





ANNEXURE 6

Calendar of Events of IQAC

August 2016-June 2018

Date	Name of Activity	Concerned Department (if any)
02.09.2016	Internal IQAC Meeting	
05.12.2016	Internal IQAC Meeting	
20.09.2016	Internal IQAC Meeting	
29.11.2016	Internal IQAC Meeting	
01.08.2017	Internal IQAC Meeting	
24.01.2017	Internal IQAC Meeting	
14.02.2017	For the Faculty-By the Faculty Initiative	Applied Psychology
14.02.2017	Internal IQAC Meeting	
20.02.2017	IQAC Meeting with External Advisory Board Members	
22.03.2017	Internal IQAC Meeting	
26.04.2017	Internal IQAC Meeting	
19.05.2017	IQAC Meeting with External Advisory Board Members	
07.11.2017	For the Faculty-By the Faculty Initiative	Mathematics
13.07.2017	Internal IQAC Meeting	
08.02.2017	Internal IQAC Meeting	
08.12.2017	IQAC Meeting with External Advisory Board Members	
19.08.2017	Parents Teachers Meeting	English
22.08.2017	Internal IQAC Meeting	
09.01.2017	IQAC Meeting with External Advisory Board Members	
09.02.2017	Internal IQAC Meeting	
24.10.2017	For the Faculty-By the Faculty Initiative	Computer Science
11.11.2017	Parents Teachers Meeting	Hindi
15.11.2017	Internal IQAC Meeting	
12.10.2017	Internal IQAC Meeting	
16.01.2018	For the Faculty-By the Faculty Initiative	English
16.01.2018	Meeting with the class representatives, office bearers of Student Union with the Principal & IQAC Members	
20.01.2018	Parents Teachers Meeting	History
23.01.2018	For the Faculty-By the Faculty Initiative	Food Technology
27.01.2018	Parents Teachers Meeting	Applied Psychology
30.01.2018	For the Faculty-By the Faculty Initiative	History
13.02.2018	For the Faculty-By the Faculty Initiative	Commerce
17.02.2018	Parents Teachers Meeting	Sanskrit
20.02.2018	For the Faculty-By the Faculty Initiative	Hindi
20.02.2018	Internal IQAC Meeting	
24.02.2018	Parents Teachers Meeting	B.A. Programme
03.02.2018	Parents Teachers Meeting	Mathematics
13.03.2018	For the Faculty-By the Faculty Initiative	EVS
20.03.2018	For the Faculty-By the Faculty Initiative	Music

Date	Name of Activity	Concerned Department (if any)
27.03.2018	For the Faculty-By the Faculty Initiative	Physical education
27.03.2018	Students Feedback Activity	All Departments
13.04.2018	Preliminary Internal Academic Audit	Applied Psychology
13.04.2018	Preliminary Internal Academic Audit	Commerce
13.04.2018	Preliminary Internal Academic Audit	Music
17.04.2018	For the Faculty-By the Faculty Initiative	Political Science
17.04.2018	Preliminary Internal Academic Audit	Food Technology
17.04.2018	Preliminary Internal Academic Audit	Political Science
05.04.2018	Preliminary Internal Academic Audit	Economics
05.04.2018	Preliminary Internal Academic Audit	English
05.04.2018	Preliminary Internal Academic Audit	EVS
6.01.2018	Parents Teachers Meeting	Commerce
06.02.2018	For the Faculty-By the Faculty Initiative	French
06.04.2018	Preliminary Internal Academic Audit	French
06.04.2018	Preliminary Internal Academic Audit	Hindi
06.04.2018	Preliminary Internal Academic Audit	History
14.06.2018	Internal IQAC Meeting	
09.01.2018	For the Faculty-By the Faculty Initiative	Economics
10.02.2018	Parents Teachers Meeting	Political Science
10.04.2018	For the Faculty-By the Faculty Initiative	Sanskrit
11.04.2018	Preliminary Internal Academic Audit	Sanskrit
11.04.2018	Preliminary Internal Academic Audit	Library
11.05.2018	Internal IQAC Meeting	
12.04.2018	Preliminary Internal Academic Audit	Computer Science
12.04.2018	Preliminary Internal Academic Audit	Mathematics
12.04.2018	Preliminary Internal Academic Audit	Physical Education
12.04.2018	Internal IQAC Meeting	

ANNEXURE 7

A Details of courses under B.Sc. (Honors)

Course	*Credits	
	Theory+ Practical	Theory + Tutorial
<u>I. Core Course (6 Credits)</u>		
(14 Papers)	14X4= 56	14X5=70
Core Course Practical / Tutorial*		
(14 Papers)	14X2=28	14X1=14
<u>II. Elective Course (6 Credits)</u>		
(8 Papers)		
A.1. Discipline Specific Elective	4X4=16	4X5=20
(4 Papers)		
A.2. Discipline Specific Elective		
Practical/ Tutorial*	4 X 2=8	4X1=4
(4 Papers)		
B.1. Generic Elective/		
Interdisciplinary	4X4=16	4X5=20
(4 Papers)		
B.2. Generic Elective		
Practical/ Tutorial*	4 X 2=8	4X1=4
(4 Papers)		
<ul style="list-style-type: none"> Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 credits) in 6th Semester 		
<u>III. Ability Enhancement Courses</u>		
1. Ability Enhancement Compulsory Courses (AECC)		
(2 Papers of 4 credit each)	2 X 4=8	2 X 4=8
Environmental Science		
English/Hindi/MIL Communication		
2. Skill Enhancement Courses(SEC)		
(Minimum 2)	2 X 4=8	2 X 4=8
(2 Papers of 4 credit each)		
Total credit	148	148
Institute should evolve a system/policy about ECA/ General Interest/Hobby/Sports/NCC/NSS/related courses on its own.		

* wherever there is a practical there will be no tutorial and vice-versa

Autors
15/12/18

A
PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B. Sc.
Honours

	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	C 1	(English/Hindi/MIL Communication)/ Environmental Science			GE-1
	C 2				
II	C 3	Environmental Science/(English/ Hindi/MIL Communication)			GE-2
	C 4				
III	C 5		SEC -1		GE-3
	C 6				
	C 7				
IV	C 8		SEC -2		GE-4
	C 9				
	C 10				
V	C 11			DSE-1	
	C 12			DSE -2	
VI	C 13			DSE -3	
	C 14			DSE -4	

B

Details of courses under B.A./ B.Com. (Honors)

Course	*Credits	
	Theory+ Practical	Theory + Tutorial
<u>I. Core Course (6 Credits)</u>		
(14 Papers)	14X4= 56	14X5=70
Core Course Practical / Tutorial*		
(14 Papers)	14X2=28	14X1=14
<u>II. Elective Course (6 Credits)</u>		
(8 Papers)		
A.1. Discipline Specific Elective	4X4=16	4X5=20
(4 Papers)		
A.2. Discipline Specific Elective		
Practical / Tutorials*	4 X 2=8	4X1=4
(4 Papers)		
B.1. Generic Elective/Interdisciplinary	4X4=16	4X5=20
(4 Papers)		
B.2. Generic Elective		
Practical / Tutorials*	4 X 2=8	4X1=4
(4 Papers)		
<ul style="list-style-type: none"> Optional Dissertation or project work in place of one Discipline Specific elective paper (6 credits) in 6th Semester 		
<u>III. Ability Enhancement Courses</u>		
1. Ability Enhancement Compulsory Courses (AECC)		
(2 Papers of 4 credits each)	2 X 4=8	2 X 4=8
Environmental Science		
English/Hindi/MIL Communication		
2. Skill Enhancement Courses (SEC)		
(Minimum 2, Max. 4)	2 X 4=8	2 X 4=8
(2 Papers of 2 credits each)		

Total credit= 148 Total credit= 148

Institute should evolve a system/policy about ECA/ General Interest/Hobby/Sports/NCC/NSS/related courses on its own.

*wherever there is a practical there will be no tutorial and vice-versa.

B

PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN

B.A./B.Com.Honours

CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
C 1	(English/Hindi/MIL Communication)/ Environmental Science			GE-1
C 2				
C 3	Environmental Science/(English/ Hindi/MIL Communication)			GE-2
C 4				
C 5		SEC -1		GE-3
C 6				
C 7				
C 8		SEC -2		GE-4
C 9				
C 10				
C 11			DSE-1	
C 12			DSE -2	
C 13			DSE -3	
C 14			DSE -4	

C Details of Courses Under Undergraduate (B.Sc.)		
Course	*Credits	
	Theory+ Practical	Theory+Tutorials
<u>I. Core Course (6 Credits)</u>		
(12 Papers)	12X4= 48	12X5=60
04 Courses from each of the 03 disciplines of choice		
Core Course Practical / Tutorial*	12X2=24	12X1=12
(12 Practical/ Tutorials*)		
04 Courses from each of the 03 Disciplines of choice		
<u>II. Elective Course (6 Credits)</u>		
(6 Papers)	6x4=24	6X5=30
Two papers from each discipline of choice including paper of interdisciplinary nature.		
Elective Course Practical / Tutorials*	6 X 2=12	6X1=6
(6 Practical / Tutorials*)		
Two Papers from each discipline of choice including paper of interdisciplinary nature		
o Optional Dissertation or project work in place of one Discipline elective paper (6 credits) in 6 th Semester		
<u>III. Ability Enhancement Courses</u>		
1. Ability Enhancement Compulsory Courses (AECC)		
(2 Papers of 4 credits each)	2 X 4=8	2X4=8
Environmental Science		
English/Hindi/MIL Communication		
2. Skill Enhancement Courses (SEC)		
(4 Papers of 4 credits each)	4 X 4=16	4 X 4=16
	Total credit= 132	Total credit= 132
Institute should evolve a system/policy about ECA/ General		
Interest/Hobby/Sports/NCC/NSS/related courses on its own.		
*wherever there is practical there will be no tutorials and vice -versa		

C

PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B. Sc.

CORE COURSE (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective DSE (6)
DSC- 1 A	(English/Hindi/MIL Communication)/ Environmental Science		
DSC- 2 A			
DSC- 3 A			
DSC- 1 B	Environmental Science / (English/Hindi/MIL Communication)		
DSC- 2 B			
DSC- 3 B			
DSC- 1 C		SEC-1	
DSC- 2 C			
DSC- 3 C			
DSC- 1 D		SEC-2	
DSC- 2 D			
DSC- 3 D			
V		SEC -3	DSE-1 A
			DSE-2 A
			DSE-3 A
I		SEC -4	DSE-1 B
			DSE-2 B
			DSE-3 B

D

Details of Courses Under Undergraduate (B.A./ B.Com.)

Course	*Credits	
	Paper+ Practical	Paper + Tutorial
I. Core Course (6 Credits)		
(12 Papers)	12X4= 48	12X5=60
Two papers – English		
Two papers – Hindi/MIL		
Four papers – Discipline 1.		
Four papers – Discipline 2.		
Core Course Practical / Tutorial*	12X2=24	12X1=12
(12 Practicals)		
II. Elective Course (6 Credits)		
(6 Papers)	6x4=24	6X5=30
Two papers- Discipline 1 specific		
Two papers- Discipline 2 specific		
Two papers- Inter disciplinary		
Two papers from each discipline of choice		
and two papers of interdisciplinary nature.		
Elective Course Practical / Tutorials*	6 X 2=12	6X1=6
(6 Practical/ Tutorials*)		
Two papers- Discipline 1 specific		
Two papers- Discipline 2 specific		
Two papers- Generic (Inter disciplinary)		
Two papers from each discipline of choice		
including papers of interdisciplinary nature.		
o Optional Dissertation or project work in place of one elective paper (6 credits) in 6 th Semester		
III. Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses (AECC)		
(2 Papers of 4 credits each)	2 X 4=8	2 X 4=8
Environmental Science		
English/Hindi/MIL Communication		
2. Skill Enhancement Courses (SEC)	4 X 4=16	4 X 4=16
(4 Papers of 4 credits each)		

Total credit= 132

Total = 132

Institute should evolve a system/policy about ECA/ General Interest/Hobby/Sports/NCC/NSS/related courses on its own.

*wherever there is a practical there will be no tutorial and vice-versa.

D

**PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN
B.A./B.Com**

COURSE (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective DSE (4)	Generic Elective GE (2)
English/Hindi/ MIL-1 DSC-1 A DSC-2 A	(English/Hindi/MIL Communication) / Environmental Science			
Hindi/MIL/ English-1 DSC-1 B DSC-2 B	Environmental Science/ (English/Hindi/MIL Communication)			
English/Hindi/ MIL-2 DSC-1 C DSC-2 C		SEC -1		
Hindi/MIL/ English-2 DSC-1 D DSC-2 D		SEC -2		
		SEC -3	DSE-1 A	GE-1

			DSE-2 A	
		SEC -4	DSE-1 B	GE-2
			DSE-2 B	

14. The Universities/Institutes may offer any number of choices of papers from different disciplines under Generic Elective and Discipline Specific Elective as per the availability of the courses/faculty.
15. Universities/Institutes may evolve a system/policy about Extra Curricular Activities/ General Interest and Hobby Courses/Sports/NCC/NSS/Vocational courses/related courses on their own.
16. A student can opt for more number of Elective and AE Elective papers than proposed under the model curriculum of UGC. However the total credit score earned will not exceed 160 credits for UG Honours and 140 credits for UG degree.
17. The new scheme of UG courses should be given due consideration while framing the admission eligibility requirement for PG/ Technical courses in Indian Universities/Institutions to ensure that students following inter and multi-disciplinary format under CBCS are not at a disadvantage. It is suggested that wherever required, obtaining 24 credits in particular discipline may be considered as the minimum eligibility, for admission in the concerned discipline, for entry to PG/Technical courses in Indian Universities/Institutions.

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ANNEXURE 8

(Criterion 2.5)

International: Attended

1. Bhandari, G. (2018) Indian Culture and Heritage in South and Southeast Asia, International Conference, ICHR, Akhil Bhartiya Itihas Sankalan Yojana and Mahatama Gandhi Antararashtriya Hindi Vishwavidyalaya, Mahatama Gandhi Antararashtriya Hindi Vishwavidyalaya, Wardha, 24- 25 February.
2. Bhatia, T. (2018) Managing Digital Revolution: Inventing Future India, XIX Annual International Conference organized by Delhi School of Management, Delhi Technological University, Delhi School of Professional Studies and Research(DSPSR) and Sri Aurobindo College (E) University of Delhi, New Delhi, 5-6 January.
3. Choudhary, S. R. (2017) Law, Governance and Democracy: A Global Concern, International Seminar, Department of History, Vinoba Bhave University, Hazaribag, Jharkhand, 18– 20 March.
4. Choudhary, S. R. (2017) The Relevance of Dr. Ambedkar's Thought in Contemporary India, Two day International Seminar organized by Department of Buddhisht Studies & Department of Political Science, Shyamlal College Evening, University of Delhi, ILL, Delhi, 14 - 15 February.
5. Devika. (2017) Fuzzy Logic Research Applications, International Workshop, Indira Gandhi Delhi Technical University for Women (IGDTUW), New Delhi, 16-20 September.
6. Geet. (2018) Ehipassiko Mongolia (Come and See the Mongolia), One Day International Conference organized by Centre for Korean Studies, SLL&CS, JNU; Centre for Inner Asian Studies, SIS, JNU and Embassy of Mongolia, JNU, New Delhi, 15 March.
7. Gupta, I. (2017) Fuzzy Logic Research Applications, International Workshop, Indira Gandhi Delhi Technical University for Women (IGDTUW), New Delhi, 16-20 September.
8. Jain, S. (2017) 83rd Annual Conference of Indian Mathematical Society, Sri Venkateswara University, Tirupati 12-15 December.
9. Kumar, K. (2017) Developing Higher Order Teaching Skills In The FLE Classroom, International French Teacher's Training Program, University Of Delhi, New Delhi, 4-5 December.
10. Kumar, M. (2018) Strategies for Promoting Inclusive Development (IC-SPID-2018), 10th International Conference, New Delhi, 17-18 March.

11. Kumari, S. (2017) Bhaktikalin Kavita: Bharatiya Sanskriti ke Vividh Aayam, Do-dwisiyay Antrashtriya Sangoshthi organized by Kendriya Hindi Sansthan, Manav Sansadhan Vikas Mantralaya, Dilli Sarkar, P.G.D.A.V. College, University of Delhi, New Delhi, 2-3 November.
12. Kumari, S. (2017) The Relevance of Dr. Ambedkar's Thought in Contemporary India, Two day International Seminar organized by Department of Buddhisht Studies & Department of Political Science, Shyamlal College Evening, University of Delhi, ILL, 14 - 15 February.
13. Kumari, S. (2018) Kabir : Different Perspectives, Two-day International Seminar, Atma Ram Sanatan Dharma College, University of Delhi, New Delhi, 30-31 January.
14. Mathur, N. (2017) Art Through Different Ages, International Seminar & Workshop, Raja Mansingh Tomar Music & Arts University, Gwalior, Madhya Pradesh and Cultural Department, Government of Madhya Pradesh, Bhopal, Madhya Pradesh, 16 – 18 January.
15. Mathur, N. (2018) Indian Classical Music: Teaching and Performing Abroad, Two-day International Seminar organized by Department of Music & ICCR , University of Delhi, Delhi, 27- 28 February.
16. Mishra, Y. (2018) Indian Culture and Heritage in South and Southeast Asia, International Conference, ICHR, Akhil Bhartiya Itihas Sankalan Yojana and Mahatama Gandhi Antarashtriya Hindi Vishwavidyalaya, Mahatama Gandhi Antarashtriya Hindi Vishwavidyalaya, Wardha, 24- 25 February.
17. Mishra, Y. (2017) Recent Field Researches and Scientific Studies in Indian Archaeology, Joint Annual Conference of Indian Archaeological Society, Indian Society for Prehistoric and Quarterly Studies and Pune-History and Culture Society & International Seminar, Department of Advanced Study, Department of AIHC & Archaeology, Banaras Hindu University, Varanasi, 4- 6 November.
18. Nandrajog, H. (2017) 8th Asian Translation Traditions, International Conference, SOAS, University of London, London, 5-7 July.
19. Nandrajog, H. (2017) De-centring English Studies: Studying Literature in the Global South, 3-day International Conference, P.G. Department of English, Utkal University, Bhubaneswar, Odisha, 19-21 January.
20. Sharma, S. (2017) Ram Sahitya ke Vividh Pariprekshya : Punjab ki Ramkatha ke Vishesh Sandarbh mein, Two-day International Conference in collaboration with Sanakottar Rajkiyay Mahavidyalaya, Chandigarh and Ayodhya Shodh Sansthan, Chandigarh, 17-18 November.
21. Sharma, S. (2017) Uchh Shiksha me Darshan evam Naitik Mulya, One-day International Conference, Baba Mastnath Vishwavidhyalaya, Asthal Bohar, Rohtak, 19 November.
22. Varshney, D. (2017) Language, Culture and Tourism: Issues & Prospects, International Multidisciplinary Conference, L.B.S. College, Udayana University (Bali), SNT Women's University,

Tourism & Historical Academy of Rajasthan and International Institute for Media & Films, L.B.S. (PG) College, Jaipur, 8- 9 September.

23. Varshney, D. (2018) Indian Classical Music: Teaching and Performing Abroad, Two-day International Seminar organized by Department of Music & ICCR , University of Delhi, Delhi, 27- 28 February.

International: Presented

1. Bhandari, G. (2018) Religion - Social Relations Between Ancient India and Cambodia, Indian Culture and Heritage in South and Southeast Asia, International Conference, ICHR, Akhil Bhartiya Itihas Sankalan Yojana and Mahatama Gandhi Antararashtriya Hindi Vishwavidyalaya, Mahatama Gandhi Antararashtriya Hindi Vishwavidyalaya, Wardha, 24- 25 February.
2. Bhatia, T. (2018) A Study on Sustainable Employee Engagement (SEE) And Its Impact on Business Outcomes: Integrating Sustainable Employee Engagement (SEE) with Balance Score Card, Managing Digital Revolution: Inventing Future India, XIX Annual International Conference organized by Delhi School of Management, Delhi Technological University, Delhi School of Professional Studies and Research(DSPSR) and Sri Aurobindo College(E) University of Delhi, New Delhi, 5-6 January.
3. Choudhary, S. R. (2017) Prachin Bharat me Loktantrik Shasan Vyavastha aur Kanoon, Law, Governance and Democracy: A Global Concern, International Seminar, Department of History, Vinoba Bhave University, Hazaribag, Jharkhand, 18– 20 March.
4. Choudhary, S. R., (2017) Role of Ambedkar in Women Liberation, The Relevance of Dr. Ambedkar's Thought in Contemporary India, Two day International Seminar organized by Department of Buddhist Studies & Department of Political Science, Shyamlal College Evening, University of Delhi, ILL, Delhi, 14 - 15 February.
5. Geet. (2018) Mongolia and Economy, Ehipassiko Mongolia (Come and See the Mongolia), One Day International Conference organized by Centre for Korean Studies, SLL&CS, JNU; Centre for Inner Asian Studies, SIS, JNU and Embassy of Mongolia, JNU, New Delhi, 15 March.
6. Jain, S. (2017) Generalized Convolution Inequalities and Applications (Poster Presentation), Function Spaces and Inequalities, 83rd Annual Conference of Indian Mathematical Society, Sri Venkateswara University, Tirupati, 12-15 December.
7. Jain, S. (2017) Weighted Norm Inequalities Involving Various Convolutions, Function Spaces and Inequalities, 83rd Annual Conference of Indian Mathematical Society, Sri Venkateswara University, Tirupati, 12-15 December.
8. Jaiswal, D. K. (2017) The Idea Of Annam Brahma, Why Ecocriticism, Three-Day International Conference organized by the Department of English, Sikkim Government College and Foundation for

the Study of Literature and Environment, New Delhi, Sikkim, 21-23 November.

9. Kumar, M. (2018) Demonetization and its Impact on Indian Public, Strategies for Promoting Inclusive Development (IC-SPID-2018), 10th International Conference, New Delhi, 17-18 March.
10. Kumari, S. (2017) Aadhi Aabadi ka Sach aur Bhimrao Ambedkar, The Relevance of Dr. Ambedkar's Thought in Contemporary India, Two day International Seminar organized by Department of Buddhist Studies & Department of Political Science, Shyamlal College Evening, University of Delhi, ILL, Delhi, 14 - 15 February.
11. Kumari, S. (2017) Bhakt Kaviyon Ke Stri Vishyak Dristikon, Bhakti Andolan aur Vartaman Vaishwik Paridrishya mein Guru Jambhaji ka Chintan, Do-dwisiyay Antrarashtriya Sammelan, Delhi, March 18.
12. Kumari, S. (2017) Nirguniya Kavya ka Stree Paksh, Bhaktikalin Kavita: Bharatiya Sanskriti ke Vividh Aayam, Do-dwisiyay Antararashtriya Sangoshthi organized by Kendriya Hindi Sansthan, Manav Sansadhan Vikas Mantralaya, Dilli Sarkar, P.G.D.A.V. College, University of Delhi, New Delhi, 2-3 November.
13. Kumari, S. (2018) Kabir ki Bhasha ka Tatwik Vishleshan, Kabir : Different Perspectives, Two-day International Seminar, Atma Ram Sanatan Dharma College, University of Delhi, New Delhi, 30-31 January.
14. Laxmi. (2018) Emoji-Awareness and Effectiveness, Digital Outreach and Future of Marketing Practices, 6th Annual International Commerce Conference, Department of Commerce, University of Delhi & Academy of Indian Marketing, Delhi, 11 -12 January.
15. Mathur, N. (2017) Hindustani Shastriya Sangeet mein Pushtimargiya (Haveli Sangeet) Pad Rachnayein, Art Through Different Ages, International Seminar & Workshop, Raja Mansingh Tomar Music & Arts University, Gwalior, Madhya Pradesh and Cultural Department, Government of Madhya Pradesh, Bhopal, Madhya Pradesh, 16 – 18 January.
16. Mishra, Y. (2018) The Notion of Greater India and the Spice Routes: Then and Now, Indian Culture and Heritage in South and Southeast Asia, International Conference, ICHR, Akhil Bhartiya Itihas Sankalan Yojana and Mahatama Gandhi Antararashtriya Hindi Vishwavidyalaya, Mahatama Gandhi Antararashtriya Hindi Vishwavidyalaya, Wardha, 24- 25 February.
17. Mishra, Y. (2017) Saying the Unsaid: Lesser Known Aspects of 1857', Recent Field Researches and Scientific Studies in Indian Archaeology, Joint Annual Conference of Indian Archaeological Society, Indian Society for Prehistoric and Quarterly Studies and Pune-History and Culture Society & International Seminar, Department of Advanced Study, Department of AIHC & Archaeology, Banaras Hindu University, Varanasi, 4- 6 November.
18. Nandrajog, H. (2017) Montage of Conflict and Trauma: Partition Literature and Translation, 8th Asian

Translation Traditions, International Conference, SOAS, University of London, London, 5-7 July.

19. Nandrajog, H. (2017) Translation as a Transformative Tool, De-centring English Studies: Studying Literature in the Global South, 3-day International Conference, P.G. Department of English, Utkal University, Bhubaneswar, Odisha, 19-21 January.
20. Nandrajog, H. (2018) Poisoned Rivers: Partition in Punjabi Literature, India @ 70: Memories and Histories, International Interdisciplinary Seminar organized, by Department of Humanities and Social Sciences, IIT, Kharagpur, 3-4 January.
21. Sharma, S. (2017) Lord Ram in Medieval Indian Context: Divinity and Political Imagination, Ram Sahitya ke Vividh Pariprekshya : Punjab ki Ramkatha ke Vishesh Sandarbh mein, Two-day International Conference in collaboration with Sanakottar Rajkiyay Mahavidyalaya, Chandigarh and Ayodhya Shodh Sansthan, Chandigarh, 17-18 November.
22. Sharma, S. (2017) Philosophy and Moral Values in Higher Education: Past and Present, Uchh Shiksha me Darshan evam Naitik Mulya, One-day International Conference, Baba Mastnath Vishwavidhyalaya, Asthal Bohar, Rohtak, 19 November.
23. Shilpa. (2018) Emoji-Awareness and Effectiveness, Digital Outreach and Future of Marketing Practices, 6th Annual International Commerce Conference, Department of Commerce, University of Delhi & Academy of Indian Marketing, Delhi, 11 -12 January.
24. Srinivasan, R (2018) Emoji-Awareness and Effectiveness, Digital Outreach and Future of Marketing Practices, 6th Annual International Commerce Conference, Department of Commerce, University of Delhi & Academy of Indian Marketing, Delhi, 11 -12 January.
25. Varshney, D. (2017) Hindustani Gayan Shailiyo Par Urdu or Farsi Bhashao ka Prabhav, Language, Culture and Tourism: Issues & Prospects, International Multidisciplinary Conference, L.B.S. College, Udayana University (Bali), SNDT Women's University, Tourism & Historical Academy of Rajasthan and International Institute for Media & Films, L.B.S. (PG) College, Jaipur, 8- 9 September.
26. Zemini, K. P. (2017) Hindi Sahitya Ki Nai Dhara; Prawsasi Sahitya, Pravasi Sahitya: Bhaw Aur Vichar, Antrarashtriya Sangoshthi, Janki Devi Memorial College, Delhi, 23 January.

International Resource Persons

1. Jain, S. (2017) Banach Spaces valued Spaces of Lebesgue Type, Analysis (Function spaces: Embeddings and Extrapolation X) Speaker, organized by Faculty of Mathematics and Physics of Charles University, Czech Republic, 28th May – 3rd June.

2. Mishra, Y. (2018) 21st Century India: Interrogating Social, Economic, Political and Environmental Processes (Expert in Panel Discussion), International Conference organised by Department of History, Satyawati College (Eve.), University of Delhi, 25 April.
3. Nandrajog, H. (2017) Translation Impossible to Translation Is possible: Howdunit (Expert in Panel Discussion), organized by International Convention of Asia Scholars (ICAS), Chang Mai Convention Centre, Thailand, 20-23 July.
4. Sharad, S. (2017) Towards a Psychology of Social Change: An Interdisciplinary Dialogue (Speaker), International Conference organized by Department of Humanities and Social Sciences, IIT Delhi, Delhi, 13 January.

National: Attended

1. Aggarwal, S. (2017) Cyber laws and Crimes, National Workshop organized by Department of Commerce, Delhi School of Economics and NeGD-Ministry of Electronics and Information Technology, Delhi School of Economics, University of Delhi, Delhi, 21 January.
2. Aggarwal, S. (2017) Dimensions of Quality in Higher Education in India, National Symposium organised by Shri Ram College of Commerce, University of Delhi, Delhi, 11 November.
3. Aggarwal, S. (2017) Unfolding Goods And Service Tax, National workshop organized by Faculty of Management studies, University of Delhi, Delhi, 9 September.
4. Bakshi, A. (2017) Vedic Mathematics, 3-Day Inter College Workshop organised by Department of Mathematics, Kalindi College, University of Delhi, Delhi, 30 October - 01 November.
5. Begum, S. (2017) Skill/ Ability Enhancement courses of the B A Honours and B A Programme, Workshop organised by Department of History, University of Delhi, Delhi, 03 March.
6. Begum, S. (2017) हिंदी पत्रकारिता कौर्स, दो दिवसीय राष्ट्रीय कार्यशाला organised by विवेकानन्द कॉलेज, University of Delhi, Delhi, 2-3, फरवरी.
7. Begum, S. (2018) History of India (1700 – 1950), Workshop organised by Department of History, University of Delhi, Delhi, 13 February.
8. Begum, S. (2018) Political Cultures in India: Shifting Profiles, One Day National Seminar organised by Atma Ram Sanatan Dharma College, University of Delhi, Delhi, 15 February.
9. Begum, S. (2018) Understanding Popular Culture, Workshop organised by Department of History, University of Delhi, Delhi, 09 February.
10. Bhandari, G. (2018) Development of an Atlas of Indian History, NCERT, Delhi, 19-20 March.

11. Bhandari, G. (2018) History and Heritage of Sindh, National Seminar organized by Department of History, Shyam Lal College, University of Delhi and National council for Promotion of Sindhi Language, GOI, Shyam Lal College, University of Delhi, 15 February.
12. Bhandari, G. (2018) New India: Higher Education Strategy, One Day National Conference organised by Dakshina Foundation, Shiksha Sansthan Utthan Nyas, Bhartiya Shikshan Mandal & Indira Gandhi National Centre for Art, New Delhi, 13 April.
13. Chandra, S. (2017) National Enviro-Meet (A National Convention), Organised by Environmental & Social Development Association, Delhi, 7 May.
14. Choudhary, S. R. (2017) History of East Asia, Seminar organized by Department of East Asian Studies, University of Delhi, Delhi, 21 November.
15. Farooqi, S. R. (2018) Mentoring the teacher mentors: capacity building programme, National Seminar organised by Gargi college, University of Delhi, Delhi, 19-20 January.
16. Geet (2018) Dengue, Malaria and Chikungunya Awareness Programme organised by NSS youth centre, Jawaharlal Nehru University, New Delhi, 12 April.
17. Geet (2018) Sign and Learn: The Differential Modes of Language Communication, Workshop organised by Linguistic Empowerment cell, Jawaharlal Nehru University, New Delhi, 15-16 February.
18. Gupta, N. (2017) e-Learning and MOOCs in Higher Education, National Seminar organised by SGTB Khalsa College, Guru Angad Dev Teaching Learning centre and Centre for e-Learning, SGTB Khalsa College, University of Delhi, Delhi, 29 March.
19. Gupta, N. (2017) Contemporary Themes in India's Economic Development and the Economic Survey, workshop organised by Ministry of Finance, MHRD and Indian Institute of Technology, Delhi, 11-17 June.
20. Gupta, S. (2017) e-Learning and MOOCs in Higher Education, National Seminar organised by SGTB Khalsa College, Guru Angad Dev Teaching Learning centre and centre for e-Learning, SGTB Khalsa College, University of Delhi, Delhi, 29 March.
21. Gupta, S. (2017) Dimensions of Quality in Higher Education in India, National Symposium organised by SRCC, University of Delhi, Delhi, 11 November.
22. Gupta, S. (2017) New Roles of Teachers in technology driven Higher Education, National Seminar organised by Guru Angad Dev Teaching Learning centre & The British Council, SGTB Khalsa College, New Delhi, 1 March.

23. Gupta, S. (2017) WGB1: National Workshop on Basic ICT skills for Educators (E-content Development and Assessment Tools), Workshop organised by Guru Angad Dev Teaching Learning Centre, SGTB Khalsa College, University of Delhi, Delhi, 20 – 21 January.
24. Kalia, Y. (2017) Bharatiya Sanskriti ke Unnayak Goswami Tulsidas, Rastriya Sangosthi organised by Indraprastha Sahitya Bharti (Reg.), Delhi, 31 July.
25. Kalia, Y. (2017) Towards a New Cultural Dynamics: Critiquing and Questioning Emerging Trends in the Himalayan Scape, Interdisciplinary National Conference organised by Govt. PG College Seema (Rohru), Shimla, 9-10 October.
26. Kant, A. (2017) NLP Practitioner's Certification Training, organised by Wisdom Tree Solutions and Amity Business School – AUUP, Delhi, 9-13 December.
27. Kapoor, N. G. (2017) Hindi Patrakarita Course, Two days National Workshop organised by Department of Hindi, Vivekananda College, University of Delhi, Delhi, 2-3, February.
28. Kumar, A. (2017) Hindi Patrakarita Course, Two days national workshop organised by Department of Hindi, Vivekananda College, University of Delhi, Delhi, 2-3 February.
29. Kumar, D. (2017) Cyber laws and Crimes, National Workshop organized by Department of Commerce, Delhi School of Economics and NeGD-Ministry of Electronics and Information Technology, Delhi School of Economics, University of Delhi, Delhi, 21 January.
30. Kumar, M. (2017) Contemporary Themes in India's Economic Development and the Economic Survey, workshop organised by Ministry of Finance, MHRD and Indian Institute of Technology, Delhi, 11-17 June.
31. Kumar, M. (2017) e-Learning and MOOCs in Higher Education, National Seminar organised by SGTB Khalsa College, Guru Angad Dev Teaching Learning Centre and Centre for e-Learning, SGTB Khalsa College, University of Delhi, New Delhi, 29 March.
32. Kumar, M. (2018) Demonetisation and GST: Emerging Issues In Indian Economy, National Seminar organised by Department of Economics, Shaheed Bhagat Singh College, University of Delhi, New Delhi, 12 February.
33. Kumar, M. (2018) Stress Management and Emotional Intelligence in Teaching-Learning Environment, Workshop organised by Guru Angad Dev Teaching Learning Centre (MHRD) and SGTB Khalsa College, University of Delhi, Delhi, 10 February.
34. Kumari, S. (2017) Bharatiya Sanskriti ke Unnayak Goswami Tulsidas, Rastriya Sangosthi organised by Indraprastha Sahitya Bharti (Reg.), Delhi, 31 July.
35. Kumari, S. (2017) Swatantrayotra Hindi Kavita: Naye Rachnatmak Sarokar, Do divasiya Rastriya

Sangosthi organised by PGDAV College (Eve), University of Delhi, Delhi, 23-24 March.

36. Lalit (2017) Contemporary Themes in India's Economic Development and the Economic Survey, workshop organised by Ministry of Finance, MHRD and Indian Institute of Technology, Delhi, 11-17 June.
37. Lalit (2017) e-Learning and MOOCs in Higher Education, National Seminar organised by SGTB Khalsa College, Guru Angad Dev Teaching Learning Centre and Centre for eLearning, SGTB Khalsa College, University of Delhi, Delhi, 29 March.
38. Laxmi (2017) WGB1: National Workshop on Basic ICT skills for Educators (E-content Development and Assessment Tools), Workshop organised by Guru Angad Dev Teaching Learning Centre, SGTB Khalsa College, University of Delhi, Delhi, 15-16 March,
39. Laxmi. (2017) Unfolding Goods And Service Tax, National workshop organized by Faculty of Management studies, University of Delhi, Delhi, 9 September.s
40. Mishra, Y. (2017) In – service programme under SCERT for PGT – History, organized by State Council of Educational Research and Training, New Delhi, 29 May- 1 June.
41. Mishra, Y. (2017) Development of Test Items in Mathematics, Science and Social Sciences, Workshop organised by Educational Survey Division of NCERT, New Delhi, 27 November - 01 December.
42. Mishra, Y. (2017) Janjateeya Parampra mein Bhartiya Darshan, National Seminar organised by Akhil Bhartiya Itihaas Sankalan Yojana, Bhartiya Itihaas Anusandhaan Parishad (GOI) and Shaheed Bhima Nayak Sanakottar Mahavidyalaya, Madhya Pradesh, 29-30 October.
43. Mukherjee, C. (2018) A Cultural Perspective: Journey of Narratives and Narrativization of Journey, National Conference organised by Department of English, Shyam Lal College, University of Delhi, Delhi, 20 April.
44. Nagpal, A. (2017) Recent developments in Mathematics, National seminar organised by Department of Mathematics, Kalindi college, University of Delhi, Delhi, 12-13 January.
45. Nagpal, A. (2017) Vedic Mathematics, 3-days Inter College Workshop organized by Department of Mathematics, Kalindi college, University of Delhi, Delhi, 30 October - 01 November.
46. Nandrajog, H. (2017) Migration and Diaspora: Theory, Cultures and Literature, National Seminar organised by Department of English, Bharati College & Global Research Forum on Diaspora and Transnationalism, University of Delhi, Delhi, 24-25 March.
47. Rani, S. (2017) Mathematical Modelling and Computational Techniques Using Mathematica, National workshop organised by Department of Mathematics, Zakir Husain Delhi College, University of Delhi, Delhi, 30-31 March.

48. Rani, S. (2017) Recent Developments in Mathematics, National Seminar organised by Department of Mathematics, Kalindi college, University of Delhi, Delhi, 12-13 January.
49. Seth, S. (2017) Attention Deficit and Hyperactive Disorder, National workshop organized by Department of Applied Psychology, University of Delhi and Pearson Academy India, University of Delhi, 23 September.
50. Seth, S. (2018) Mentoring the Teacher Mentors: Capacity Building Programm, National Seminar organised by IQAC, Gargi College, University of Delhi, Delhi, 19-20 January.
51. Seth, S. (2018) Stress Management and Emotional Intelligence in Teaching-Learning Environment, National workshop organised by Guru Angad Dev Teaching Learning Centre, SGTB Khalsa College, University of Delhi, Delhi, 10 February.
52. Sharad, S. (2018) Mentoring the Teacher Mentors: Capacity Building Programme, National Seminar organised by IQAC Gargi College, University of Delhi, Delhi, 19-20 January.
53. Shilpa (2017) WGB1: National Workshop on Basic ICT skills for Educators (E-content Development and Assessment Tools), Workshop organised by Guru Angad Dev Teaching Learning Centre, SGTB Khalsa College, University of Delhi, Delhi, 15-16 March.
54. Singh, O. (2017) Bharatiya Sanskriti ke Unnayak Goswami Tulsidas, Rastriya sangosthi organised by Indraprastha Sahitya Bharti (Regd.), Delhi, 31 July.
55. Sondhi, V. (2018) Mentoring the Teacher Mentors: Capacity Building Programme, National Seminar organised by IQAC, Gargi College, University of Delhi, Delhi, 19-20 January.
56. Srinivasan, R. (2017) Getting Ready for Vocation & Employment, Two day workshop organised by National Centre for Autism, India, 8-9 September.
57. Srinivasan, R. (2017) Language Development Techniques, Workshop organised by PORDAC, Parivartan Special School, New Delhi, 4 February.
58. Srinivasan, R. (2017) WGB1: National Workshop on Basic ICT skills for Educators (E-content Development and Assessment Tools), Workshop organised by Guru Angad Dev Teaching Learning Centre, SGTB Khalsa College, University of Delhi, Delhi, 15-16 March.
59. Suri, S. (2017) Teaching and Evaluation of Food Technology and Nutrition (CBCS), Workshop organised by Department of Food Technology and Nutrition, Lakshmibai College, University of Delhi, Delhi, 11 September.
60. Taneja, K. (2017) Two-day National workshop organised by Department of Sanskrit, Kamla Nehru College, University of Delhi, Delhi, 27-28 November.
61. Taneja, S. (2017) Vedic Mathematics, 3-Day Inter College Workshop organised by Department of Mathematics, Kalindi College, University of Delhi, Delhi, 30 October - 01 November.

62. Varshney, D. (2017) Musical Instruments of India: Acoustic, Historical & Sociological Aspects, Two days National Seminar organised by Naad Nartan Journal of Dance and Music, Delhi, Tagore Theatre, Chandigarh, 10 -11 November.
63. Varshney, D. (2017) The Contribution Of Women In Indian Classical Music, National Seminar organised by Faculty of Music & Fine Arts, University of Delhi, Delhi, 7 - 8 March.
64. Vir, P. (2018) Teaching and Evaluation of Food Technology (CBCS), Workshop organised by Department of Food Technology, Shyama Prasad Mukherjee College, University of Delhi, Delhi, 17 January.
65. Zareen, S. (2017) National Seminar on e-Learning and MOOCs in Higher Education, National Seminar organised by SGTB Khalsa College, Guru Angad Dev Teaching Learning Centre and Centre for e-Learning, SGTB Khalsa College, University of Delhi, New Delhi, 29 March.
66. Zareen, S. (2017) Dimensions of Quality in Higher Education in India, National Symposium organised by IQAC, SRCC, University of Delhi, Delhi, 11 November.
67. Zemini, K. P. (2017) Media Career ki Sambhavnayein, Sahitya, Media Aur Ajivika, National Seminar organised by Sri Gurunanak dev Khalsa College, University of Delhi, Delhi, 9-10 February.

National: Presented

1. Bhandari, G. (2018) Political and Social Aspects of Arab Conquest of Sind, Bharat Vibhajan Aur Sindhi Asmita, National Seminar organized by Satyawati College (Eve), University of Delhi, Delhi, 22 - 23 February.
2. Bhandari, G. (2018) Some Aspects of History of Sind in Ancient and Early Medieval Period, History and Heritage of Sindh, National Seminar organized by Department of History, Shyam Lal College, University of Delhi and National council for Promotion of Sindhi Language, GOI, Shyam Lal College, University of Delhi, 15 February.
3. Bhandari, G. (2018) Universities in Ancient India, New India: Higher Education Strategy, One Day National Conference organised by Dakshina Foundation, Shiksha Sansthan Utthan Nyas, Bhartiya Shikshan Mandal & Indira Gandhi National Centre for Art, New Delhi, 13 April.
4. Chaandreyi. (2017) Memory is a Funny Thing: Renegotiating History in Haruki Murakami's Fiction, Historiographic Metafiction: Problematizing History and Redefining Fiction, National Seminar organised by Department of English, University of Kashmir, Kashmir, 20- 23 April.

5. Choudhary, S. R. (2017) Bharatiya Itihas mai Jati, Varg, Ling: Ek Samikshatamak Adhyayan, Revisiting History from Below: Caste, Class, Gender and Tribe in Indian History, National Seminar organized by Department of History, Shyam Lal College, University of Delhi, Delhi, 19 April.
6. Choudhary, S. R. (2017) Bharatiya Svatantrata Aandolan me Samachar patro ki Bhumika, Hindi Patrakarita ka Ateet aur Vartaman: Bhumika aur Chunautiyan, Two days National Seminar organized by Vivekananda College, University of Delhi, Delhi, 14 -15 November.
7. Choudhary, S. R. (2018) Dr. Bhimrao Ambedkar aur Dalit Andolan, Relevance of B. R. Ambedkar in Contemporary World, One day National Seminar organized by Ambedkar Study Circle, Shyam Lal College (Day), University of Delhi, Delhi, 24 April.
8. Choudhary, S. R. (2018) Prachin Bharat mein Siksha Paddhati, New India: Higher Education Strategy, National Conference organised by Dakshina Foundation, Shiksha Sansthan Utthan Nyas, Bhartiya Shikshan Mandal & Indira Gandhi National Centre for Art, New Delhi, 13 April.
9. Garg, S. (2018) Tangible Products in Intangible World : A Study of the Effects of Product Placement in Digital Games, Governance in E-Commerce: Contemporary Issues & Challenges, National Seminar organised by Maharshi Dayanand University, Rohtak, 27 – 29 March.
10. Kalia, Y. (2017) Ek Paryatak Ki Dristi Se Himachal Ka Saundrya aur Paryawaran Sambandhi Vichar, Towards a New Cultural Dynamics: Critiquing and Questioning Emerging Trends in the Himalayan Scape, Interdisciplinary National Conference organised by Govt. PG College Seema (Rohru), Shimla, 9-10 October.
11. Kalia, Y. (2017) Tulsidas Ki Samajik Chetna, Bharatiya Sanskriti ke Unnayak Goswami Tulsidas, Rastriya Sangosthi organised by Indraprastha Sahitya Bharti (Reg.), Delhi, 31 July.
12. Kumar, K. (2017) *La traduction du thème de l'amour dans le DIEU DES PETITIS RIENS d Arudhati Roy*, Latest Trends in Teaching & Research in French & Francophone Studies, National Seminar organised by Centre for French & Francophone Studies, School of Language, Literature and Cultural Studies and Jawaharlal Nehru University, New Delhi, 6 April.
13. Kumar, M. (2017) Role of FDI, Happening Haryana & its Role in Economic Growth, National Conference organised by Department of Commerce, Vaish Arya Kanya Mahavidyalaya, Haryana, 22 March.
14. Kumari, A. (2017) Affirmation Action And Substantial Equality & Women In India (An Analysis in the Context of 21st Century), Affirmative Action in Theory and Practice : Achievements and Challenges, National Seminar organised by Department of Political Science, Sri Aurobindo College, University of Delhi, Delhi, 6-7 January.

15. Kumari, A. (2017) Globalisation and Human Rights, Human Rights in 21st Century in India: Emerging Issues & Challenges, National Seminar organised by Motilal Nehru College, University of Delhi, Delhi, 29-30 March.
16. Kumari, S. (2017) Stri Vimarsh ke Vividh Swar aur Facebook ki Kavita, Swatantrayotra Hindi Kavita: Naye Rachnatmak Sarokar, Do divasiya Rastriya Sangosthi organised by PGDAV College (Eve), University of Delhi, Delhi, 23-24 March.
17. Kumari, S. (2017) Vartman Samay ke Naitik Mulyon ki Punarsthapna mein Ramcharitmanas ka Yogdan, Bharatiya Sanskriti ke Unnayak Goswami Tulsidas, Rastriya Sangosthi organised by Indraprastha Sahitya Bharti (Reg.), Delhi, 31 July.
18. Mathur, N. (2017). Akashwaani : Bhartiya Shastriya Sangeet ke Prachar-Prasar ka Ek Shashakt Madhyam, Hindi Patrakarita ka Ateet aur Vartman : Bhumika aur Chuonitiyaan, Two days National Seminar organised by Vivekananda College, University of Delhi, Delhi, 14-15 November.
19. Mathur, N. (2018) Hindustani Shahtriya Gaan Vidhaon me Braj Bhasha Sahitya ka Yogdan, Role of Literature in various forms of Indian Music, National Seminar organised by Department of Music, University of Mumbai, Mumbai, 10 January.
20. Mishra, Y. (2017) Swantantrata Andolan mein Chhota Nagpur ke Aadiwasiyon ki Bhumika, Janjateeya Parampra mein Bhartiya Darshan, National Seminar organised by Akhil Bhartiya Itihaas Sankalan Yojana, Bhartiya Itihaas Anusandhaan Parishad (GOI) and Shaheed Bhima Nayak Sanakottar Mahavidyalaya, Madhya Pradesh, 29-30 October.
21. Mukherjee, C. (2018) Of Snowscapes & Sheep Quest: Analysing the motif of travel in Haruki Murakami's : A Wild Sheep Chase, A Cultural Perspective: Journey of Narratives and Narrativization of Journey, National Conference organised by Department of English, Shyam Lal College, University of Delhi, Delhi, 20 April.
22. Nandrajog, H. (2017) Cobwebs of Nostalgia: Two Travel Memoirs from Punjab, Modes, Motives, Motifs, and Conditions in Intra-Asian Travel, organised by Department of English, University of Delhi, Delhi, 20-21 March.
23. Sharad, S. (2017) Masculinity is a trap: a study on Changing Gender Dynamics, Male Victimization and Marginalization, 27th Annual Conference of National Academy of Psychology organised by Department of Humanities & Social Sciences, Indian Institute of Technology, Kharagpur & National Academy of Psychology, India, Kharagpur, 22- 24 December.

24. Sharad, S. (2017) The Demands of Being a Man, 27th Annual Conference of National Academy of Psychology organised by Department of Humanities & Social Sciences, Indian Institute of Technology, Kharagpur & National Academy of Psychology, India, Kharagpur, 22-24 December.
25. Sharma, S. (2017) Madhya Kalin Bharat me Suchana Tantra aur Vartaman Media, Hindi Patrakarita Ka Atit aur Vartaman: Bhumika Aur Chunautiyan, Two days National Seminar organised by Vivekananda College, University of Delhi, Delhi, 14-15 November.
26. Singh, O. (2017) Hindi Patrakarita mein Hindi Bhasha Ka Swaroop, Hindi Patrakarita ka Ateet aur Vartaman: Bhumika aur Chunautiyaan. Two days National Seminar organised by Vivekananda College, University of Delhi, Delhi, 14-15 November.
27. Singh, O. (2017). Tulsi Kavya mein Vivah Padhhti, Bharatiya Sanskriti ke Unnayak Goswami Tulsidas, Rastriya sangosthi organised by Indraprastha Sahitya Bharti (Regd.), Delhi, 31 July.
28. Taneja, K. (2017) Sakshaatkar ke Sandarbh main Patra-patrikaon ka Amulya Yogdaan, Hindi Patrakarita ka Ateet aur Vartaman: Bhumika aur Chunautiyaan, Two days National Seminar organized by Vivekananda College, University of Delhi, Delhi, 14-15 November.
29. Varshney, D. (2017) Bhartiya Sangeet Ke Prachar - Prasar mein Media Ka Yogdaan : Ek Adyaan, Hindi Patrakarita ka Ateet aur Vartaman: Bhumika aur Chunautiyaan, Two days National Seminar organized by Vivekananda College, University of Delhi, Delhi, 14-15 November.
30. Varshney, D. (2017) Bhartiya Sangeet mein Electronic Vadya: Ek Visleshanatamak Adhyayan, Musical Instruments of India: Acoustic, Historical & Sociological Aspects, Two days National Seminar organised by Naad Nartan Journal of Dance and Music, Delhi, Tagore Theatre, Chandigarh, 10 -11 November.
31. Varshney, D. (2017) Thumri Gayika Shobha Gutru ka Hindustani Shastriya Sangeet ke Shetra mein Yogdaan, The Contribution Of Women In Indian Classical Music, National Seminar organised by Faculty of Music & Fine Arts, University of Delhi, Delhi, 7 - 8 March.
32. Varshney, D. (2018) Lok Sangeet va Shastriya Sangeet: Ek Tatvik Vivechan, Sangeet: Kala ewam Vyavsay, National Seminar organised by Department of Music and Dramatics, Lalit Narayan Mithila, University , Darbhanga, 17 - 18 March.
33. Verma, S. (2017) Masculinity is a trap: a study on Changing Gender Dynamics, Male Victimization and Marginalization, 27th Annual Conference of National Academy of Psychology organised by Department of Humanities & Social Sciences, Indian Institute of Technology, Kharagpur & National Academy of Psychology, India, Kharagpur, 22- 24 December.
34. Verma, S. (2017) Shifting Identities of Women: Challenges, Expectations and Keeping with the Demands of Higher Education, 27th Annual Conference of National Academy of Psychology

organised by Department of Humanities & Social Sciences, Indian Institute of Technology, Kharagpur & National Academy of Psychology, India, Kharagpur, 22- 24 December.

35. Verma, S. (December, 2017) The Demand of Being a Man, 27th Annual conference of National Academy of Psychology, organised by Department of Humanities & Social Sciences, Indian Institute of Technology, Kharagpur & National Academy of Psychology, India, Kharagpur, 22- 24 December.
36. Zemini, K. P. (2017) Media Career ki Sambhavnayein, Sahitya, Media Aur Ajivika, National Seminar organised by Sri Gurunanak dev Khalsa College, University of Delhi, Delhi, 9-10 February.
37. Zemini, K. P. (2017) Naari Asmita, Sawalon ke Ghare mein, Satta, Vimarsh aur Sahitya, One-day National Seminar organised by Vaishya Mahavidyalaya, Bhiwani and Department of Higher Education, Haryana, Haryana, 15 February.

National Resource Persons

1. Mishra, Y. (2017) Colonialism: Economy, State, and Society (Speaker), Young Researcher's Workshop organized by Nehru Memorial Museum and Library, New Delhi, 14 June.
2. Mishra, Y. (2017) Contextualizing the Philosophy of Integral Humanism in Nation Building: An Insight into the Life and Philosophy of Pandit Deendayal Upadhyay (Guest Speaker), National Symposium organized by the Amity School of Liberal Arts (ASLA) and Amity University Haryana (AUH), Gurugram, 20 December.
3. Mishra, Y. (2017) Issues in History (Speaker), Seminar organised by Department of History and IQAC, Shyam Lal College (Evening), University of Delhi, 18 August.
4. Mishra, Y. (2017) Seminar on Revisiting Indian Independence Movement (Speaker), organized by India Foundation, New Delhi, 18 March.
5. Mishra, Y. (2017) The Creation of Heritage of Peace – Women Empowerment and Peace (Speaker), IWPG Seminar organized by the Department of History, , Lakshyank Committee, Vivekananda College, International Women's Peace Group and Ujjawal Women's Association, University of Delhi, Vivekananda College, 24 January.
6. Mishra, Y. (2018) History and Heritage of Sindh (Expert in Panel Discussion), National Seminar on organised by Department of History, Shyam Lal College, University of Delhi and National Council for Promotion of Sindhi Language, MHRD, GOI, 15 February.

7. Mishra, Y. (2018) QIM in Bihar (Bihar), National Seminar on Quit India Movement, organized by Indian Council of Historical Research, Nehru Memorial Museum & Library, Teen Murti Bhawan, New Delhi, 13 – 14 February.

***Faculty Development Programmes (FDPs) Conducted by Universities**

1. Aggarwal, S. (2017) E-Filing of Income Tax Returns, One-day FDP organized by Department of Commerce, Shyam Lal College, University of Delhi, Delhi, 06 February.
2. Aggarwal, S. (2017) E-Filing of Return, One-day FDP organized by Department of Commerce, IQAC of DDU College and Indian Accounting Association, Delhi Chapter, DDU College, University of Delhi, 14 January.
3. Aggarwal, S. (2017) E-Filing of TDS Return, One-day FDP organized by Department of Commerce, Shyam Lal College, University of Delhi, Delhi, 03 March.
4. Aggarwal, S. (2017) e-Filling of Income Tax Return-2 on Excel Utility, One-day FDP organized by Department of Commerce, Shyam Lal College, University of Delhi, Delhi, 4 October.
5. Aggarwal, S. (2017) Recent Developments in Income Tax and E-filling of Income tax Return, One-day FDP organized by Department of Commerce, DDU College and Indian Accounting Association, Delhi Chapter, DDU College, University of Delhi, 25 August.
6. Aggarwal, S. (2018) GST and Customs Law, One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
7. Bansal, C. K. (2017) Practical Labs in Financial Management, One-day FDP organized by Department of Commerce, DDU College and Indian Accounting Association, Delhi Chapter, DDU College, University of Delhi, 6 October.
8. Bansal, C. K. (2017) Recent Developments in Income Tax and E-filling of Income tax Return, One-day FDP organized by Department of Commerce, DDU College and Indian Accounting Association, Delhi Chapter, DDU College, University of Delhi, 25 August.
9. Bhatia, T. (2018) GST and Customs Law, One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
10. Bose, A. (2017) English Language Teaching, Two-days FDP organised by Department of English, Gargi College and TEFSOL-India, University of Delhi, Delhi, 27- 28 October.
11. Bose, A. (2017) The Discipline Centric Elective Paper, “Autobiography”, One-day FDP organised by Department of English, Delhi College of Arts & Commerce, University of Delhi, South Campus and Department of English, University of Delhi, Delhi College of Arts & Commerce, University of Delhi, Delhi, 10 November.

12. Burnwal, M. (2017) Sahitya Sikshan Pravidhiyaan, Three-days FDP organized by Department of Hindi, Indraprastha Women College, University of Delhi, Delhi, 20-22 September.
13. Dorjay, W. (2017) Using MS Excel for Business Mathematics Problems, One-day FDP organized by Department of Commerce, PGDAV College, University of Delhi, Delhi, 21 January.
14. Farooqi, S.R. (2017) Teaching and Research Innovation in Psychology, Seven days FDP organised by Indraprastha College, University of Delhi, Delhi, 14-20 March.
15. Garg, S. (2018) GST and Customs Law, One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
16. Gupta, S. (2017) Recent Developments in Income Tax and E-filing of Income tax Return, One-day FDP organized by Department of Commerce, DDU College and Indian Accounting Association, Delhi Chapter, DDU College, University of Delhi, 25 August.
17. Hasan, N. (2017) E-Filing of Return, One-day FDP organized by Department of Commerce, IQAC of DDU College and Indian Accounting Association, Delhi Chapter, DDU College, University of Delhi, 14 January.
18. Hasan, N. (2017) Research Methodology and Data Analysis Using SPSS and AMOS, Five-day FDP organized by Satyawati College (Evening), University of Delhi, Delhi, 15 – 20 March.
19. Hasan, N. (2017) Structural Equation Modeling (SEM), One-day FDP organized by Department of Commerce, PGDAV (Evening) College, Research & Consultancy Cell and IQAC, PGDAV College, University of Delhi, Delhi, 04 March.
20. Jha, R.C. (2017) Pedagogical Skills, One-day FDP organized by Department of Sanskrit and IQAC, Hansraj College, University of Delhi, Delhi, 18 February.
21. Kalia, Y. (2017) CBCS Pathyakram mein Hindi Sikshan ke Naveen Aayam aur Adhyann-Adhyapann ki Chunotiyaan, Two-days FDP organized by Department of Hindi, Hans Raj College, University of Delhi, Delhi, 20-21 November.
22. Kumar, A. (2017) Asmitamulak Vimarsh : Vividh Aayam, One-day FDP organized by Department of Hindi, A.R.S.D College, University of Delhi, Delhi, 7 November.
23. Kumar, A. (2017) Soft Skills, One-day FDP organized by Sri Guru Nanak Dev Khalsa College, University of Delhi, Delhi, 25 August.
24. Kumar, D. (2017) Computer Application in Business, Two-days Faculty Empowerment workshop for Commerce Teachers organized by Guru Angad Dev Teaching Learning Centre, PMMMNMTT, MHRD, GOI, SGTB Khalsa College and Indian Accounting Association, Delhi Chapter, SGTB Khalsa College, University of Delhi, Delhi, 20 – 21 January.

25. Kumar, D. (2018) GST and Customs Law, One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
26. Kumar, M. (2018) GST and Customs Law, One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
27. Kumar, R. (2018) GST and Customs Law, One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
28. Kumari, B. (2017) Sahitya Sikshan Pravidhiyaan, Three-days FDP organized by Department of Hindi, Indraprastha Women College, University of Delhi, Delhi, 20-22 September.
29. Lalit. (2018) GST and Customs Law, One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
30. Laxmi (2017) Computer Practicals in Business Mathematics, One-day Faculty Empowerment workshop for Commerce Teachers organized by Guru Angad Dev Teaching Learning Centre, PMMMNMTT, MHRD, GOI, SGTB Khalsa College and Indian Accounting Association, Delhi Chapter, SGTB Khalsa College, University of Delhi, Delhi, 4 February.
31. Laxmi (2017) Computerised Accounting System with GST, One day FDP organised by Deen Dayal Upadhaya College, University of Delhi and Indian Accounting Association, Delhi Chapter, Delhi, 5 October.
32. Laxmi. (2017) Computer Application in Business, Two-days Faculty Empowerment workshop for Commerce Teachers organized by Guru Angad Dev Teaching Learning Centre, PMMMNMTT, MHRD, GOI, SGTB Khalsa College and Indian Accounting Association, Delhi Chapter, SGTB Khalsa College, University of Delhi, Delhi, 20 – 21 January.
33. Laxmi. (2018) GST and Customs Law, One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
34. Meena, M. K. (2018) GST and Customs Law, One day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
35. Meena, M. K. (2018) Skill based Teacher's Training in ICT, IPR, and Research, Seven day FDP organised by the Teaching Learning Centre (TLC), Ramanunjan College, University of Delhi, Delhi, 5-11 March.
36. Meena, P. (2018) GST and Customs Law, One day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
37. Megh R (2018) GST and Customs Law, One day Faculty Development Programme organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.

38. Paliwal, A. (2017) Soft Skills, One-day FDP organized by SGND Khalsa College, University of Delhi, Delhi, 25 August.
39. Paliwal, A. (2017) Speaking Skills, Two-days FDP organized by Embassy of the United States of America and English Department, Kamala Nehru College, University of Delhi, Delhi, 2-3 May.
40. Prakash, G. (2017) Sahitya Shikshan Pravidhyan, Three days FDP organized by Department of Hindi, Indraprastha College, University of Delhi, Delhi, 20-22 September.
41. Shah, K. K. (2017) Computer Application in Business, Two-day Faculty Empowerment workshop for Commerce Teachers organized by Guru Angad Dev Teaching Learning Centre, PMMMNMTT, MHRD, GOI, SGTB Khalsa College and Indian Accounting Association, Delhi Chapter, SGTB Khalsa College, University of Delhi, Delhi, 20 – 21 January.
42. Shah, K. K. (2017) E-Filing of Return, One-day FDP organized by Department of Commerce and IQAC of DDU College and Indian Accounting Association, Delhi Chapter, University of Delhi, Delhi, 14 January.
43. Shah, K. K. (2017) E-Filing of TDS Returns, One day FDP organized by Department of Commerce, Shyam Lal College, University of Delhi, Delhi, 03 March.
44. Shilpa. (2017) Practical Labs in Financial Management, One day FDP organised by Deen Dayal Upadhaya College, University of Delhi and Indian Accounting Association, Delhi Chapter, Delhi, 6 October.
45. Shilpa. (2018) GST and Customs Law One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
46. Singh, C. (2017) Computer Application in Business, Two-day Faculty Empowerment workshop for Commerce Teachers organized by Guru Angad Dev Teaching Learning Centre, PMMMNMTT, MHRD, GOI, SGTB Khalsa College and Indian Accounting Association, Delhi Chapter, SGTB Khalsa College, University of Delhi, Delhi, 20-21 January.
47. Srinivasan, R. (2017) Computer Application in Business, Two-day Faculty Empowerment workshop for Commerce Teachers organized by Guru Angad Dev Teaching Learning Centre, PMMMNMTT, MHRD, GOI, SGTB Khalsa College and Indian Accounting Association, Delhi Chapter, SGTB Khalsa College, University of Delhi, Delhi, 20 – 21 January.
48. Srinivasan, R. (2017) Computerised Accounting System with GST, One day FDP organised by Deen Dayal Upadhaya College, University of Delhi and Indian Accounting Association, Delhi Chapter, Delhi, 5 October.

49. Srinivasan, R. (2017) Practical Labs in Financial Management, One day FDP organised by Deen Dayal Upadhaya College, University of Delhi and Indian Accounting Association, Delhi Chapter, Delhi, 6 October.
50. Srinivasan, R. (2018) GST and Customs Law, One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.
51. Suri S. (2017) Teaching and Evaluation of Food Technology and Nutrition, One-day Faculty Workshop organised by Department of Food Technology and Nutrition, Lakshmibai College, University of Delhi, Delhi, 11 September.
52. Vir, P. (2018) Teaching and Evaluation of Food Technology (CBCS), One-day Faculty Workshop organised by Department of Food Technology, Shyama Prasad Mukherjee College, University of Delhi, Delhi, 17 January.
53. Zareen, S. (2018) GST and Customs Law, One-day FDP organised by Department of Commerce, Vivekananda College, University of Delhi, Delhi, 13 January.

***Faculty Development Programmes (FDPs) Conducted by other Institutions**

1. Kalia, Y. (2017) Orientation and Capacity Building Workshop for Teachers-In-Charge/Teachers of NCWEB, organized by GSDS, Rambhau Mhalgi Prabodhini and NCWEB, Gandhi Samriti and Darshan Samiti Rajghat, Delhi, 30 July.
2. Laxmi. (2017) Practical Labs in Financial Management, One day FDP organised by Deen Dayal Upadhaya College, University of Delhi and Indian Accounting Association, Delhi Chapter, Delhi, 6 October.
3. Laxmi. (2018) Case Methods- Learning, Writing & Teaching, One day Faculty Development Programme, organised by Department of Management Studies, Raj Kumar Goel Institute of Technology, Ghaziabad, 17 January.
4. Megh R (2018) Case Methods – Learning, Writing & Teaching, One day Faculty Development Programme organised by Department of Management Studies, Raj Kumar Goel Institute of Technology, Ghaziabad, Uttar Pradesh, 17 January.
5. Pandey, M. (2017) Orientation and capacity building workshop for Teachers-In-Charge/ Teachers of NCWEB, organized by GSDS, Rambhau Mhalgi Prabodhini and NCWEB, Gandhi Smriti and Darshan Samiti, Delhi, 30 July.
6. Zareen, S. (2018) Case Methods- Learning, Writing & Teaching, One-day FDP organised by Department of Management Studies, Raj Kumar Goel Institute of Technology, Ghaziabad, 17 January.
7. Zareen, S. (2017) Data and Text analytics using R, One-week FDP organised by Delhi Institute of Advanced Studies, Delhi, 29 May – 03 June.

ANNEXURE 9

(Criterion 3.4)

Peer Review Journals : INTERNATIONAL

1. Chandra, S., Kulshreshtha, M. J., Singh, R. & Singh, N. (2017). Chemical Characteristics of Trace Metals in PM₁₀ and their Concentrated Weighted Trajectory Analysis at Central Delhi, India. *Journal of Environmental Sciences*, 55, 184-196. ISSN: 1001-0742
2. Dubey, S., Kumar, A. & Mishra, M. M. (2017). Polyharmonic Neumann and Mixed Boundary Value Problems in the Heisenberg Group H_n. *Complex Variables and Elliptic Equations*, 62(10), 1506-1518. ISSN: 1747-6933(P) 1747-6941(O)
3. Jain, A., & Mathur, P. (2017). Comparison of Diet Quality of Low and Middle Income Adolescents in Delhi, India. *Indian Journal of Public Health Research & Development*, 8(4), 193-198. ISSN : 0976-0245(P) 0976-5506(O)
4. Jain, P. & Jain, S. (2017). Generalized Convolution Inequalities and Application. *Mediterranean Journal of Mathematics*, 14 (159), 1-13. ISSN: 1660-5446(P) 1660-5454(O)
5. Jan, S. & Suri, S. (2017). Assessing Consumer Behaviour for Value Added Innovative Products. *International Journal of Home Science*, 3 (2), 572-576. ISSN: 2395-7476
6. Kumar, A. & Swamy G. (2017). Analysis of Capital Flows: A Cross-Country Study. *IJMSRR*, 1(35), 145-151. ISSN: 2349-6738(P) 2349-6746(O)
7. Kumar, A. (2017). Manto's *Khol Do*: A Site of Sexualized Violence in Post-Partition Indian Subcontinent. *RJELAL*, 5(2), 628-632. ISSN: 2395-2636(P) 2321-3108(O)
8. Kumar, A. (2017). Prison as a New Form of Slavery: An Analysis of John Edgar Wideman's Brothers and Keepers and George Jackson's Soledad Brother. *RJELAL*, 5(2), 610-615. ISSN: 2395-2636(P) 2321-3108(O)
9. Kumar, M. & Gupta, N. (2017). The Financial Crisis in USA in 2008. *Research Discourse*, 7(22), 150-153. ISSN: 2277-2014
10. Kumar, M. (2017). The Competition Commission of India: Evolution and Functions. *Research Discourse*, 7(22), 145-149. ISSN: 2277-2014

11. Mishra, R., & Sondhi, V. (2017). Eliminating Child-Care Residential Institutions from the National Scenario: Is It Warranted?. *International Journal for Social Development*, 5(4), 14-33. ISSN: 2320-9283
12. Mukherjee, C. (2017). 'Hear the Human Noise': Analysing Raymond Carver's Short Fiction. *International Journal of Research in Humanities, Arts and Literature*, 5 (5), 55-60. ISSN: 2347-4564(P) 2321-8878(O)
13. Mukherjee, C. (2017). "We fell silent again": Analyzing Womanhood in Haruki Murakami's Trilogy of the Rat. *International Journal of English Language, Literature and Translation Studies*, 4 (2), 288-294. ISSN: 2349-9451 (O) 2395-2628(P)
14. Shilpa & Laxmi.(2017). Relevance and Scope of Agro-Tourism in India. *International Journal of Multidisciplinary Research Review*, 1(27), 186-190. ISSN 2395-1885(O) 2395-1877(P)
15. Shilpa. (2017). Green Finance-Financial Support for Sustainable Development. *International Journal of Management and Social Science Research Review*, 1(37), 5-9. ISSN: 2349-6746(O) 2349-6738(P)
16. Singh, C. & Sawhney, S. (2017). Double Taxation Avoidance Agreement. *International Research Journal of Management, Sociology & Humanities*, 8(1), 3-5. ISSN: 2348-9359(P) 2277-9809(O)
17. Sunil, S. & Verma, S. K. (2018). Moral Socialization: The Role of Parents. *IAHRW International Journal of Social Science*, 6(1), 165-170. ISSN: 2347-3797
18. Swamy G. & Kumar, A. (2017). Factors Affecting FIIS in India. *IJMSRR*, 1(35), 61-65, Retrieved August 28, 2018. ISSN : 2349-6738(P) 2349-6746(O)

Peer Review Journals : NATIONAL

1. Bhaskar, A. & Paliwal, A. (2017). Translating and Learning to Write. *Fortell*, 34. ISSN: 2229-6557(P) 2394-9244(O)
2. Dash, S. S. & Verma, S. K. (2017). A Psycho- Social Study on the Role of Parenting and Emotional Regulation on Intergenerational Support: An Youth Perspective. *Indian Journal of Positive Psychology*, 8(4), 591-597. ISSN: 2229-4937(P) 2321-368X(O)
3. Mishra, Y. (2017). Role of Women in the Indian Freedom Movement. *India Foundation Journal*, 5(4). ISSN: 2347 – 1522
4. Sharma, S., Bose, A., Shekhar, H. & Pathania, R. (2017). Plugging the Implementation Gap: An Indian Case Study on Bridging Disconnects Between Global Climate Regime and Creation of Local Impact. *Review of Market Integration*, 9(1-2), 27-44. ISSN: 0974-9292(P), 0975-4709(O)

5. Sunil, S & Verma S. K.. (2018). Moral Identity and Its Links To Ethical Ideology and Civic Engagement. *Journal of Human Values*, 24(2), 73-82. ISSN: 0971-6858(P) 0973-0737(O)
6. Verma, M., Seth, S., & Chadha, N. K. (2017). Intergenerational Familial Relationships from the Lens of Generativity. *Indian Journal of Positive Psychology*, 8(4), 554-557. ISSN: 2229-4937(P) 2321-368X(O)

Peer Review Journals : OTHERS

NIL

Non-Peer Review Journals : INTERNATIONAL

1. Preeti (2017). Vedāntadeśika Sammata Sannikarṣa. *Global Thought*, 80-81. ISSN: 2456-0898

Non-Peer Review Journals : NATIONAL

NIL

Non-Peer Review Journals : OTHERS

NIL

e-Journals : INTERNATIONAL

1. Garg, R. & Gupta, A. (2017). Ultra-High Reliability for Non-Mission-Critical Applications. *International Journal of Science and Research*, 6(2), 1053-1056. Retrieved November 11, 2018, from <https://www.ijsr.net/archive/v6i2/ART2017905.pdf> ISSN : 2319-7064
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ANNEXURE 10

(Criterion 3.7)

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ANNEXURE 11

List of Organizations that Visited the Institution for Placements and Career Guidance (Placement Committee)

Name Of Organization	Date	Number of Students Participated	Number of Students Placed
NIIT	23/3/2017-30/3/2017	188	NIL
Pepsico	10/01/2017	Not Available	NIL
Internshala	27/01/2017	Not Available	NIL
Vivo HealthCare Career Options	01/02/2017	Not Available	NIL
Indian Institute of Tourism and Travel Management	13/04/2017	66	NIL
Skills Academy	11/04/2017	118	NIL
Radio Jockeying-RJ Garima	07/11/2017	27	NIL
Harkirat Films	16/06/2017	15	NIL
American Express	07/06/2017	85	NIL
Indira Gandhi Institute of Aeronautics	30/01/2018	63	nil
AIR INFOTECH	03/02/2018	97	5
PEARL Academy	14/08/2017	128	NIL
Genpact	03/03/2017	93	93
Hexaview Technologies Private Limited	28/05/2018	38	1
New Delhi Institute of Management	Not Given	Not Available	nil
	Total	918	99

Annexure 12

List of Cultural Committee Societies

Society Name	Type	Number of Student Members(2017-2018)
Buniyaad	Dramatics Society	17
Aspiring Intellectuals	Debating Society	16
Nrityam	Indian Classical Dance Society	6
Alluring Dazzlers	Fashion Society	13
CLICK "O" MANIA	Photography Society	18
Vibes	Western Music Society	10
Ehsaas	Creative Writing Society	22
Kalakriti	Arts and Crafts Society	26
Aarohi	The Indian Music Society	19
Vivacious	Western Dance Society	10
Thirkan	Folk Dance Society	13
Zuqers	Quiz Society	25

List of Cultural Activity Events

S.No.	State-University/ National/ International Level	Date	Event Type	Society	Venue	Number of Participants	Prize/ Participation
1	State-University	11-Jan-17	Navras, Street Play	Buniyaad Dramatics Society	MSI	16	Participation
2	State-University	13-Jan-17	Symphony 2017, Solo Dance	Nrityam Classical Dance Society	Janki Devi Memorial College	1	Participation
3	State-University	19-Jan-17	Pratibimb 2017, Street Play	Buniyaad Dramatics Society	Aurobindo College	16	Participation
4	State-University	20-Jan-17	NSS	Buniyaad Dramatics Society	PGDAV College	16	Participation
5	State-University	21-Jan-17	Nukkad 2017	Buniyaad Dramatics Society	Lady Shri Ram College	16	Participation
6	State-University	23-Jan-17	Blisspoint	Ehsaas Creative Writing Society	Venkateshwara College	1	2nd Position
7	State-University	24-Jan-17	Madaari	Buniyaad Dramatics Society	Delhi	16	Participation
8	State-University	24-Jan-17	HANS Symposium	Vibes Western Music Society	Hansraj College	8	Participation
9	State-University	25-Jan-17	Voters Day State Play Competition	Buniyaad Dramatics Society	Rajeev Gandhi Hospital	16	Participation
10	State-University	28-Jan-17	Enthsia	Zuqers Quiz Society	Institute of Home Economics	4	Participation
11	State-University	29-Jan-17	Unhad	Buniyaad Dramatics Society	SRCC	16	Consolation Prize

S.No.	State- University/ National/ International Level	Date	Event Type	Society	Venue	Number of Participants	Prize/ Participation
12	State- University	31-Jan-17	Kautuk, Hindu Earth Summit	Buniyaad Dramatics Society	Hindu College	16	Participation
13	State- University	1-Feb-17	Rajnigandha	Buniyaad Dramatics Society	Dyal Singh College(Evening)	16	Participation
14	State- University	2-Feb-17	Street Play	Buniyaad Dramatics Society	BR Ambedkar College	16	1st Position
15	State- University	8-Feb-17	Metamorphosis	Buniyaad Dramatics Society	DRC	16	Participation
16	International	9-Feb-17	19th International Theatre Festival of India	Buniyaad Dramatics Society	National School of Drama	16	Participation
17	State- University	11-Feb-17	Dekh Tamasha	Buniyaad Dramatics Society	SGND Khalsa College	16	Participation
18	State- University	11-Feb-17	COMTALK	Zuigers Quiz Society	Janki Devi Memorial College	1	1st Position
19	State- University	13-Feb-17	Majlis	Buniyaad Dramatics Society	Birla Institute of Management	16	Participation
20	State- University	14-Feb-17	Srijan 2017	Buniyaad Dramatics Society	Bhaskaracharya College of Applied Sciences	16	Participation
21	State- University	15-Feb-17	Udaan 2017	Buniyaad Dramatics Society	Deshbandhu College	16	Participation
22	State- University	16-Feb-17	Saitan Theatre Festival	Buniyaad Dramatics Society	Akshara Theatre Group	16	Participation
23	State- University	17-Feb-17	Srijan 2017	Thirkan Folk Dance Society	Shyama Prasad Mukherjee College	13	1st Position
24	State- University	17-Feb-17	Spectrum	Buniyaad Dramatics Society	Shyama Prasad Mukherjee College	16	Participation
25	State- University	18-Feb-17	Fiesta	Buniyaad Dramatics Society	FMS	16	Participation
26	State- University	20-Feb-17	LEVITATE	Zuigers Quiz Society	Kirorimal College	2	3rd Position
27	State- University	23-Feb-17	Abhivyakti	Thirkan Folk Dance Society	Bharti College	13	2nd Position
28	State- University	25-Feb-17	Street Play	Buniyaad Dramatics Society	Institute of Home Economics	16	Participation
29	State- University	25-Feb-17	Mukaam	Buniyaad Dramatics Society	Motilal Nehru College	16	Participation
30	State- University	27-Feb-17	Zakdram	Buniyaad Dramatics Society	Zakir Hussain College	16	1st Position
31	State- University	28-Feb-17	Pukaar	Buniyaad Dramatics Society	PGDAV College	16	Participation
32	State- University	1-Mar-17	Talent Hunt	Vibes Western Music Society	Dyal Singh College(Evening)	2	Participation
33	State- University	2-Mar-17	Street Stuck	Buniyaad Dramatics Society	Aryabhata College	16	Participation
34	State - University	03-Mar-17	Street Play	Buniyaad Dramatics Society	DDU	16	Participation
35	State - University	04-Mar-17	Manthan Mahotsav	Buniyaad Dramatics Society	College of Business Stusies	16	Participation

S.No.	State- University/ National/ International Level	Date	Event Type	Society	Venue	Number of Participants	Prize/ Participation
36	State- University	4-Mar-17	Samagra	Vivacious Western Dance Society	ITS College	10	2nd Position
37	State- University	5-Mar-17	Western Dance	Vivacious Western Dance Society	BVICAM	10	Participation
38	State- University	6-Mar-17	Folk Dance	Thirkan Folk Dance Society	Swami Shradhanand College	13	1st Position
39	State- University	6-Mar-17	Dual Dance Competition	Nrityam Classical Dance Society	Hansraj College	2	Participation
40	State- University	7-Mar-17	Karawaan	Buniyaad Dramatics Society	Shaheed Rajguru College of Applied Sciences	16	3rd Position
41	State- University	21-Mar-17	RoohETamasha	Buniyaad Dramatics Society	UCMS	16	Participation
42	State - University	22-Mar-17	Poetry Competition	Ehsaas Creative Writing Society	Akhil Bharatiya Vidhyarathi Parishad	1	1st Position
43	State- University	24-Mar-17	Navrang	Vivacious Western Dance Society	ITS College	10	1st Position
44	State- University	25-Mar-17	Musings, Odyssey Delhi 2017	Ehsaas Creative Writing Society	IIT Delhi	1	1st Position
45	State- University	25-Mar-17	Rangmanch	Buniyaad Dramatics Society	NIT, Raipur	16	Participation
46	State- University	29-Mar-17	Theatrecon	Buniyaad Dramatics Society	NSIT	16	2nd Position
47	State- University	1-Apr-17	Manthan	Ehsaas Creative Writing Society	AIACR	1	Participation
48	State- University	6-Apr-17	Street Play	Buniyaad Dramatics Society	Lady Hardinge Medical College	16	Participation
49	National	17-Sep-17	Melange	Nrityam Classical Dance Society	AIIMS Delhi	2	3rd Position
50	National	19-Sep-17	Melange	Aarohi Indian Music Society	AIIMS Delhi	19	Participation
51	State- University	7-Oct-17	Street Play	Buniyaad Dramatics Society	Chitkara University	16	Consolation Prize
52	State- University	22-Jan-18	Pulse	Nrityam Classical Dance Society	IMS Ghaziabad	1	Participation
53	State- University	22-Jan-18	Western Dance	Vivacious Western Dance Society	PGDAV College	10	Participation
54	State- University	23-Jan-18	Western Dance	Vivacious Western Dance Society	Delhi College of Arts and Commerce	10	Participation
55	State- University	1-Feb-18	Classical Dance	Nrityam Classical Dance Society	PGDAV College	1	Participation
56	State- University	6-Feb-18	Western Dance	Vivacious Western Dance Society	Lady Irwin College	10	Participation
57	State- University	8-Feb-18	Udaan	Nrityam Classical Dance Society	Hansraj College	5	Participation
58	State- University	14-Feb-18	Dekh Tamasha	Buniyaad Dramatics Society	SGND Khalsa College	17	Participation
59	State- University	15-Feb-18	Western Dance	Vivacious Western Dance Society	Ramjas College	10	Participation

S.No.	State- University/ National/ International Level	Date	Event Type	Society	Venue	Number of Participants	Prize/ Participation
60	State- University	16-Feb-18	Chetna Nautankishala	Buniyaad Dramatics Society	BRAC, SGND Khalsa College	17	Participation
61	State- University	16-Feb-18	Odhni	Thirkan Folk Dance Society	DTU	8	Participation
62	National	16-Feb-18	Maha Natya	Buniyaad Dramatics Society	IIMC	16	1st Position
63	State- University	17-Feb-18	Western Dance	Vivacious Western Dance Society	Jaipuria Institute of Management	10	Participation
64	State- University	22-Feb-18	Nautanki 2018	Buniyaad Dramatics Society	IHE	17	Participation
65	National	22-Feb-18	Advitiya 18 Youth Forum	Buniyaad Dramatics Society	NSD	17	Participation
66	State- University	24-Feb-18	Zeal 2018	Nrityam Classical Dance Society	Mangalmay Group of Institutions	1	2nd Position
67	State- University	24-Feb-18	Samavesh	Vivacious Western Dance Society	IIB	10	Participation
68	State- University	24-Feb-18	Mukhatib	Buniyaad Dramatics Society	Ramjas College	17	Participation
69	State- University	26-Feb-18	Western Dance	Vivacious Western Dance Society	GD Goenka Institute	10	Participation
70	State- University	9-Mar-18	Mosiac 2018	Nrityam Classical Dance Society	IILM Graduate School of Management	1	Runner Up
71	State- University	14-Mar-18	Vogue 2018	Nrityam Classical Dance Society	Shaheed Rajguru College of Applied Sciences	8	1st Position
72	State- University	14-Mar-18	Udbhav 2018	Vivacious Western Dance Society	IES Ghaziabad	10	3rd Position
73	State- University	14-Mar-18	Zeenat 2018	Buniyaad Dramatics Society	Zakir Hussain College	17	3rd Position
74	State- University	16-Mar-18	Western Dance	Vivacious Western Dance Society	ITS College	10	Participation
75	State- University	17-Mar-18	Annual Cultural Festival	Buniyaad Dramatics Society	ITS College	17	1st Position
76	State- University	17-Mar-18	Anhad 2018	Buniyaad Dramatics Society	St. Stephens College	17	Participation
77	State- University	21-Mar-18	Pukaar	Buniyaad Dramatics Society	Jamia Milia Islamia	17	1st Position
78	State- University	26-Mar-18	Street Stuck	Buniyaad Dramatics Society	Aryabhata College	17	1st Position
79	State- University	27-Mar-18	Abhinyanjana	Buniyaad Dramatics Society	Shyamlal College	17	2nd Position
80	National	28-Mar-18	She Wings	Buniyaad Dramatics Society	PHD Chamber	17	Participation
81	State- University	6-Apr-18	Western Dance	Vivacious Western Dance Society	ITS College	10	Participation
82	State- University	6-Apr-18	Navtarang	Alluring Dazzlers Fashion Society	ITS College	13	2nd Position
83	State- University	31-Mar-17	Music	Vibes Western Music Society	Delhi Metropolitan Education	10	Participation

ANNEXURE 13

List of Sports Activity Events

State- University/ National/ International Level	Date	Sport Type	Venue	Number of Participants	Prize/Participation
National	26/02/2017	Marathon	IDBI Federal Life Insurance New Delhi Marathon	1	1st Position
National	Apr-17	Hockey	7th Delhi State Senior Championship 2017	7	3rd Position
National	Feb-18	Hockey	8th Hockey India Senior National Championship 2018 (Women)	7	Participation
National	14/01/2018	Floor Ball	12th National Floorball Championship, Pune	1	1st Position
National	03/12/2017	Yoga	National Yoga Championship, Panipat	5	1st Position
National	03/12/2017	Yoga	National Yoga Championship, Panipat	1	3rd Position

ANNEXURE 14

List of Fairs and Exhibitions Organized by the Institution

S.No.	FAIR/ EXHIBITION	DATE	TYPE	SOCIETY
1	Fair	07-Feb-17	Graffiti Competition	Kalakriti(Arts and Crafts Society)
2	Fair	08-Mar-17	Pallavi-College Annual Festival	Student Union Advisory Committee
3	Fair	25-Mar-17	Oil Painting Competition	Kalakriti(Arts and Crafts Society)
4	Fair	03-Aug-17	UNMASK:Reveal story through pictures	Click-O-Mania (Photography Society)
5	Fair	14-Oct-17	General Knowledge Quiz Competition	Zuigers Quiz Society
6	Fair	17-Oct-17	Wall Hanging Competition	Kalakriti (Arts and Crafts Society)
7	Fair	17-Oct-17	Caption Credits-Photography and Creative Writing	Ehsaas Creative Writing Society
8	Fair	17-Oct-17	Cultural Fest: HUE	Cultural Committee
9	Fair	24-Oct-17	Lyrical-Solo Singing Competition	Vibes Western Music Society
10	Fair	27-Oct-17	Midrop-Slam Poetry Competition	Ehsaas Creative Writing Society
11	Fair	19-Jan-18	Aspiring Intellectuals-GD Competition	Aspiring Intellectuals-GD Society
12	Fair	21-Feb-18	Pallavi-College Annual Festival	Student Union Advisory Committee
13	Fair	06-Apr-18	Classical Dance Competition	Nrityam Classical Dance Society
14	Fair	07-Apr-18	Western Group Dance Competition	Vivacious Western Dance Society
15	Fair	07-Apr-18	Street Play Competition	Buniyaad-Dramatics Society
16	Exhibition	15-Jan-17	Art and Craft Exhibition	Kalakriti(Arts and Crafts Society)
17	Exhibition	17-Oct-17	Samanvay	Kalakriti(Arts and Crafts Society)
18	Exhibition	09-Feb-18	Dhaani Haat	Garden Society



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