

**The Annual Quality Assurance Report (AQAR) of the
IQAC
2017-2018**



Submitted by

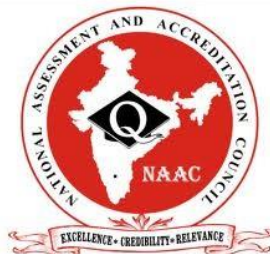
Internal Quality Assurance Cell [IQAC]

DYAL SINGH COLLEGE

Accredited by NAAC-UGC with 'A' Grade

New Delhi-110003

Submitted to



National Assessment and Accreditation Council

An Autonomous Institute of the University Grants Commission

P. O. Box No. 1075, Nagarbhavi, Bangalore - 560 072

Karnataka, INDIA

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2017- 2018

1. Details of the Institution

1.1 Name of the Institution

Dyal Singh College

1.2 Address Line 1

Lodhi Road, New Delhi 110003

Address Line 2

Lodhi Road, New Delhi 110003

City/Town

New Delhi

State

DELHI

Pin Code

110003

Institution e-mail address

principal@dsc.du.ac.in

Contact Nos.

011- 24365948

Name of the Head of the Institution:

Dr. I.S. Bakshi

Tel. No. with STD Code:

011- 24365948

Mobile:

9899173647

Name of the IQAC Co-coordinator:

Dr. Alka Gupta

Mobile:

9968026273

IQAC e-mail address:

principaliqac12@gmail.com

1.3 NAAC Track ID: DLCOGN20788

1.4 NAAC Executive Committee No. & Date:

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

**EC(SC)/23/A&A/70.1
dated 28-3-2017**

1.5 Website address:

www.dsc.du.ac.in

Web-link of the AQAR:

<http://bit.do/AQAR2018DSC>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.01	2017	5 Years [28 th March 2017 to 28 th March 2022]

1.7 Date of Establishment of IQAC:

**10/09/2016 (pre accreditation)
and expanded as per NAAC
guidelines on 24.04.2017**

1.8 (a) AQAR for the year

2017-2018

1.8 (b) 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)

NA

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Program

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

N.A.

1

1.11 Name of the Affiliating University (for the Colleges)

University of Delhi

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central-Govt. / University	<input type="text" value=""/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2 IOAC Composition and Activities

2.8 No. of Teachers	<input type="text" value="10"/>
2.9 No. of Administrative/Technical staff	<input type="text" value="4"/>
2.10 No. of students	<input type="text" value="2"/>
2.11 No. of Management representatives	<input type="text" value="1"/>
2.12 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="5"/>

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- A workshop on Personal Branding and Grooming, 'Stay Hungry Stay Foolish' for the students
- Quality Enhancement workshop for non- teaching staff
- Lecture: 'India as an Emerging Global Power' Speaker- from Melbourne University, Australia
- Lecture on "Value Education" by speaker from School of Indic Studies, Dartmouth, MA.

2.14 Significant activities and contributions made by IQAC

- Participation in NIRF ranking- College secured 8th rank at All India Level in 2017 and 25th rank in 2018.
 - Recommendations by IQAC to college administration for quality enhancement and consequent actions taken
1. Students are encouraged to write statement of purpose and submit the same online
 2. Teacher in charges of various departments are assigned the duty of assigning teacher mentors for groups of students in their respective departments
 3. A alumni database is prepared by each department and meetings and motivational talks by achiever alumni are organized regularly
 4. College Leaving Certificate of students has been upgraded to included students' achievements
 5. To comply with recommendations of NAAC and NIRF following committees have been constituted in college: **Research committee, Anti Dropout Committee and Media Coordination Committee**
 6. Placement Cell has been expanded which has established linkages with Industries to invite them for placements and offer internships to students
 7. A self- appraisal teacher Performa has been designed by IQAC which every teacher will be asked to update and submit online at the end of each academic session.
 8. A Performa for various committees/activities has also been designed and uploaded on college website by IQAC for continuous monitoring and recording of their activities
 9. A Performa has been designed for students for keeping an online easily accessible record of their academic and extracurricular performances.
 10. Annual Calendar, IQAC designed and uploaded on college website
 11. Email ID groups created department wise.
 12. IQAC wall journal in place
 13. Development programs for Faculty, Students and Non-Teaching Staff
 14. Development of research based work culture
 15. Preparation of documents related to academics and administration

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Outcome Achieved
Improve the academic results and Placement	Around 10% improvement in results and 30 % in placement.
Conduct national level seminars/conferences/workshops by all departments.	Conducted by all the departments
Energize the activities of all the clubs and forums in the college.	All the clubs and forums conducted events periodically
Enhancement of existing infrastructure	2 nd phase construction of new science block is on
Quality enhancement programs to students, teachers and administrative staffs	Programs were conducted
International Conference	Organized by department of mathematics
Quality Publication (by Faculty members)	Faculty members regularly authored and published a large number of books, chapters and research papers of their respective subjects and area of research

The Academic Calendar of the year is attached as Annexure I.

2.15 Whether the AQAR was placed in statutory body No

Provide the details of the action taken

The IQAR will be placed in the next Governing body meeting.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programs

Level of the Program	Number of existing Program	Number of program added during the year	Number of self-financing program	Number of value added / Career Oriented programmes
PhD				
PG	2			
UG	17	5	-	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	19	5	-	
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

- Choice Based Credit System

(ii) Pattern of programs:

Pattern	Number of programs
Semester	24
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

Analysis of the feedback is attached as Annexure II

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

Dyal Singh College is a constituent college of University of Delhi. Revision / updating of syllabi of different courses takes place in the respective departments housed in the main campus. College teachers regularly participate in such curriculum development activities as and when they are held.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
159	100	59	-	-

2.2 No. of permanent faculty with Ph.D.

114

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	101	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

78

0

91

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	7	45	4
Presented papers	19	22	4
Resource Persons	2	5	4

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

- Innovative teaching approaches have been introduced by amalgamating theoretical knowledge with practical approaches.
- Use of ICT in teaching learning process
- Teacher's study materials [soft copy-power point/PDF presentation] are shared with students
- Teaching faculty and students are encouraged to use latest technology such as LCD, internet, NPTEL videos etc., in the teaching learning process
- Teachers and students are provided with LAPTOPS by the administration to support ICT. In addition to two updated Computer Resource Centers all the departments are provided with latest desktop computers with software suitable for teaching undergraduate Delhi University syllabus.
- Innovative teaching methods such as activity based learning, problem based learning, project based learning, and quizzes etc were practiced in class rooms regularly.
- Inspire & create interest towards learning the subjects.
- Teaching skill based papers in each department.

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

180

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

Since Dyal Singh College is a constituent college of University of Delhi, all the examinations, both for undergraduate and post graduate courses is controlled centrally by Examination Branch of Delhi University. For setting up of question papers parent departments in each course constitute committee of courses which is responsible for setting up board of paper-setters for each of the papers in all courses. The board comprises of senior and experienced faculty members from undergraduate colleges. Secrecy and confidentiality is strictly maintained. There is a time bound Centralized Evaluation System in Delhi University. University selects certain undergraduate colleges and makes them centers for evaluation of answer scripts of a particular subject. All the teachers involved in teaching of that paper participate in its evaluation at that center.

The evaluated answer scripts are sent back to university where the result is compiled and declared on University website.

As per UGC guidelines, under the CBCS system, continuous evaluation of students is done by different innovative methods like, presentations, multiple type questions, quizzes, tests etc.

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

3	23	19
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2.10 Average percentage of attendance of students:

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Program	Division					
	Total No. Students appeared	Distinction %	I%	II%	III%	Pass %
BSc (H) Botany	40	60	70	17.5	2.5	93
BSc (H) Chemistry	43	86	93	7	0	100
BSc(H) Mathematics	196	78	84	4.6	2.3	91
BSc (H) Physics	70	69	75.7	12.9	0	89
BSc (H) Zoology	33	71	84.8	9	0	94
BSc (Life Science)	190	66	81.7	15.5	0.7	98
BSc Physical Science & BSc Physical Science (Comp. Science)	243	57	68	25	4	97
BA(H) Economics	146	48	59.2	28	2.7	90
BA(H) English	177	21	30	62	5	97
BA(H) Geography	98	27	38	45	12	95
BA(H) Hindi	74	41	65	34	1	100
BA (H) History	94	18	28	43	16	87
BA(H) Political Science	229	32	47	42	6	95
BA Programme	527	26	40	42	5	87
B.Com (H)	258	81	87	10	1	98
B.Com (Prog.)	166	65	78	21	0	99

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

- IQAC assists the college in preparing Academic Plan every year
- It ensures quick dispersal of student related information
- It publishes “ Academic Calendar” each year and issues to all the faculty and students incorporating the Academic Plan in it
- Orientation program for fresh admissions is conducted at the beginning of academic session.
- Faculty Development Program are arranged for enhancing professional competency and teaching skills of the faculty.
- Workshops are arranged for up gradation of non teaching staff.
- IQAC has helped in establishing departmental libraries where the syllabus relevant readings have been kept for ready reference of faculty and students. The readings kept in these departmental libraries have been donated by teachers themselves.
- Apart from traditional lecture method of teaching, the IQAC advocates student centric learning - a process in which group discussions, interactive session, seminars , articles / book review, conducting various academic related activities , extension activities, participation in skill development program, learning value/ ethics based courses etc., are involved.
- The use of ICT, e-learning, e-books on-line journals, software meant for teaching are the latest technologies in operation at the initiatives of IQAC.
- The college adopts mentor/ tutor system to look after the learning capabilities of students individually.
- Feedback system is adopted to evaluate the teacher’s performance by students / alumni.
- Student’s performance is evaluated through Internal Assessment Exam [IAE] and End Semester Examinations. Students Grievance if any is fully addressed by means of well- established mechanism.
- Each department has a society which are encouraged by IQAC to organize academic activities like motivational talks by renowned speakers and achiever alumni.
- The monitoring system in respect of teaching, learning and evaluation is through IQAC which holds regular meetings with teacher in-charges of different departments

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Program	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Program	7
HRD program	Nil
Orientation program	3
Faculty exchange program	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	01
Others – Alumni Talk, Talk by experts	7

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	85	36	09	44
Technical Staff	159	78	00	78

Criterion – III

3. Research, Consultancy and Extension

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

- Establishing a Research Committee which monitors and approves the research projects being applied for extramural funding. The committee also guides and supports enhancement of infrastructure for research
- Motivating students towards research through Science Setu Programme sponsored by Department of Biotechnology.
- Encouraging students and faculty for participating, presenting papers in International and National Conferences and Seminars
- Organizing talks by renowned researchers and experts in different areas.
- Directing towards publication of papers in quality journals by students and faculty members.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	5	-	1
Outlay in Rs. Lakhs	18,50,000	73181000		21

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	38	26	2
Non-Peer Review Journals	-	-	-
e-Journals	-	1	-
Conference proceedings	10	4	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Project	3	CCRH	4468780	2070000
	2	ICSSR	645000	150000
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	Grant Sanctioned: 5113780 Grant received: 2220000			

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

(ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Level	International	National	State	University	College
Number	1	-	-	-	-
Organized by the Institution					
Sponsoring agencies	CSIR	-	-	-	-

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialized	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
			1			

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

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

3.21 No. of students Participated in NSS events: Nil

University level State level
National level International level

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: Nil

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of extension activities organized

University forum

-

College forum

-

NCC

2

NSS

14

YRC & RRC

-

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

As a part of Institution social responsibility all the departments have conducted extension programs, some of them are:

By NCC Unit

3.26.1 NCC cadets organized a Swachhata Abhiyan in and around college campus

3.26.2 NCC cadets organized Swachhata awareness Rally on September 23, 2017

3.26.3 NCC cadets organized inter college NCC competitions of drill, painting, and cultural events on February 16, 2018.

3.26.4 NCC cadets organized a tree plantation drive

1. Disaster Management Awareness Program
2. Computer Training Program
3. Waste management
4. Road Safety Awareness Program

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	11.5 acres	-	UGC	11.5 acres
Class rooms	54	-	UGC	54
Laboratories	25	-	UGC	25
Seminar Halls	1	-	UGC	1
Auditorium	1	-	UGC	1
No. of important equipment purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)			Student Fund	2,00,128.00
Others	-	-	-	-

[Type here]

[Type here]

[Type here]

4.2 Computerization of administration and library

- College Office, Office of the controller of Examinations, Library and the entire administrative processes are completely computerized and interlinked with LAN connection.
- Wi-fi enabled campus
- OPAC software is installed in the library
- University correspondence is in digitalized mode (Online Entry of Internal Marks and Attendance)
- E-journals facility
- Parent intimation through online system
- Epayment, close to no paper, no cash RTGS

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	95443	12147478	2111	953993	97609	13132192
Reference Books			55	32221		

e-Books	31,35,000 + Access through NLIST and Delhi University Library System					
Journals	54	130,124	9	54577	60	1,89,767
e-Journals	6,000 + Access through NLIST and Delhi University Library System					
Digital Database	Access through NLIST and Delhi University Library System					
CD & Video	43	35630	13	1500	56	37130
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	80	2	1	2	2	-	-	-
Added	-	-	1	-	2	-	-	-
Total	80	2	2	2	2	-	-	-

[Type here]

[Type here]

[Type here]

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

- Computer and internet facility round the clock
- Internet access across the campus
- Wi-Fi Enabled Campus
- Value added Course relevant to their subjects
- Department of Computer Science conducts and workshops and organizes talks in emerging area [Big Data, Hadoop, Cloud Computing, E-Governance etc] for faculty and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	38.26
ii) Campus Infrastructure and facilities	51.44
iii) Equipments	94.79
iv) Others	56.29
Total:	240.78

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC renders information and support that the students and the alumni need. It also ensures that the students are provided with skills and competencies needed for successful competition in the employment market.

IQAC creates awareness about Student Support Services through

- Orientation for fresher
- Class committee / Representative meetings
- Information display on website / notice board.
- Tutor Ward Meetings
- Grievance Redressal Cell mechanisms.

5.2 Efforts made by the institution for tracking the progression

❖ IQAC has designed Performa for capturing data related to student progression which has been uploaded on college website.

All the departments monitor admission rate, Success rate, and percentage of students progressing to higher education or employment in their respective departments.

❖ Tracking the progression is done by:

- Monitoring academic performance by continuous evaluation [IAE]
- Regular monitoring of students attendance and participation in co-curricular and extracurricular activities.
- Regular observation
- Regular meetings/monitoring
- Faculty involvement through counselling system.
- Regular feedback from students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5224	34	23	-

(b) No. of students outside the state

2932

(c) No. of international students

9

Men

No | %

Women

No | %

[Type here]

[Type here]

[Type here]

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
421	301	9	3114	2	3847	165	204	4	3607	-	3980

Demand ratio: NA

Dropout % - 1.05%

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

Journals / Magazines related to competitive examinations are kept in the library

No. of students beneficiaries

All Final Years

5.5 No. of students qualified in these examinations: N A

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

5.6 Details of student counselling and career guidance

A separate counselor is allotted to each student.
 No. of Students per counselor/Tutor - 25

- Mode - Personal Meeting
- Area – Academic, Personal problem, Grievances and Motivation for better performance
- Reporting -Report to the Head of Departments.
- Monitoring : HoDs are responsible to monitor counseling and career guidance process

Placement cell of the college regularly works for providing career guidance to the students by arranging interactive sessions with competent persons from academics and representatives from corporates and facilitating campus recruitments

No. of students benefitted

> 600

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
14	970	134	No Data

5.8 Details of gender sensitization program

Women's cell and the SNSCT College culture play a major role in bringing revolutionary changes in the college and society. Girls are trained to take a lead role. It promotes gender equity and gender integration.

Motivational talk by were arranged by leading women professionals

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

5.9.3 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	310	70,75,000
Financial support from government	595	1,60,71,945 (applied)
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

[Type here]

[Type here]

[Type here]

5.10 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.11 No. of social initiatives undertaken by the students

5.12 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Visual and Mission:-

- To abide by the constitution and respect the national flag and the national anthem
- To cherish and follow the noble ideals which inspired our national struggle for freedom
- To uphold and protect the sovereignty, unity and integrity of India
- To defend the country and render the national service when called upon to do so
- To promote harmony and the spirit to common brotherhood amongst all people of India transcending religious, linguistic and regional or sectional diversity and to renounce practices derogatory to the dignity of women
- To value and preserve the rich heritage of our composite culture
- To protect and improve the natural environment including forest, lakes, rivers and wildlife and have compassion for living creatures
- To develop scientific temper, humanism and the spirit of inquiry and reform
- To safeguard public property and to abjure violence
- To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement
- To provide opportunities for education by the parent/guardian to his child or a ward between the ages of six to fourteen as the case may be
- To offer contemporary and rigorous educational experiences that will equip the graduates with advanced problem solving and critical thinking skills for contributing to societal growth.
- To ensure continuous development of infrastructure and state-of-the art equipment to provide technologically advanced and intellectually inspiring learning environment
- To provide an ambience that encourages knowledge acquisition and academic freedom, to produce skilled professionals and vibrant entrepreneurs
- To collaborate with Industry, Government bodies, R&D Organizations and Foreign Universities to acquire new knowledge and develop technological transformations to achieve global excellence
- To instill a sense of professional integrity, social and ethical values, leadership qualities and cultural awareness to evolve as a responsible citizen.

6.2 Does the Institution has a management Information System

Yes. The College has a well-versed Management Information System for its academic and administrative functioning.

The administrative system composed of Principal's office, administration and accounts department in the college are fully automated with appropriate software and all information on student admission, examinations, marks, fee payments, etc is available for timely decision making and actions. All the notices pertaining to students and faculty are timely displayed on college website and notice boards.

College website under up-gradation.

The College library is also automated and the information regarding availability of books, issue details, etc is available to the students and staff immediately as the need arises. An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue.

All the academic and administrative issues are deliberated and discussed in the appropriate body / Committees.

The deliberations are properly minuted and the decisions implemented at all levels in the form of proceedings, rules and regulations and policies. All relevant information about the college is published on the college website for reference.

Some forms of MIS are

- Governing Body meetings
- Staff Council meetings
- IQAC Quarterly Meetings
- IQAC Events
- Annual Report of the college
- Notices regarding seminars and society activities
- Annual Report

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

6.3.1 Curriculum Development

The college is a 100% University maintained institution. The curriculum development is taken care of by the parent departments in each course as per the guidelines formulated by the academic council of Delhi University. At present Choice Based Credit System is being followed across all disciplines under which quality curriculum has been developed taking into account the views of all stakeholders students, subject experts, faculty expertise and industrial experts. Skill based curriculum with societal impact is the key point in developing the curriculum

In an affiliating system there is limited flexibility for innovative curricular designing. However the college is involved in the process indirectly as and when the faculty members are elected to various Academic Bodies. In 2013-2014 the Credit based Semester System was introduced. All the teachers of the college have actively participated in the syllabus framing process. 5-6 members of each department of the college played their role as members of the Board of Studies. During the course of the academic year many of the departments contributed substantially to introduce innovation in curricular design.

6.3.2 Teaching and Learning:

- In addition to conventional blackboard teaching a large number of rooms in college are fitted with LCD projectors and hence smart methods are being adopted by teachers to improve their teaching learning process
- Teaching methodology is more interactive. Seminars, Guest lectures and group discussions are frequently held to make teaching and learning more effective.
- Web based learning and visual class rooms are also being used to enrich knowledge in advanced technological tools of education in each subject.
- Through innovation research projects sponsored by University, a research aptitude is inculcated in the students. Students get exposure through field visits, conferences and seminars are able to contribute towards research publications.
- Internet facility is available to all students, faculty and staff during college hours and beyond for their continuous updating of new frontiers in their areas of study
- Experts are invited from Industries, Research Organizations and Educational Institutions for delivering lectures in the emerging areas

- Students are taken for educational excursions.
- Students are encouraged to ask questions during teaching process (Learn by Queries) in order to clear their doubts while grasping the subject.
- A system of continuous evaluation is being followed across the disciplines.
- Each department holds its annual society function where subject related innovative activities are conducted by students.
- Faculty frequently attends, presents papers, and delivers invited talks in National and International conferences, seminars and workshops.
- Professional Trainers from reputed organizations are invited for students and faculty to develop their aptitude, communication, personality and other soft skills.
- Identifying the slow learners and adopting remedial measures to improve their learning skill.

6.3.3 Examination and Evaluation

As per guidelines of CBCS system, students in any program of study are evaluated continuously through internal assessment and an external assessment. Internal assessment is done throughout semester in the form of class tests, assignments, projects and attendance. External evaluation is done at the end of each semester in the form of Practical and Theory Examination conducted by University. In the practical examinations in science courses subject experts are from other colleges. The examiners are decided by committee of courses.

Question paper are set by a board of paper setters decided by the committee of courses in a confidential manner. Evaluation of answer scripts is conducted subject wise in a time bound manner at central evaluation center of that subject. Subject experts prepare the scheme of evaluation, giving guidelines for the examiners for distribution of marks for different points in the question.

Evaluation process is transparent. Evaluated answer scripts are sent to University which communicates the outcome of the evaluation by publishing results on the internet through University website. Students are permitted to request for reevaluation of their answer scripts within a stipulated period after announcement of the results. After reevaluation, records are updated with changes if any and the student will be issued a revised memorandum of marks.

Based on the credits and marks obtained by the student Semester Grade Point Average (SGPA) will be calculate for semester and Cumulative Grade Point Average (CCPA) will be calculated for entire program. Award of class will be finalized based on CGPA. Analysis of student's results is done by the respective departments and the college.

6.3.4 Research and Development

- Faculty members in each department are engaged in research. They make continuous efforts to obtain research project grants from funding agencies. These grants have contributed to the development of infrastructure for research in the college. There are six well equipped research labs catering to Ph. D students and research interns and undergraduate students.
- As per recommendations of IQAC, a research committee has been constituted in the college.
- Faculty members are encouraged to present research papers in State. International, National level Conferences, Seminars and Symposiums.
- Pass out students are given opportunity to undergo research internships under the mentorship of faculty members.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- Library added 2166 books and 11 Journals/Magazines in the year 2017-2018
- Renewed the membership of NLIST program to access e-resources.
- Procured one Barcode Scanner for circulation counter.
- Procured one Canon flatbed Scanner for the library.

Physical Infrastructure

Dyal Singh College has sufficient infrastructure which includes, wi-fi enabled campus with internet facility for all students and staff, seminar hall and auditorium equipped with internet and projector and a seating capacity of more than 225. We have Faculty rooms, Staff Rooms, Meeting rooms, Office, Class rooms, Tutorial rooms, Girls common room, medical room, NCC room, laboratories equipped with necessary hardware and software, Computer Resource Centers, Research Laboratories, Library, Parking spaces, Disabled friendly campus.

The Time Table Committee plans the academic schedule at the beginning of each semester in such a way that the available Air Conditioned Seminar Halls, Computer Centres, Departmental Labs, Audio Visual Rooms, LCDs, Play grounds, Library, Dynamic Website, 24x7 Wi-Fi Campus, are utilized to the maximum extent by all the Departments without compromising the quality of service to the students.

6.3.6 Human Resource Management

Since Dyal Singh College is a constituent college of Delhi University. The Executive Council of Delhi University is the supreme body which is responsible for constituting the College Governing Body. The Governing Body is headed by the Chairman. The Principal is the member secretary. Two teacher representatives, two representatives from non-teaching staff, senior professors from university and other persons of repute are the members. Governing Body meets at least twice in a year for providing valuable guidance in planning, organizing and execution of all academic and administrative activities.

The Principal of the College is the academic head of the institution. He looks after the academic activities of the institution and maintains a cordial relationship with the management and all stakeholders of higher education. He along with his team of faculty members, conveners / members of various committees, Teacher-Incharges of different departments manage the Human Resource of the College in accordance with UGC guidelines. It is responsible for attraction, selection, training, assessment, and rewarding of employees, while also overseeing organizational leadership and culture and ensuring compliance with employment and government laws. Proper care is taken in the selection process for keeping quality in the appointments. Staff sent for various types of training program and workshops for enhancing their competence. Work distributed as per qualifications and experience of the staff.

6.3.7 Faculty and Staff recruitment

Since Dyal Singh College is a university maintained institution. For the approved workload for each department, ad-hoc appointments of faculty are done at the beginning of each semester from the panel compiled by respective main departments in University. The selection is made on the basis of merit secured in interview.

For permanent posts after approval from governing body and university the vacancies arising at different points of time are advertised on University's website and applications are received online. After scrutiny the data is sent to respective colleges where departmental committees finalize the list of candidates. Following procedure is adopted for selection

Constitution of the Selection Committee by the parent department in the University, consisting of Visitor's nominee, Principal, HOD concerned and subject experts from outside.

Inviting the candidates who have previously been shortlisted by the screening committee through personal communication and through College Website in response to their applications for the advertised posts.

Conduct of interview paying importance to their aptitude, communication skill, interest in teaching profession, educational qualification, professional competency, subject knowledge etc.

The Selection Committee will finally approve the selection and the Chairman will issue the appointment order to the selected candidate.

Qualification, eligibility criteria, pay scale are as per UGC norms.

6.3.8 Industry Interaction / Collaboration

- Placement Cell of the college aims to facilitate the process of close industry-institute interaction and actively promoting fresh avenues for the same. It works to enhance industry interaction with students and bridge the gap between academic and corporate world. Placement Cell invites entrepreneurs, executives and policy makers to address students thereby facilitating practical learning. Major activities of placement cell are
- It invites well-known companies for placement. All the students are informed through notices and social media. After a proper and fair selection procedure conducted by the company students get the placement.
- It invites people from corporate to conduct personality development and grooming sessions

Different departments like department of Commerce, Economics conduct training programs, organize guest lectures by accomplished from corporate worlds. Science departments organize industry visits.

6.3.9 Admission of Students

The College ensures transparency in the admission process by strictly adhering to the guidelines issued by the Delhi University. The aspiring candidates first register online on Delhi University portal. The admission schedule is announced by the University. Subsequently cutoffs for admission in each course are announced by the college in national newspapers. The admissions are done on the basis of these cutoffs in a 100% transparent manner.

6.4 Welfare schemes for

Teaching	<p>Faculty</p> <ul style="list-style-type: none"> • Granting permission for attending Conferences, Seminars, Workshops • Faculty Development Programme , Summer /Winter school etc. • Permission to register for doing M. Phill/ Ph.D. programmes to enhance their qualifications. • Research • Children Education Allowance • M/P/CC leave <p>General for staff</p> <ul style="list-style-type: none"> • All the benefits as per service conditions notified by University of Delhi are given to all teaching faculty. • A Credit & Thrift Society functions in the college in which the teaching and nonteaching members contribute a nominal monthly sum. The accumulated amount is deposited in bank in form of fixed deposits and can avail loan facility at nominal rate of interests.
Non – Teaching	<p>Staff training programs are conducted by the IQAC as well as the University. All the service benefits as per the University guidelines are given</p> <p>Benefit of Credit and Thrift Society is given</p>
Students	<ul style="list-style-type: none"> • Financial assistance to economically weaker students in form of fee concession. • Merit awards based on their academic performance. • Sports and Art & Culture quota in admissions. • State/Central Government Scholarship facilities. • Subsidized Bus Fare • Certificates of appreciation and trophies for merit holders. • Certificates of appreciation for students participating in activities • Students of SC/ST category are allowed to keep the library books throughout the year. • ICT facilities for visually challenged students. • PWD enabled campus • Administrative support for students availing scholarships from outside agencies

NA

Total corpus fund generated

6.5 Whether annual financial audit has been done Yes No

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

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

6.7 Does the University declares results within 30 days?

For UG Program Yes No

For PG Program Yes No

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

In recently introduced CBCS system a method on continues assessment of each student in each course has been introduced and is being followed.
Students can get photo copy of answer sheets and apply for revaluation.

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

None

6.10 Activities and support from the Alumni Association

- The alumni association has been established to have strong linkages.
- Departments organize alumni meeting every year during their respective departmental annual function.
- Alumni regularly interact with the students of their departments to create corporate awareness as well as provide guidance for carriers in higher studies.
- Guest Lecture are conducted through achiever alumni.
- Assist the college in getting placement for the current students.
- As members of IQAC they contribute in improving standards of higher education in college

6.11 Activities and support from the Parent – Teacher Association

Efforts are being made to establish Parent Teacher Association in college

6.12 Development programmes for support staff

- Encouraged to do higher studies.
- Training programmes are regularly conducted to improve their skills
- Skill Development

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

The college is located in one of the greenest areas on Delhi NCR, Lodhi Road. The college campus is highly green with a variety of flora and fauna. The college has taken a large number of initiatives to make the campus eco-friendly.

The inmates of the college are very careful to keep the campus plastic free.

Environment Club and garden committee actively involved in the maintenance of ecological; balance in the campus.

College promotes the concept of '**reduce, reuse and recycle**'

- **Both sides of paper are used for official work**
- **Paperless and cash less money transactions by accounts department**
- **Minimum use of paper for dispersal of information to students and faculty**
- **Waste paper is given to agencies which recycle it and give recycled paper for office use**

The initiatives that have been put in place to contribute to protection of environment.

Installation and commissioning of 100KVA solar panel connected directly to grid

Lowering of carbon emission

Installation and commissioning of Effluent Treatment Plant – treats effluent from chemistry laboratories and treated water is used in college gardens for watering the plants.

The college has a system of waste segregation

Vending Machines, Incinerators have been installed in girl's washrooms

Plastic free campus

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.

- IQAC organized quality enhancement workshop for non-teaching staff
- IQAC organized a Personal Branding workshop for students.
- Lectures by distinguished speakers, researches, academicians.
- Lectures and interactive sessions with distinguished alumni.
- Continuous evaluation of students.

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

IQAC planned the objectives for year (2017-18) and its progress was monitored through action taken report from all concerned persons. In its meeting these action taken reports were discussed and correction was done appropriately whenever it was required

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

Refer Annexure III

7.4 Contribution to environmental awareness / protection

Dyal Singh College seeks to provide an education to its students that makes them aware of their environmental responsibility. Hence college has a strong commitment towards environmental protection. The environmental degradation is arrested through

- There is Environment Club in the college which is elected by College Staff Council. Its objective is to organize drives for environmental education and environment protection.
- Use of plastics in college is strongly discouraged - College has been awarded a certificate for being PLASTIC FREE COLLEGE OF THE YEAR by Indian Institute of Ecology and Environment, New Delhi
- College has a lush green campus. To enhance the green cover further Tree Plantation drive is conducted very frequently by different societies
- College has a 100KVA Solar panel which is directly connected to grid. The college functions totally on solar energy.
- No paper financial transactions
- Effluent from science labs is not released in city drains
- Under CBCS system a course on 'Environmental Studies' has been included in the curriculum. It is compulsory for all undergraduate students to study it right in first year.

7.5 Whether environmental audit was conducted? Yes

No

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

Strength:

- Founder
- History
- Alumni
- Rising cut-offs
- Better Results
- Research Environment
- UG students in research
- Teacher mentors
- Placements, Internships
- Qualified faculty
- Dedicated staff
- Green campus
- Medical facilities
- Metro connectivity
- Biometric attendance for Non-teaching staff
- Gender Champions
- Online Fee
- NII Science Setu
- Projects
- PAS
- Lift
- Enabling Campus
- Seminar Hall
- Amphi Theatre
- Auditorium
- Sports/ECA
- Security
- RTGS payments
- SOL/IGNOU/CEC

Weakness:

- Accessibility to upper floors
- Library Space
- Individual Faculty Rooms
- Gymnasium
- Classrooms shortage

Opportunities:-

- Sports
- NSS
- NCC
- EOC
- Art & Culture
- Nation Building
- Teacher counselling
- Research
- Increased employability of students
- Inculcating moral values

Challenges:-

- Infrastructures
- 100% attendance of students
- Students in fights
- Admission number
- Tutorials
- Meritorious Awards
- Result improvement

Future Plan:-

- Gymnasium
- Additional facility for sports
- Rain water harvesting
- SC/ST/OBC special coaching
- Infrastructure accessible addition
- New courses
- More research labs
- Hostel
- Science block II
- Additional floor in library
- Residential complex for staff

8. Plans of institution for next year

1. To secure higher NIRF rank
2. To organize a Faculty Development Program on Environment Sustainability and Higher Education.
3. To organize a waste management workshop for students.
4. To replace all the tubelights and bulbs by LED lights.
5. Encourage faculty to take up more number of research.
6. Establishing Parent- Teacher Association.
7. Improving Feed-Back system.
8. Centralized Instruments facility.
9. Core Computational and ICT facility.
10. Plan for providing genuine guidance regarding competitive exams to aspiring students.

Name:Dr. Alka Gupta

Coordinator, IQAC

Name:Dr. I. S. Bakshi

Chairperson, IQAC

ACADEMIC SCHEDULE [ODD & EVEN SEMESTER]

Sl. No	Contents	Academic Year 2017-2018	
		ODD	EVEN
1	Classes Begin	20th July, 2017	01st January, 2018
2	Mid-Semester Break	30th September, 2017 to 06th October, 2017	2nd March, 2018 to 7th March, 2018
3	Classes begin after Mid-Semester Break	7th October, 2017	08th March, 2018
4	Dispersal of Classes, Preparation leave and Practical Examination begin	16th November, 2017	27th April, 2018
5	Theory Examination begin	30th November, 2017	09th May, 2018
6	Winter Break	17th December, 2017 to 31st December, 2017	20th May, 2018 to 19th July, 2018

Stakeholder's Feedback Analysis

Feedback from students

There is a feedback form for students on college website where suggestions and opinions, and problems are shared by the College students. Based on these, necessary steps are taken by college administration.

Feedback from alumni

Feedback on curriculum is obtained from Alumni, when they come to the college to get their original Certificates / Degrees on completion of the course and attend the Alumni Meet arranged by the department concerned periodically. Based on the feedback, the necessary recommendations are proposed in IQAC meetings where they are discussed and subsequently approved.

Feedback from Peers

The College gets feedback from the Subject Experts, Resource Persons, Members of Inspection Commission and External Examiner for conducting Viva-voce, Special invitees to the seminars, symposium and workshops arranged in the College campus to enrich the curriculum. Based on the feedback, the necessary recommendations are proposed in IQAC meetings for discussion, approval and final implementation by college administration.

BEST PRACTICES

BEST PRACTICE I

STUDENT CENTERED TEACHING AND LEARNING PROCESS

Why is it needed?

- Students are in the world of opportunities and challenges. The student requires intellectual and technical skills in this competitive world.
- The expectation of industry from potential employee is elevating every year. So to enhance their employability students require some additional skills along with the subject knowledge.
- Improving student's knowledge by simple lecturing becomes more complex due to advancement in I.Q level of students.
- Making the student as an active learner rather than passive listener is a challenge during the lecture.
- Adopting different teaching methods with latest technology and happenings is required to maintain the attention of students.

What is the best practice?

The college teachers frequently undergo refresher courses, attend faculty development programs, interactive workshops, conferences and seminars to enhance their teaching abilities and maintain pace with the students

Objectives of the Practice

- To excel in teaching and learning process through various teaching methodologies.
- Implementation of teaching pedagogy such as quiz, case study, group discussion, model demonstrations.
- To encourage faculty member to adopt various teaching and learning modules.
- Implementation of activity based learning, project based learning to actively engage the students in learning process.
- To promote critical thinking and make student globally competitive.
- Each session is initiated with a discussion or questions or story with real time examples before defining the objective.
- During lecture, questioning by the students is encouraged by giving simple and reliable example related to the topic of discussion.
- Teaching circle is created by assigning task to a set of students which develops team work culture and creates interest in learning.

- The learning is continuously evaluated through group discussion, class test, assignments, assessment examinations etc.
- The students are given freedom to share their views and ideas during discussion.

BEST PRACTICE II

1. Title of the Practice

INTERNAL QUALITY ASSURANCE CELL [IQAC]

a. Action Plan

b. Internal Academic Audit

The Internal Quality assurance Cell (IQAC) has been established in the College at the instance of the National assessment and accreditation Council (NAAC) as a post accreditation quality sustenance measure. The IQAC is to channelize and systematize the efforts and measures of an institution towards academic excellence. As per the guidelines of UGC, the IQAC cell is constituted in our college. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in overall performance of the Institution. IQAC meetings are conducted once in a quarter and with external members at the end of every academic year to discuss the plans and activities of the college. The IQAC has become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. Regular internal audits were conducted to ensure effectiveness of teaching learning.

2. Objectives of the Practice

IQAC will facilitate / contribute:

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision making to improve institutional functioning.
- To act as a change agent in the institution.
- To better internal communication.

3. The Practice

Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

Ensuring relevance and quality of academic and research programmes.

Ensuring equitable access to and affordability of academic programmes for various sections of society.

Ensuring optimization and integration of modern methods of teaching and learning.

Ensuring credibility of evaluation procedures.

Ensuring the adequacy, maintenance and functioning of the support structure and services.

Research sharing and networking with other institutions in India and abroad.