



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

KESHAV MAHAVIDYALAYA

H-4-5 ZONE, PITAMPURA, NEAR SAINIK VIHAR

110034

keshav.du.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Keshav Mahavidyalaya is a **constituent college** of the **University of Delhi** established in **1994 by the Govt. of NCT of Delhi**. Despite being one of the youngest colleges of the University, it is considered one of the best off-campus co-ed colleges having many awards and honours to its merit. The college has been awarded with the **NAAC accreditation of Grade 'A' in the year 2015**. Having a sprawling **campus of more than 10 acres** with an impressive infrastructure, the college is **located in the North West district of Delhi** in Pitampura. The College offers **nine programmes** across the science, commerce and humanities streams along with **two diploma and two certificate courses** in foreign languages. Keshav Mahavidyalaya is an institution that has always believed in excellence through holistic learning. It has consistently moved on the path of success and is acclaimed for its achievements, faculty, and intellectual rigour. The institution believes in developing potential of students by providing them with ample opportunities to discover themselves and grow to broaden their perspectives. The College encourages **participation of students in myriad curricular, extra-curricular and sports activities**. The numerous laurels brought to the College by the students is a testimony to this fact. A number of departmental and cultural societies and festivals facilitate the holistic development and channelize the creative potential of the students. Students take keen interest in numerous socio-cultural initiatives like **Rotract Club, Environment Club, Women Development Cell, Equal Opportunity Cell, SPICMACAY etc. Cultural Societies for Debate, Dramatics, Music, Art, and Dance** allow students to showcase their talents and pursue their passion to explore new horizons. An enabling environment is created for the skill development students through **industry interaction, organizing industrial visits, guest lectures, hands on workshops etc.** The College also ensures protection of student interests and rights by setting up of **anti-ragging cell, grievance redressal cell and cell against sexual harassment**. Alumni interactions are held to facilitate the opportunities for student alumni interaction and institutional development. The **placement cell** of the College works hard to ensure the training and successful placement of the students.

Vision

To be a premier institute that nurtures creativity amongst students and instills moral values along with quality education to enable them to take on real life challenges with confidence.

Mission

- To inculcate positivity in attitude and thought.
- To nurture creativity and problem solving skills.
- To sensitize students towards gender issues and respect for all human beings.
- To bring about awareness related to ecological enrichment and environmental factors.
- To encourage students to have the vision and courage to initiate and manage change.
- To help in recognizing the challenges of a competitive world and learn to adapt.
- To create a clean and conducive atmosphere for the promotion of education.
- To give impetus to women empowerment.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **Keshav Mahavidyalaya provides a quality education with holistic development of students** where they get many opportunities to represent themselves in important roles. All this, they are able to achieve in much lesser fee amount when compared to the other DU colleges with similar courses.
- **Our biggest strength is our diligent staff and a group of visionary leaders:** Inspite of financial crunch and limited number of resources, specially in the time of pandemic, the college managed to work efficiently in online mode. We stayed united and kept the devastating students motivated by engaging them and kept them involved in all possible ways. The staff came forward spontaneously to shoulder many responsibilities related to the furtherance of vision and the wellbeing of the institution. As a result, our college was listed as **an emerging college in the India Today's survey 2021**, and the principal received a felicitation for the same by the Hon'ble VC of the University of Delhi.
- **Online mode of functioning during Pandemic** (Teaching as well as Administration): Our dynamic staff adapted to the need of the time during the pandemic and successfully adapted the online teaching and learning methods.
- **Placement data:** Our Placement Cell strives to provide the best possible training and placement opportunities for the students. Institute has succeeded in obtaining overwhelming response from various industry giants in the last few years like TCS, Deloitte USI Consulting, Infosys, etc.
- **Online Attendance record system:** The college website was redesigned to provide essential information in a user-friendly manner. This increased the ease with which students can access important information, especially their attendance records.
- **Completely online admission process:** Our administration worked tirelessly during the pandemic to provide excellent and time bound services to our students, assuring a smooth transition to the online admission process.
- **Social responsibility:** The college prides itself for being a pro-active part of the community by helping staff members; both emotionally and financially during pandemic; having **free counseling services for the students; opening of RT-PCR testing and vaccination center in the college premises for the general public.**
- **Addition of Diploma courses in the French and German Languages:** Apart from the regular degree courses, we also offer certification, diploma courses in German and French language along with an Add-on course in Radio Broadcasting.
- **Certificates of timely paper evaluation received by many faculty members:** The faculty keeps high standards of integrity when it comes to evaluation and this is evident by the fact that most of the faculty received a timely paper evaluation certificate even during the pandemic.
- **The faculty and alumni** take initiatives in delivering lectures and workshops for skill enhancement of staff as well as students.

Institutional Weakness

- **Limited funds in the expansion and up-gradation of campus facilities:** Limitations in funding contribute to the lack of available financial resources necessary to expand and update campus facilities and services.
- **Setting up of innovation centers and research facilities:** The college needs to work towards adding more innovation projects and incubation centers to undertake projects funded by different governmental and non-governmental agencies.

- **Mechanism to record the progression of the pass-out students:** The college, through its Alumni Committee/ Association is trying to come up with the mechanisms so as to maintain a record of passed-out students' progression. This will also help to build a long-lasting relation with our alumni.
- **Establishing a defined and structured Feedback System:** Though the Principal, teachers and the non-teaching staff informally keeps on taking the feedback from all the stakeholders, but there is a need to define a structured procedure for the same.
- **Define a mechanism to assess students' learning outcomes of various courses:** The teachers are well aware of the learning outcomes of the courses they take and ensures the intent to achieve the same while delivering the lectures. However, a formal mechanism needs to be implemented to assess the learning outcomes of the courses.
- **Opening up more value added and skill-based add-on courses for students:** There is need to introduce more add-on courses to enhance the overall development of students which will make them ready for the world.
- **Scholarships for students:** More opportunities to be explored and implemented to provide financial help to the students in need.

Institutional Opportunity

- **Introducing more add-on, certificate, diploma, and job-oriented courses:** Investment in e-learning and starting of Massive Online Open Course (MOOC's) is an opportunity waiting to be harnessed for quality education through distance education mode. The college has well-qualified and experienced teachers who can develop pool of recorded lectures for the students' benefit.
- **A large repertoire of its alumni who can enhance learning experiences on campus adding relevance to the current programs offered:** Alumni resources need to be tapped as an opportunity for generating endowments etc. through their emotional bond with the Alma Mater and for raising dedicated facilities, providing them visibility on the campus.
- **Innovative and entrepreneurial activities:** Introduction of more workshops or seminars that help to hone the creative and entrepreneurial skills in students, hence empowering students to become lifelong learners who are agents of change.
- **Boy's Hostel:** Increasing its amenities by investing in a boy's hostel for our male students hailing from different parts of India, enabling them a safe and stable environment.
- **Introduction of New Courses such as B.Sc. (Hons.) Chemistry, B.A. (Hons.) Geography and one more section for BMS:** With changing market trends in the college there lies an opportunity for the college to invest in new courses. The college is looking forward to open these courses and therefore has already started the process for the same.
- **Infrastructure expansion:** Up-gradation and expansion of infrastructural facilities such as additions of more classrooms, bigger seminar halls, repair of instruments, purchase of equipment, etc. to provide the highest quality education to our students and staff.
- **Green Campus:** With the challenging situation of global climate change and the need to cut down carbon emissions, the institution plans on transforming into a Green campus by installing solar panels, bird housing, more robust e-waste management system, etc.
- **Maintenance:** Developing a system for the upkeep of institutional facilities such as proper functioning of lift in the college, Maintenance of the auditorium: sound system, timely repair, and up-gradation.
- **Interdisciplinary research:** Promotion of Interdisciplinary research in the college to encourage students to become agents of change by motivating them to look for a solution related to societal problems using an integrated lens.
- **Digitization of the Library with latest technology:** Digitization of the Library by adopting new

software and chip-based identity cards for a more organized, structured, and efficient functioning. Also, emphasizing and promoting the use and purchase of e-books.

Institutional Challenge

- **The whole staff worked during the pandemic inspite of no salary for months:** Our conscientious staff continued to work despite non-payment of salaries due to the delay in the release of funds by authorities for more than six months during the pandemic.
- **Teaching posts to be increased due to EWS expansion:** There is no increase on the sanctioned teaching posts in the college due to the inclusion of EWS quota and consequent increase in other categories.
- **Space scarcity in classrooms and laboratories to accommodate increased students' strength due to addition of seats under various categories:** Alternate options to be sought to accommodate students in the classrooms and laboratories due to the expansion of seats in various categories.
- **Adhoc status of more than 50 percent teaching staff:** The majority of faculty is working on an ad-hoc basis in the college which limits their scope to get grants for research projects from various governmental authorities and fulfil several other responsibilities which they could have performed if they had permanent stature.
- **Construction of additional facilities such as innovation cells and research laboratories:** A dedicated space for research and innovation is required to be built in the college, in order to cater the research appetite of students and faculty members.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

With a well stated vision, mission and objectives, the college emphasizes on building students holistically. The curricula for various courses offered by the College are exhaustively designed by the University with active involvement of faculty who is entrusted with the responsibility of disseminating knowledge and its assessment. **The teachers of the college assist the University** through their respective Departments in reviewing the course curriculums periodically in the light of the prevailing challenges and opportunities and as per the feedback received from different stakeholders. **Choice Based Credit System (CBCS)** was introduced for all courses since the academic year **2015-16**. Under CBCS, students have an opportunity to study the Core papers and choose **Generic Elective (GE), Skill Enhancement Courses (SEC) and Discipline Specific Electives (DSE)**. In 2019, CBCS structure was updated on **Learning Outcomes Based Framework (LOCF)** emphasizing outcomes in each Course. Developing of Information Technology skills and choice of inter-disciplinary subjects remains an essential component. The college follows the academic calendar notified by the University and plans for timely completion and effective delivery of curriculum through **ICT enabled class rooms, Wi-Fi enabled campus, a well-connected library with University Library System**. The College ensures infrastructural facilities and support for achieving academic excellence. The faculty members regularly enhance themselves through participating in **research work, Faculty Development Programs, Short Term courses, Refresher and Orientation Courses** for improving the quality of teaching. Students are provided industry interface through events organized by departments and college. Student participation in **internships, field work, project work, placement drives** is encouraged. Informal feedback on curriculum is obtained from all stakeholders for enriching the curriculum.

Teaching-learning and Evaluation

Keshav Mahavidyalaya is committed towards its mission of imparting quality education to all students and equipping them with necessary skill-set to face the competitive world. Almost all the programmes offered by the college have **more than 100% average enrolment**. B.A. (H) Psychology tops the list with a score of 143.3% followed closely by B.Sc. (H) Electronics and B.Sc. (H) Computer Science at 112.3% and 109% respectively. The respective percentage of seats filled in ST is less in comparison to other categories. This is due to the non-availability of eligible candidates even after dropping the cut-offs to the lowest permissible percentage. **The Students-to-Teacher ratio in 2020-2021 was 19.1**. The college has **100 teaching posts and 94 were filled with qualified full time faculty members** in the respective year. The faculty members on the remaining **06 posts were considered as part time faculty** as they were on rolls for a period of less than a full academic year. **55% of the faculty members are doctorates**, having earned their PhDs from institutions of repute. Several teachers are pursuing and shall be completing their PhDs in the coming years. **The total average working experience of faculty members is 11.16 years with a maximum working experience of 27 years**. The **average pass percentage** of students in the past **five years is 91.10%**. The year 2019-20 showed a decline as compared to the previous years due to the sudden outbreak of the Covid-19 pandemic and a paradigm shift in the teaching learning system. In spite of the above challenges, the teachers of the college continuously strive to reinvent their teaching methods by learning latest technology and provide an immersive learning environment to the students. Audio-visual teaching methodology incorporating ICT, online learning platforms, industrial visits, research projects are some of the means adopted by the faculty members to boost participation and performance of students and inculcation of soft skills among them as well for better employability.

Research, Innovations and Extension

The College encourages the involvement of faculty members in research projects. This has led to completion of **07 research projects** during the assessment period, which includes two national projects funded by Indian Council of Social Science Research (ICSSR), 04 innovation projects financially supported by the University of Delhi and one international collaborative research work at USA sponsored by the University Grants Commission (UGC) under Raman Fellowship. Last year, a research project received an International Exchange award in collaboration with the University College London (UCL, 10th in QS Ranking, 2020-21) which was awarded by the Royal Society, UK. During the assessment period **12 seminars, 25 workshops, 28 webinars and 20 Lectures/Talks** were organized by various departments and committees/ societies of the college on different topics relevant to the present time. Additionally, **two FDPs** on 'Embedded system design' and 'Statistical computing software' were also organized. The College motivates faculty members to publish their research work in reputed journals. As a result, the college has **47 research paper publications in journals** listed in UGC-CARE (National/International), **50 books/chapters and 24 papers in Conference** volumes published during the assessment period. Various **extension activities organized by societies** (with support of government and non-government organisations) of the college in the neighborhood community that sensitizes students towards social issues, gender disparities, social inequity, etc., and inculcates social values and commitment to the society. These societies are mainly **National Service Scheme (NSS), PRAKRITI-The Environment Club, The Women Development Cell (WDC), Rotaract Club, Entrepreneurship Development Program Cell (EDP), North-East Cell and Gender Sensitization Initiatives (GSI)**. Most of the students of the college were involved in these societies and **over 190 activities** were performed during the review period. The College motivates students for internships and field trips to strengthen practical learning. During the lockdown period due to Covid'19 pandemic, when no physical trips were possible, the teachers arranged videos to help students to experience the **virtual visits**. The College has signed **01 MoU with ICT Academy** under which one seminar on 'Employability skills' and two-day workshop for non-teaching staff

were organized by the IQAC, and **01 MoU with Hansraj College, University of Delhi** to conduct FDP.

Infrastructure and Learning Resources

To carry out its academic curricular, co-curricular and extra-curricular pursuits, the College possesses well-equipped and well-maintained infrastructure. The College, spread over an area of 10 acres, has a modern, well-equipped and Wi-Fi enabled campus. Apart from **28 e-enabled class rooms** and **6 lecture theaters**, the College has fully furnished **laboratories** in the departments of Computer Science, Electronics, Physics, Chemistry, Psychology, Management Studies, Commerce and Mathematics. The College has a well-stocked, spacious, Wi-Fi enabled duplex library comprising a big air-conditioned reading room. The College has a state-of-the-art **auditorium** with a seating capacity of 800 persons. It is fully air conditioned built with best acoustics and high end sound and light facilities. It has been the center for all cultural and academic activities of the College. The campus has a beautiful Amphitheatre with five pillars symbolizing the five elements- air, water, sky, earth and fire. It has a seating capacity of 500 persons. The College has an air conditioned **seminar hall** equipped with a projector, Interactive board and an audio conferencing public addressing system. It has a seating capacity of around 100 persons and is used to host a variety of events throughout the year. The College boasts of a well-designed, comfortable and spacious **Girls' hostel** that can accommodate 78 students. Our College is equally committed toward the needs of **differently-abled persons**. The College has a ramp with railing at the entrance of the building. Lift facility near the entrance, a toilet for differently abled and a Wheelchair is also available. The **Sports Department** has ample infrastructure for participation in sports, both indoor and outdoor. The College campus also has badminton, lawn tennis, basketball courts and a huge playground for playing cricket and football. The College has a modern Indoor Gymnasium and an Open Gym Facility for the students.

Student Support and Progression

The College actively supports the holistic development and progression of its students for higher education, employment or entrepreneurial ventures. The students from disadvantaged sections, overseas students, differently abled and students with learning difficulties are provided special attention and care. **Scholarships and fee concessions** are given to desirous and deserving students. The College has a '**Students Aid Fund (SAF) Committee**' whose objective is to provide financial aid and/ or books to those students from economically and socially weaker section of the society. A wide gamut of curricular and extra-curricular activities facilitated by the **cultural committee, festival committee, departmental festivals and various cultural and literary societies** in the college are held throughout the year to ensure the holistic development of the students. The students have brought numerous laurels to the College by their participation in myriad co-curricular and extra-curricular events at Inter College, Inter University, State and National level. The **Physical Education Department** actively provides coaching and encourages students to participate in various events at **Inter College, Inter University and National Level**. It is an endeavor of the College to constantly enhance the skill set of its students in varied areas and equip them to handle the challenges of the competitive world through industry interaction, organizing industrial visits, guest lectures, hands on workshops etc. **Special talks with Alumni** who have cleared entrance exams and interviews are organized to train the students for appearing for interviews, providing motivation to achieve their goals etc. Students who are willing to appear in various competitive examinations are helped by the teachers in providing guidance, study material and counseling. **Students have access to library and can refer various books related to competitive examinations and tests**. The College also ensures protection of student interests and rights. Although most of the students' complaints get redressed at the teacher level or teacher-in-charge level, they can be notified directly to the Grievance redressal cell or through the Grievance box placed at an accessible location. Several other

committees of the College like **Internal Complaints Committee, Anti Ragging Committee, Proctorial Committee, and Enabling Committee for admissions** are constituted for addressing specific grievances.

Governance, Leadership and Management

The governance of the college is transparent, participative and inclusive. College governance is driven by the objective to achieve its Vision and Mission. **Decentralized governance** is encouraged by delegating tasks to various committees and departmental teacher in-charges and authorizing them to submit recommendations for approval by higher authorities. At the highest level there is **Governing body** that meets regularly to guide the academic activities in the college. It is followed by the **Principal, the Vice-Principal, Bursar, and various Staff Council and other committees** that hold periodic meetings in order to ensure smooth functioning of routine college activities. Important decisions are taken in Staff Council meetings. The college **promotes e-governance** through management software in Administration, Accounts, Admissions, Examination and Library. The College has a well-established **Internal Quality Assurance Cell** that ensures academic quality and takes quality enhancement initiatives. The College has a formal mechanism to address the **grievances/complaints** through specially constituted committees. Various **welfare schemes** are available for the benefit of the college teaching and non-teaching staff. The College prepares its budget in advance for the forthcoming financial year which is sent to the Govt. of NCT of Delhi through the University of Delhi. The expenditure is monitored and controlled keeping in view the sanctioned amount. The **Internal Audit** is conducted annually by the Internal Auditor (a qualified Chartered Accountant) appointed by the Governing Body of the College. The **External Audit** is also conducted annually by auditors from the Local Fund Accounts of the Govt. of NCT of Delhi.

Institutional Values and Best Practices

The college envisages to emerge as a good blend of academic excellence and emphasis on inculcating ethical, moral, institutional values and social responsibilities among students and other stakeholders. **Personal and academic counseling** to guide and support the students in their endeavours is carried out in a systematic manner by Consulenza Psychology cell and proctorial system in place. There is abundant greenery inside campus in the form of plantation which provides a green canopy and is maintained properly by manpower engaged. A formal campus Green audit is in progress whilst sufficient care is taken to keep the campus clean and green, simultaneously practicing green campus initiatives. Environmental initiatives like **rain water harvesting, sewage treatment plants, waste management, use of LEDs and no smoking zone** has been implemented. The **interdisciplinary subject Environmental studies** is introduced to the students across all the programmes to sensitize the young minds towards our environment. To provide an extensive exposure to various environment related problems and impart better knowledge in consonance with the subject, **a mandatory field visit** is conducted twice a year to ensure total student participation. The college believes and ensures active participation by the students in co-curricular and extra-curricular activities as an essential development paradigm. **The Eco Club “Prakriti” along with NSS and other societies** helps to inculcate the environmental consciousness from time to time. The college also has a well-defined mechanism to monitor effective and efficient use of resources and infrastructure. The college campus is **differently abled friendly** and provides facilities like **lifts, ramps, special washrooms, reserved space in Library**. The vision and mission statements of the college is displayed at various location in the college and on the website. The **ethical code of conduct** is followed guided by the University rules and regulations. The college encourages students and staff members by conducting programs and adopting several best practices measures. **Students are given different responsibilities** in organizing various activities which helps in improving leadership qualities and

organizational skills. A substantial dimension is thus provided to the student's holistic development.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KESHAV MAHAVIDYALAYA
Address	H-4-5 Zone, Pitampura, Near Sainik Vihar
City	New Delhi
State	Delhi
Pin	110034
Website	keshav.du.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Madhu Pruthi	011-27018805	9811017002	011-27018806	principal@keshav.du.ac.in
Associate Professor	Anjali Thukral	-	9871975544	-	athukral@keshav.du.ac.in

Status of the Institution	
Institution Status	Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	27-08-1994

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Delhi	University of Delhi	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	25-05-2000	View Document
12B of UGC	25-05-2000	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	H-4-5 Zone, Pitampura, Near Sainik Vihar	Urban	10.62	1.45

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BMS,Management Studies	36	XII	English	59	59
UG	BSc,Computer Science	36	XII	English	115	115
UG	BSc,Mathematics	36	XII	English	59	46
UG	BSc,Mathematics	36	XII	English	59	52
UG	BSc,Electronics	36	XII	English	40	40
UG	BSc,Physics	36	XII	English	40	40
UG	BA,Psychology	36	XII	English	40	40
UG	BCom,Commerce	36	XII	English	192	192
UG	BSc,Course Coordinator	36	XII	English	59	51

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				100			
Recruited	0	0	0	0	0	0	0	0	38	61	0	99
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				37
Recruited	28	5	0	33
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				40
Recruited	26	3	0	29
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	3	0	4	20	0	5	2	0	36
M.Phil.	0	0	0	0	0	0	2	2	4	8
PG	0	0	0	0	0	0	1	4	0	5

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	7	12	0	19
M.Phil.	0	0	0	0	0	0	4	0	0	4
PG	0	0	0	0	0	0	13	18	0	31

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	2	1	0	3

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	749	475	0	3	1227
	Female	430	208	0	7	645
	Others	0	0	0	0	0
Diploma	Male	6	0	0	0	6
	Female	13	1	0	0	14
	Others	0	0	0	0	0
Certificate / Awareness	Male	33	13	0	0	46
	Female	56	9	0	0	65
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	69	61	59	71
	Female	23	12	24	20
	Others	0	0	0	0
ST	Male	10	17	8	9
	Female	7	5	4	3
	Others	0	0	0	0
OBC	Male	129	104	113	146
	Female	36	30	38	36
	Others	0	0	0	0
General	Male	217	156	157	158
	Female	162	106	147	122
	Others	0	0	0	0
Others	Male	34	20	0	0
	Female	6	8	0	0
	Others	0	0	0	0
Total		693	519	550	565

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The College has always been in favor of multidiscipline education system with interdisciplinary courses. Presently the college has all the three major streams, namely, Science, Commerce and Humanities. The students of Honors degree programmes are allowed to choose interdisciplinary courses under the General Electives (GE) options. B.Sc. (Prog.) Mathematical Science and B.Sc.(Prog.) Physical Science with Computer Science are two interdisciplinary programmes where students study major courses in all the three years from different disciplines.
2. Academic bank of credits (ABC):	Our college being a constituent college of the

	University of Delhi, is governed by the university rules. The college shall manage and send the academic credits as per the university and government directions.
3. Skill development:	The college offers certificate and diploma courses in foreign languages namely, French and German to enhance skills of the undergraduate students. In past, the college has also offered Radio-broadcasting course as an add-on course of 40 hours. We are open to float and offer in-demand courses to the students as and when we get the opportunity.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The teachers at Keshav Mahavidyalaya use both the languages, Hindi and English for teaching - learning. We organize programmes under the aegis of Spic Macay to promote the rich Indian culture. Students are encouraged to participate actively in various societies where they hone their talents and evolve with the Indian heritage. The college has effectively adapted the online teaching-learning practice during the sudden lockdown due to the Covid'19 pandemic. This shows the capability and digital adaptability of our teaching staff. In addition to this the University has recently recognized our college for granting digital infrastructure to develop a space for online lectures development/recordings, under the programme DUDISCAD (Delhi University Digital Infrastructure for Colleges and Departments). The college has a soundproof room for this purpose.
5. Focus on Outcome based education (OBE):	The University of Delhi has adopted LOCF (Learning Outcome based Curriculum Framework) in 2019 and implemented the same in all its constituent colleges. Keshav Mahavidyalaya has also adopted the same. The question papers, assignments and other evaluations are designed keeping in mind the learning outcomes.
6. Distance education/online education:	The college already manages an additional distance learning center called NCWEB for women with a strength of 1147 students. The college is also open for conducting online education. As mentioned earlier, the teachers had adopted the online teaching system in no time, and the college has already initiated the process of developing digital infrastructure to record online teaching learning content.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
547	452	441	478	496
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1815	1624	1627	1609	1756
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
396	317	256	256	256

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
554	515	494	493	701
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	100	100	100
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	100	100	100
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 35

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
107.60754	237.03778	194.14738	128.11982	160.57536

4.3

Number of Computers

Response: 273

4.4

Total number of computers in the campus for academic purpose

Response: 243

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Keshav Mahavidyalaya is a constituent college of University of Delhi. For effective curriculum delivery activities are planned in advance of a semester. Various committees of the College ensure that each and every functional activity of the College is carried out under the expert guidance of the faculty members and all the activities are unified towards a common purpose. Following activities are done periodically to ensure effective delivery of curriculum:

- The Workload Committee requests departments to submit workload. Departments submit it based on students' preferences for DSE and SEC and teacher to student ratio for class and tutorial size. These are then verified and submitted for approval to the Principal. Any additional faculty against those proceeding on long leave (Study leave, child care leave etc.) or otherwise are arranged.
- Timetables are prepared and uploaded on the college website before the start of a semester.
- Teachers upload the teaching plan of their respective papers with the timeline for completion of the syllabus along with the tentative dates for tests and assignments on the college website at the start of the academic session.
- A rigorous schedule of lectures, tutorials and practical classes is followed by the institution to ensure timely completion of the syllabus. The curriculum is delivered through interactive lectures, discussions, powerpoint presentations, audio-visual methods, quizzes, viva voce sessions, practical exercises, management games and role plays to be effective.
- E- Resources, handouts, references from books are regularly shared with students. Online platforms like Google Classroom, Microsoft Teams etc. are used to supplement the classroom teaching-learning and assessment.
- College provides infrastructure facilities like computer labs, projectors, library, and online database for effective implementation of curriculum through a high level of interaction and student centric pedagogic approach.
- The College library is connected to the University library through intra-net facility via optical fiber cables. The access to all the online journals subscribed by the university helps in quality teaching and learning.
- Regularity in attending classes is ensured by maintaining transparency and uploading monthly attendance on college website for information to students and their parents.

- To enrich learning, the faculty stays in close contact with students even beyond the scheduled lectures, tutorials and practical classes, thus mentoring students on a continual basis.
- Continuous evaluation and sharing feedback with students through well crafted assignments enhances learning. The teachers maintain systematic records of Internal Assessment. There is a department moderation committee and a Central Moderation Committee that takes care of moderation required in IA if any. IA is uploaded on the college website for students to verify through student login.
- College interacts with industries, educational institutions and experts to organize seminars and workshops.
- The teachers also regularly engage themselves in research work or participate in subject enrichment courses.
- Students proactively engage in team efforts that facilitate peer learning. Information on internship opportunities, acquiring soft and technical skills, etc. are shared with students and a healthy learning environment is encouraged in the college.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college has a well-planned timeline for its academic and cultural activities in line with the DU academic calendar. Each department plans its activities and events in advance to ensure smooth flow of events and to ensure they are uniformly spread. Various committees of the College are put in place to ensure that functional activities are carried out under the expert guidance.

- **Admissions** are done for merit and entrance based courses as per DU schedule.
- Department workloads are prepared and submitted to the **workload committee** for verification and to the Principal for approval. Any additional faculty, if required, is then arranged.
- **Timetables** are prepared and uploaded on the college website for everyone's reference. Papers are allotted to teachers based on their area of specialization.
- The first day of every academic semester is observed as **Orientation day** for the freshly enrolled students. Students and their parents are informed about discipline rules, various committees, societies etc. The students get acquainted with cultural societies and give auditions to be members of the same.

- To make the freshers comfortable and to provide them a platform to harness their talents, **Freshers' day** is organized at the beginning of the session.
- Departments constitute department societies responsible for organizing **department events**. Student societies organize a number of intra college and inter college **academic and cultural events** and **competitions** throughout the year.
- Teachers upload the **teaching plan** of their respective papers on the college website at the start of the academic session to maintain a fair balance between academics and cultural activities.
- A rigorous schedule of **lectures, tutorials** and **practical classes** is followed by the institution and students devote time to cultural activities post their classes.
- With a spirit of going **beyond the curriculum** and enriching learning, various **seminars, panel discussions and workshops** are organized by departments and the college.
- A substantial part of the syllabus and **internal assessment** are covered before the mid-semester break. Faculty works in close association with students and gives them timely feedback and guidance for their holistic development.
- Internal assessment is based on **continuous evaluation** and records of **lab assignments** are kept. IA is shown to students and submitted to the department moderation committee and central moderation committee for moderation. Students verify the IA uploaded on the college website before it is submitted to the university.
- One week of mid-semester break is generally utilized by students for their project work and by faculty for participating in FDP or other short term courses.
- Monthly record of attendance is accessible by students on the college website through their logins.
- Students take up **internships** during winter and summer vacations.
- Students register themselves with the **Central Placement Cell** of the University and College Placement Cell to participate in on campus, off campus and pool placement drives.
- The college observes **Spic Macay, Sports Day, Annual Cultural Festival (Tryst), Annual Day, and Farewell** to the outgoing batch, all spaced evenly along the academic calendar.
- **Semester end exams** are held in the months of December and May.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.

Response: 9

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 18

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	5	2	3

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 8.01

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
117	152	156	117	130

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

The institution integrates crosscutting issues relevant to Professional ethics, Gender, Human Values, Environment and Sustainability with both academics and extracurricular activities. Classroom teaching sensitizes students towards such core values for a peaceful and cooperative coexistence of all. Students take keen interest to learn about the intricacies of aspects of social justice and work towards creating a society that regards human values and professional ethics. They become sensitive to the environment through coursework that supports experiential learning and fieldwork. A number of seminars, workshops, panel discussions, awareness drives, signature campaigns and competitive events are organized on such themes to make students aware of the important multidisciplinary issues such as above. The college has constituted committees and clubs for the furtherance of such interests.

- The Code of **Professional Ethics** received from DU is uploaded on the college website and is adhered to by all for maintaining a healthy work environment. Staff and students work in a collaborative manner and support each other. The compulsory AECC paper (English) for students

of first year familiarizes them with professional ethics and imparts linguistic skills required in the professional domain.

- To enable students to understand the legal, historical and cultural roots of Gender discrimination and to overcome it, a Generic Elective paper 'Contemporary India: Women and Empowerment' is offered as to students of honours courses in their first year. Other than that, **gender sensitization** is integrated into classroom lectures. Being a co-educational institution, students of different genders learn to co-exist, grow together and respect each other's space. The college also has a Women Development Cell and a committee for Gender Champions that initiates events and activities for creating a gender-neutral environment.
- The classroom discourses, discipline in the college, conduct of teaching and non-teaching staff, proceedings of meetings are all endeavored towards building strong **human values**. The college also insists on paperless working by using digital modes. Any violation of human values is strictly addressed. The College has constituted an Internal Complaint Committee (ICC) to deal with the complaints related to sexual harassment. The Dramatics Society of the college "SHADES" organizes street plays on various burning social issues such as gender, climate change, environmental education, human rights, etc. It participates in Street Play Competitions organized by Universities/ Colleges / Institutions from time to time.
- Another compulsory AECC paper for all first-year students is 'Environmental Study'. The curriculum of the paper and the associated field trips make students aware about environmental concerns. The college also has an **Environment** club 'Prakriti' to make the students aware of the environmental challenges and ways to overcome them. World Environment Day is observed on June 5. College promotes 'Reduce, Re-use and Recycle' of resources.

College encourages **sustainability** through plantation of trees and promotes public transport among students for a better environment. It also makes efforts for water conservation and has set up a Water Harvesting Plant. The Garden Committee takes care of the gardens and encourages diverse vegetation in college with minimum use of chemical fertilizer and pesticides.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.84

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	9	1	2	6

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 43.25

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 785

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 98.97

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
663	554	523	523	523

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
663	584	523	523	523

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 92.2

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
322	270	269	285	200

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Judgement of a student's academic competence is made on the basis of on-going performance, level of alertness, participation in discussions, and mid-semester evaluations. These are augmented by observations made by mentors. Students themselves express extra interests in subjects or approach teachers with their problems. Measures are taken accordingly to address the needs of students.

Steps taken to advance student learning:

- Motivating the students to take interest in the research so that students can enhance their knowledge base by deep diving into their interest areas, and also simultaneously encouraging them to write research papers, which can benefit them in the future.
- Organizing seminars, workshops by in house students to provide them a platform to showcase their talents and boost their confidence. This technique is useful in learning new and out of syllabus concepts/topics and always interests the students.
- Various coding competitions are held during departmental fests of the Department of Computer Science to enhance the coding skills of the interested candidates and give them industrial exposure.
- Similarly, the Department of Electronics organised various workshops, seminars and lectures to give hands-on training about critical concepts to students.
- Involved students in Innovation Projects to enhance their learning.
- Giving recommendation letters to pursue internships in institutions of repute.
- Providing with references to journals and advanced study material

Steps taken for students with academic problems:

- Efforts are made to identify the cause of their problem and appropriate solutions are worked out.
- Mentor-mentee interaction keeps faculty in constant touch with students, iron out academic and personal issues, and stimulates overall personality development.
- Students are given more attention both inside and outside the classes.
- They are encouraged to take part in departmental activities.
- Efforts are made to identify and nurture their skills and talents in order to bolster their confidence.

- Special attention is given to the slow learners by repeating concepts for them and by being bilingual in delivering the lectures.
- The counseling of students is also done on a regular basis.

Student counseling uncovered the following major issues:

- Examination stress
- Peer pressure
- Parental pressure
- Difficulty in transitioning from school to college (in students of 1st Year)
- Adjustment issues of outstation students

In the past two years, due to the pandemic and lockdown, there were additional problems that the students required counseling for. Some of the issues were related to:

- Anxiety related to COVID 19
- Sickness in either themselves or family members
- Depression and loneliness due to lockdown
- Difficulty in transitioning to online classes
- Difficulty in getting, and learning in online internships
- Time management
- Online examinations for 3rd year students

Both advanced and slow learners are encouraged to ask questions in the class, in the tutorials and even beyond that in free periods of teachers. The faculty is also accessible to students on mail, phone, message, WhatsApp and on online teaching platforms like Google classroom, MS Teams App.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)**Response:** 18.15

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

The pedagogy of learning-centric approach used by Keshav Mahavidyalaya has created an environment that is geared towards participative problem solving and peer learning practices among the students. This approach helps to transform our students from being passive recipients to active and involved stakeholders of the college.

Being a constituent college of a Central University, the students are from various states and different social and cultural backgrounds etc. Therefore the teachers facilitate learning by allowing each individual student to comprehend at their personal level by ensuring their active involvement in class activities. This ensures that they can absorb and grasp the academic inputs at their own pace.

The teachers make the classes as interactive as possible and also encourage innovative thought and novel interpretations. Audio-Visual methodology, Google Classroom, Industrial Visits, Field Work etc are some of the means used by the college to boost the student participation.

Invited talks are also organized by each department of the college from time to time in order to involve the students in activities that help to exhibit and hone their talents.

The internal assessments are systematically planned so as to encourage the students to work independently. Written assignments are required to be submitted by students and these need to be done individually so as to enhance confidence and develop writing skills. The students are encouraged to present their assignments in order to help them overcome stage fear and develop oratory skills.

Each department of the college has incorporated specific methods into the formal teaching framework such as projects, presentations, competitions, case studies and talks by industry experts.

Learning through Projects has been made an integral part of the curriculum where small projects have been assigned to students which gives them a wider perspective of a certain topic and inculcate collaborative learning practices among the students.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT tools empower both teachers and learners. They transform the teaching and learning processes from being highly teacher-dominated to becoming student-centric and this transformation results in increased learning gains for students, creating and allowing for opportunities for learners. In addition, they are cost-efficient and eliminate the usage of paper. Alongside minimizing cost, they also save time during class lectures enabling swift and dynamic transmission of content. They provide access to dynamic teaching and learning methods and facilitate easy student management. ICT is a powerful tool for educational change and reform. Appropriate use of ICT has helped the college raise the interest levels amongst the students and has helped connect learning to real-life situations. Students enjoy while learning and perform better.

Besides the chalk and talk method of teaching, the college makes intensive use of ICT-enabled tools, including online resources for effective teaching and learning process. The faculty use ICT-enabled classrooms with LCD projectors, Wi-Fi connectivity, software, PowerPoint presentations developed by teachers to expose the students to advanced knowledge and practical learning. The labs are updated with new software like Python, Matlab, Microsoft Office, the latest Excel utility.

The college is 'going green' and saving paper through the extensive use of ICT resources and other computing and storage facilities such as Cloud based Google Drive.

The faculty uses different methods of teaching based on the need of the learners and the subject taught. They use conventional methods like lecturing, which is teacher centered and other methods which are interactive, collaborative and ICT enabled such as Microsoft Teams, Google Classroom. The institution is also using the IT enabled learning tools such as PPT, Video clippings, animations, video demonstrations from online sources apart from providing reading materials and lab manuals through emails and other methods for effective teaching-learning process.

Apart from having a well-equipped ICT lab with internet facility, the students are provided with laptops to easily carry on their research and project work.

Projectors are installed in all classrooms to incorporate new pedagogies in the teaching-learning process. Printing facility is available in all the labs. The students and faculty make use of email, group mails, and social networking tools for instantaneous communication and information dissemination.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 39:1

2.3.3.1 Number of mentors

Response: 46

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 55.4

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
55	55	56	56	55

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 8.04

2.4.3.1 Total experience of full-time teachers

Response: 804

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The process of Internal Assessment (IA) adopted by the College as introduced by the University of Delhi ensures transparency at all levels. At the commencement of the academic session, **the teachers are provided with guidelines on how to calculate internal assessment. The teachers prepare a Teaching Plan** of the course along with **tentative test, assignment and project dates** and share with their students. The teaching plans, and other information regarding internal assessment is regularly updated on the College website and mailed to each student. **Multitude of academic and skill based evaluation** aspects are discussed regularly at the departmental and staff council meetings to maintain the high academic standard of the College. **Committees namely- Departmental Moderation Committee (DMC) and Central Monitoring Committee (CMC)** are constituted annually to monitor the effective implementation of IA process.

The **IA of a student comprises the formative and summative assessment** approaches as per the guidelines given by the University of Delhi. IA carries 25% weight of total marks scored by a student. The students are assessed on the basis of three components- assignments/ projects/presentations (10%), tests (10%) and attendance (5%). The assessment is carried out in various formats like evaluation of **assignments, tests, multiple choice tests, projects and powerpoint presentations**. During the pandemic, however, the University relaxed the assessment process in favor of students attending online classes. In view of erratic electric supply and network connection problems faced by remotely stationed students, the components of attendance and tests were done away with and IA consisted of assignment based continuous assessment only.

Attendance is uploaded at the end of every month on the College website and students can check their attendance easily. This measure helps them to keep track of how they are going to score in the final assessment.

A checklist is maintained for practical work from the beginning of the session. The students who are regular and punctual in submitting their assignments benefit by scoring better than their peers.

Assessment is mindful of the writing, listening and speaking skills which is evident through submissions, class presentations and face-to-face 'speaking' assessment in courses requiring such assessment methods.

Evaluated tests and assignments are made available to the students to make them aware about their marks and their mistakes.

At the end of the semester, the final assessment in individual courses is shown to the students by the teachers. **Once the students are satisfied, the marks are sent to the DMC** for moderation. The marks of each student are **analyzed by DMC at the departmental level** and moderation is done, if required. The **moderated IA is verified by the CMC** and final marks are sent to the University. There is a **provision of resolving IA related grievances (if any) of students at various levels**.

The IA mechanism ensures that the students are assessed in an **utmost fair manner free from all personal biases**. **No weightage is given for behavioral aspects**; however students are **evaluated on the basis of characteristics like level of understanding, regularity in class and communication skills**.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

Keshav Mahavidyalaya follows the guidelines set by the University of Delhi for the conduct of examinations. At the end of each semester, all students of the college appear for the final examination. The final exam for each paper has 75% weightage. The remaining 25% constitutes the continuous internal assessment (IA) of a student throughout a semester. The students are assessed on the basis of three components- assignments/ projects/presentations (10%), tests (10%) and attendance (5%) All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner.

- The college has a Departmental Moderation Committee (DMC) and Central Monitoring Committee (CMC), which undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed prominently on the college website and on college notice boards to

communicate information related to internal assessment to students.

- The attendance record, which is a part of Internal Assessment, is uploaded by all the teachers on a monthly basis on the college website and students are given ample time to point out any discrepancies.
- Answer scripts of internal class tests, assignments and project reports are discussed with students after evaluation. They may raise their grievances regarding the marks awarded to them with the faculty concerned.
- Marks awarded by individual teachers are moderated by departmental moderation committees to ensure parity in marks awarded to students among different subjects. After such rigorous scrutiny, the records are uploaded on the college website.
- The final internal assessment (IA) is sent to the university only after each student signs the record and verifies the allotted marks (out of 25).

In order to ensure a well-defined system to deal with examination related grievances, the College has adopted an online system where each student can view its total assessment marks at the end of each semester and can report discrepancies, if any, within a specified time period after which the marks are finally uploaded on the University portal. The students can check their marks and approach the concerned teacher directly in case any discrepancy is observed. The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment.

The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement. The marks are sent to the university only after each student has been given ample opportunity and time to review and register her complaint, if any. The final Internal Assessment marks are reviewed by the Departments. There is a Moderation Committee at the college level that looks into any discrepancies in Internal Assessment marks and takes requisite steps to ensure transparency and objectivity. If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College. Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Keshav Mahavidyalaya offers 9 distinct three year undergraduate programmes (CBCS) and all programmes are adopted in accordance with the Programme Outcomes (PO) and Course Outcomes (CO) as per the guidelines prescribed by the University of Delhi.

The Learning Outcomes-based Curriculum Framework (LOCF) of all the programmes is intended to make each student aware, know and understand each subject and apply the gained knowledge in real life scenarios. This helps in securing their path towards higher studies and guiding them in making well informed decisions for their future.

The learning objectives/course outcomes are communicated to students during the first few lectures at the beginning of the semester. Additionally, various means such as orientation programmes (on the first day of the session), classroom sessions, teaching plans which are uploaded by each faculty on the college website, guest lectures and lab sessions are also held to make them aware about the importance and applicability of each subject being taught to them.

The Programme Outcomes (PO) specified in the curriculum of the undergraduate programmes help the students in achieving internships and placements in reputed companies. The employability of students is taken care of by the college's placement cell which nurtures the students according to the expectations of different, esteemed companies of various sectors.

The faculty of the institution are well aware of the course outcomes of each subject taught by them and the college makes efforts in deputing the teachers for various FDPs, seminars, workshops, national and international conferences to help them enrich their goal of attaining the outcomes in a more effective manner.

Additionally, the parents of the students are made aware of the importance of each subject being taught to their children through the principal's address on the orientation day, Alumni meets, and through the information available on the college website. Informing the stakeholders, especially the parents, persuade students towards skill oriented and value based courses.

Keshav Mahavidyalaya Alumni Association also organises talks and seminars of successful alumni. These seminars/meetings help both students and teachers to interact with the alumni where they share how their specific course helped them in shaping their career and guided them to use their knowledge in real life.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are

measured using various indicators throughout the semester of the academic year.

The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal tests, viva voce, surprise tests, open book tests, quiz, projects etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

Some of the key indicators of measuring attainment are:

- 1. End Semester University Examination:** Being a constituent college of Delhi University, the students of Keshav Mahavidyalaya are required to take examinations as per the semester and annual pattern set by the university, through which the institution measures programme outcomes based on the course attainment level fixed by the programme.
- 2. Internal Assessment:** The Internal Assessment constitutes 25% weightage of the total marks (100) in each subject. The students are given assignments which are designed in alignment with Programme Outcomes of the respective subject. Additionally, internal/class tests, quiz, viva ec. are conducted repeatedly in a semester to judge the performance of a student on a regular basis.
- 3. Practical Assessment/ External Assessment:** It is evaluated by inviting external experts appointed by the university to evaluate each student by conducting Practical examinations, and taking Viva-Voce and evaluating the practical files.
- 4. Result Analysis:** At the end of each semester, result analysis of each course is carried out using bar charts indicating the percentage of students falling in different categories of CGPA obtained. This is an effective indicator in order to evaluate the level of attainment of POs, PSOs and COs as specified by the university.
- 5. Internships and Placements:** Students are encouraged to take up internships, projects, fieldwork, etc. The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies. This helps them to obtain necessary skills and practical experience in their chosen discipline.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 91.93

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
569	428	458	423	640

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
569	512	504	461	685

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.24

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 48.14

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	7	0	0	41.14

File Description

Document

Institutional data in prescribed format

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 28.57

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	1	7

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	7	7	7

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 85

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
45	7	14	9	10

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.46

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
6	14	11	10	5

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.77**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
9	18	25	15	10

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The institution organizes and participates in various extension activities in the neighborhood community that sensitizes students towards social issues, gender disparities, social inequity, etc., and inculcates social values and commitment to society. A brief description of some of the student societies are follows:

National Service Scheme: NSS is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports that aims to develop the personality of student volunteers through community services and to make them sensitive and responsible human beings who are aware of the socio-economic realities of India.

PRAKRITI-The Environment Club: PRAKRITI works towards promoting the ethos of preservation and protection of our environment and to instill a feeling of responsibility for a better, greener, and cleaner environment through initiatives like plantation drives, herbal garden, digging compost pits, talks by eminent speakers, excursions, etc.

Women Development Cell: WDC brings about awareness and sensitivity in the students and instill the desire to work for equality by initiating debates on domestic violence, sexual harassment, and other issues faced by women through organizing essay/ poster competitions, movie screenings and holding talks and seminars. WDC attempts to increase the student participation and visibility in all realms of the academic and non-academic life of the college.

Rotaract Club: The club aims to instill in all the students a sense of community by actively engaging in

socially responsible initiatives and contributing in whatever they can to uplift the current state of being. The students enthusiastically work on their regular projects like books, shoes and clothes donation, and working with children in slums. Club works for the Ashima Foundation (an NGO) Literacy Project called Saksham which aims at empowering the youth through computer training programs.

Entrepreneurship Development Program Cell: The EDP Cell provides the students a platform to enhance their entrepreneurship skills. The society members conduct frequent discussions on various entrepreneurial topics involving sales, marketing and product management as well as on current start-up trends, thus helping the students in generating their own start-up ideas and working on them.

North-East Cell: The Cell provides a platform for all the students from North-East states to share and sort out their problems. The Cell spreads awareness among college fraternity so as to amalgamate the nation with the lesser known cultures of Northeast India. A significant step towards national integration has been taken under the 'Ek Bharat Shreshtha Bharat' initiative.

Gender Sensitization Initiative: GSI aims to create a safe and violence free atmosphere for all irrespective of caste, sex, religion, gender, etc.

Some Extension activities carried out during the period 2016- 2021 are

- Blood Donation & Health Check up Camps
- Cleanliness Drive (Swacch Bharat Abhiyan)
- Tree plantation, Water and Tree Conservation, Digging Compost Pits Programme
- Rallies on various social issues
- Celebration of Independence Day, Constitution Day, Women's Day, Yoga Day, Rastriya Ekta diwas, etc.
- Book and clothes collection and distribution.
- HIV awareness campaign.

File Description	Document
Upload any additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 143

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
51	39	23	19	11

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 103.22

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4354	924	2048	1250	277

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange,

Internship, Field trip, On-job training, research etc during the last five years**Response: 15****3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	2	2	5

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**Response: 2****3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

- The college has 6 big **Lecture halls** and 28 **Classrooms** equipped with e-learning facility.
- A fully air conditioned and well-equipped **Seminar hall** with a seating capacity of around 100 delegates and equipped with a projector, Interactive board and Audio-Conferencing public-address system is used to host a variety of events throughout the year.
- The College has fully furnished **Laboratories** in the departments of Computer Science, Electronics, Physics, Chemistry, Psychology, Management Studies, Commerce and Mathematics.
- The College maintains a well-stocked, spacious, **Wi-Fi enabled duplex library** comprising of two large reading rooms with the total seating capacity of around 150, more than 22,000 books and a rich collection of text and reference materials and encyclopedias in various disciplines. Large number of dailies, weeklies and periodicals are being subscribed by the library on regular basis. The library also provides reprographic services i.e. photocopier service to the users.
- The College has a state-of-the-art, fully air conditioned **Auditorium**, built with best acoustics and high end sound and light facilities with a seating capacity of 800 persons (Area~2569sq m). It has witnessed an array of eminent speakers from diverse fields. The college also allows the auditorium to be used by West Zone Delhi Police for hosting various events.
- The campus has a beautiful **Amphitheatre** with five pillars symbolizing the five elements- air, water, sky, earth and fire with a seating capacity of 500 persons and is used to host a variety of academic events and discussions.
- The college boasts of a spacious and comfortable **Girls' Hostel** located in the college campus surrounded by beautiful lawns and sprawls in an area of 10 acres. The Hostel has rooms to accommodate 78 students on twin sharing basis.
- The College Campus is well connected through wired as well as wireless networks. Students have access to internet with 100 Mbps connectivity by Fiber Optic/LAN cable backbone structure. The coverage of Wi-Fi is not only restricted to class rooms but also extends to all the areas including library, auditorium, amphitheatre and cafeteria. A separate Wi-Fi facility is also provided to Girls Hostel.
- The college infrastructure provides equally accessible education and learning environment for the **differently-abled**. The College has barrier free paths, elevated ramps, lift (elevator) near the entrance to enable students to reach different floors of the building and a toilet specially constructed for differently abled students and staff. A Wheelchair is also available.
- The College building and infrastructure is also used to run a one year **diploma course** and a one year **certificate course** in German and French Language. An Add on **course in Radio Broadcasting** is also offered. A state of the art Radio Broadcasting room is built in the college. The room with acoustic soundproof walls and doors has a mini-studio so that students may run a Community Radio from it. The college has been a centre for UG B. Com. & B.A Pass Course under **NCWEB** with around 1200 students and holds classes on Saturdays only.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

- The College has a state-of-the-art **Auditorium** with a seating capacity of 800 persons (Area~2569sq m). It is fully air conditioned built with best acoustics and high end sound and light facilities. It has two green rooms, one for boys and the other for girls. It has been the centre for all cultural and academic activities of the College. The auditorium, since its inauguration, has borne testimony to the talented performances of renowned maestros including Ms. Shovana Narayan, Sh. Shiv Kumar Sharma, Smt. S. Kanaka, Warsi Brothers, and Mr. Shashank Subramanyam, Ronu Mukherjee and Haji Aslam Sabri. The College has also organized Santoor performance by renowned Santoor artist Pandit Satish Vyas who was accompanied by Ustad Akram Khan on the Tabla. It has also witnessed an array of eminent speakers from diverse field of academics, management, IT industry, governance, and theatre who have shared priceless thoughts with the staff and students of the College. It also serves as a platform to boost the confidence of the College students to come up and show their talent as dancers, singers, actors and display their capabilities as future professionals, managers and event organizers. It is a hub for major College events like the Orientation Program, Freshers' Party, the Annual Day, Annual Festival, College Farewell, Talks by eminent Professor's & personalities etc.
- The College has a fully air conditioned and well-equipped **Seminar Hall** which is used to host a variety of events throughout the year. The seminar hall has a seating capacity of around 100 delegates and is equipped with a projector, Interactive board and audio-conferencing public-address system.
- The campus has a beautiful **Amphitheatre** with five pillars symbolizing the five elements- air, water, sky, earth and fire. It has a seating capacity of 500 persons. It is a host to a variety of performances, competitions, street plays etc. by students. It is also the hot favourite with students as it has borne witness to performers like Juggy D and Benny Dayal.
- The Sports Department has ample infrastructure for participation in sports, both indoor and outdoor. The College campus also has badminton, lawn tennis, volleyball, basketball courts and a huge playground for playing cricket and football. Sports equipment is also made available to students by the Physical Education Department. A special room for playing table tennis, carom board and chess has also been set up.
- The College has a **modern Indoor Gymnasium** with the latest equipment and machines that is available for use to the students and staff.
- The College also provides an **Open Gym Facility (14 Stations)** for the students and staff which can significantly increase their daily physical activity opportunities.
- In the **Girls' Hostel** of the college, there is a students' common room equipped with recreational facilities such as 54-inch LED TV, audio system etc. A separate gymnasium with modern machines is made available for the resident students on the ground floor of the Principal's residence in hostel premises for daily workout and exercise.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 35

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 24.9

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
29.79406	45.18172	82.88494	17.10571	34.87082

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

- The college maintains a well-stocked double storey, spacious, fully automated library comprising of a large reading room. Voluminous library e-resources are available on **NIC Cloud through e-Granthalaya software**.
- Keshav Mahavidyalaya library is fully Automated. From 2010 library has Libsys Software (L S ease Version) and from 2017 the library shifted to e-Granthalaya ILMS software, **version 4.0 for Library Automation**. Since 2017, it became a web-based Library.
- The software enables automation of in-house activities as well as member services. e-Granthalaya has transformed the library to e-Library with Digital Library Services and provides various online member services using Single Window Access System. Some of the key features of this software are user-friendly Graphical User Interface, faster searching of library entities and web-based access. Version 4.0 is 'Cloud Ready Application' and provides a Web-based solution in enterprise mode with a centralized database. The ICT solution has compliance with international standards prevalent in Libraries with use of latest ICT technology and Cloud hosting. e-Granthalaya 4.0 uses PostgreSQL - an Open-Source DBMS as back-end database solution and is made available in **NIC National Cloud (Meghraj)** for Government Libraries on request basis with hosting of application and databases for online access.
- The library provides information services conducive for academic enrichment as well as social and personal development of students, faculty and staff of the College. It also provides print and electronic resources to fulfil users' academic requirements. The library has various sections consisting of **around 28000 books**. It has a rich collection of text books, reference materials and encyclopaedias of various fields. Large number of dailies, weeklies and periodicals of various subjects are being subscribed on a regular basis. **Around 38 Magazines and 18 Newspapers are subscribed by the library for the readers.** Library has more than 740 CDs and DVDs which are issued to various departments of the college. Besides, it also provides facility of accessing about **30,000 e-journals and research articles provided by Delhi University Library System (DULS)** through internet to staff members and students.
- In the year 2020-2021 the College become a member of **N-List –Database**. Various e-resources (e-books and e-journals) provided by N List are now available for staff and students of Keshav Mahavidyalaya.
- Library provides various services to its users like Circulation Service, Technical Services, Reservation Service, Internet Service etc. The library has a separate Internet Lab for students and faculty.
- There are **16 CCTV Cameras** in the college library for security purpose.
- Keshav Mahavidyalaya Library has **Braille Materials for visually impaired user**. The library has one Lez Air Camera Scanner along with a laptop with Lex Air VAD software as well as Braille face and Devanagari Software.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources**1.e-journals**

- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 5.08

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.239	6.56	6.62	6.5	5.49

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 3.66

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 70

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- The college campus is well connected through both wired and wireless networks. The Institute has a **24 x 7 Wi-Fi facility** accessible across the campus including the Canteen area, Amphitheatre and Auditorium to provide seamless connectivity to students. Every department is a part of a centralized LAN besides having its departmental network.
- Internet connectivity is provided by the Fibre Optic/LAN cable backbone structure with **100 Mbps speed**. College Girls' Hostel is also installed with the dedicated Internet Line provided by MTNL so that girls can avail the benefits of internet even beyond College hours.
- Further, the College is a part of the **National Knowledge Network's (NKN)** fibre optic Gigabit Network provided through the University of Delhi with the present Internet speed of 100 Mbps scalable to 1 Gbps.
- Provision of Video Conferencing facility is also there in the college. All the classrooms are equipped with LCD projectors. The IT infrastructure at the college has been sufficiently upgraded with the addition of **80 high end desktops, 8 LaserJet Printers, 2 Barcode Readers, 5 HD Cameras, 12 port rack mounted LIU with 6 ports fully loaded and 4 UPS** to keep them powered on during the power fluctuations/ outages if any. The College has also procured software like **TALLY 9.0 Gold, TDS Plus and HMLERP** in the Administration and Accounts departments.
- The institution provides access to all the installed systems including desktops and laptops of both staff members and students which allows them to use computer and Internet aid for their academic assignments, practical sessions and learning. All Desktops and Laptops have direct access to Internet through password protected and domain enabled system.
- The college has many licensed Software to fulfil a variety of requirements. For example, software to accomplish office work such as **MS Office, Adobe Acrobat; development software such as Red Hat Enterprise Linux, Unix, Oracle, Visual Studio**; antimalware software such as Norton Antivirus, Quick Heal Antivirus; software to provide a simulation environment for PCB design such as Eagle CAD, Matlab, LabVIEW, SigmaPlot, SSPS.
- Due to the onset of the pandemic, many new software have been put in place to ensure that academic work progresses unhampered. Online classrooms are conducted through **Google Meet and Microsoft Teams**. To make the learning process more effective various innovative methods are used by the teachers. This includes giving group assignments and having PowerPoint presentations, where students can discuss and explore their knowledge together. Collaborative learning combined with visual presentations is more enjoyable and comprehensive for the students. **Assignments and conduction of IA are also done through these platforms**. Teachers are encouraged to use/explore online facilities to make virtual classroom teaching flawless.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 7:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 5 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 3.16

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
4.7	5.45	5.85	5.2	3.29

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

- For creation and enhancement of infrastructure, various committees have been constituted in the College like Building Maintenance Committee, Central Purchase Committee, Hostel Committee, Library Committee, E- learning Committee, Internet and Website Monitoring Committee, Canteen

Committee, Enabling Committee, Sports Committee etc. In addition, the departments also constitute their own Purchase Committee.

- These committees function on yearly basis. Various requirements for the creation and enhancement of infrastructure are identified and short-listed by these committees well in advance.
- The department purchase committees identify the requirements of departments for purchase of various instruments along with the specifications in their departmental laboratories keeping in mind the revision in syllabus from time to time and submit the same to the principal. The requirements of various departments are then collected and a collective requirement is prepared.
- A budgetary plan is prepared. This is placed before the Governing Body of the College for discussion and approval. Once the Governing Body approves, the same is submitted to the Govt. of NCT of Delhi for fund allocation.
- Once the College receives the required fund from the government, the College makes necessary purchases through the committees as per General Financial Rules of Govt. of India effective from time to time.
- Also, some development work like maintenance of building and its infrastructure within the college is undertaken by Public Works Department (PWD) of Govt. of NCT of Delhi. The College identifies their requirements and the request is sent to PWD. The PWD prepares a comprehensive plan along with budget estimate and submit to the college for onward transmission to the government for approval and sanction of funds in lieu. The government releases the fund directly to PWD and the required work is undertaken by them.
- The college plans and ensures the optimal use of available infrastructure through various committees like Central Time Table Committee, Departmental Time table Committees, E-learning Committee, Hostel Committee, Sports Committee etc.
- The Departmental Time Table Committee submits their requirements of class rooms and the departmental laboratories to the Central Time Table Committee. The Central Time Table Committee ensures the optimal use of class rooms and laboratories by getting prepared a proper time table of the college and allotting time slots to various departments as per their requirements.
- The E-learning Committee ensures the proper use of all IT facility available in the college by students and teachers.
- The Hostel Committee ensures that various facilities in the hostel are optimally utilized by the residents. Hostel is equipped with Electric Geyser. Hostel floors have been renovated, along-with tile work.
- A separate complaint register is maintained in hostel for hostel related issues. PWD takes required action to close these complaints.
- The Sports Committee adds various facilities for the students and ensures their optimal utilization
- Any problem relating to maintenance by staff and students is given in written to the administrative officer. The principal forwards the application to the maintenance committee which looks after the maintenance requirements and makes recommendations. Based on the recommendations, immediate action is taken for its repair and maintenance.
- The College building related maintenance, including whitewash, is done by PWD.
- The College has appointed a dedicated caretaker who deals with PWD on day-to-day basis and attends the routine maintenance work.
- Maintenance of the equipment in laboratories is looked after by scientific assistants, laboratory assistants and lab attendants appointed in each of the laboratories.
- Computers have been placed under AMC every year. The digital photocopier machine has also

been placed under AMC.

- For other equipment, need based outsourcing preferably from the manufacturer is done.
- The College website is maintained by a website monitoring committee.
- Also, separate registers for lodging civil and electrical complaints have been kept at the main gate of the College. These complaints are regularly checked and handled by the PWD officials.

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 0.19

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	3	8	3

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 1.23

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
41	21	11	16	16

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 21.27

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
440	325	590	365	55

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 8.07

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
50	62	58	28	13

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 4.33

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 24

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations) Response: 100				
5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg:				

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	8	10	8	6

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	8	10	8	6

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 498

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
39	18	193	117	131

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

- The academic year 2018-19 witnessed the formulation of '*Keshav Mahavidyalaya Students' Union (KMVSU)*' in the college, which is affiliated to Delhi University Students' Union (DUSU).
- All **17 members** of the **KMVSU Council** were elected through the electoral process as per the DUSU guidelines.
- The Student Union, **elected to represent the fellow students** - work with the Principal, faculty convenors, and students for organizing events and also building a bridge between the faculty members, administrative staff, and students.
- The student **Union members also help in organising Orientation Day, Freshers' Welcome Party, Diwali Mela, inter-college debate competition, sports' events, Tiranga Yatra and Tryst- The Annual Cultural Fest** of the college.
- A five-member **Student Advisory Committee** is also formulated in the Staff Council and the convenor of the committee.
- At Keshav Mahavidyalaya, students are encouraged to hone their leadership and managerial skills by allowing active participation in various cultural activities. The Cultural Committee along with the students of various cultural societies actively organise different cultural events throughout the year.
- There are several student societies that cater to a range of interests encouraging the students to hone their unique talents and managerial skills. At present, there are more than **20 such Societies** ranging from Indian dance society and Western dance societies to placement and entrepreneurship development cells (EDP), Environment Club etc.
- Besides representing the institution at different colleges and Universities, these societies also organize competitive events and showcase their talents in the various in-house events organized within KMV.
- The college has always endeavoured to instill a sense of care for community amongst the students by actively engaging them in socially responsible initiatives. Under the aegis of Rotract Club, the students collected and donated books to slum children. Clothes, soft toys, basic stationery and grains were generously given out by students and faculty members to various Non-Government Organizations (NGOs) and schools where they could be used in the best possible way.
- Our **students visited blind school in Rohini and slum areas** near the college to teach the slum children. A **blood donation camp** was organized in collaboration with Baba Saheb Ambedkar Hospital. Students also took out street rallies in nearby areas for spreading awareness about prevention of polio and dengue.
- **Academic Association:** Each student, by default after admission also becomes a member of an Academic Association led by their respective department. Each academic association is led by a President, Vice-President, Joint Secretary, Treasurer/ Secretary and Executives. Guided by the association in-charge (a faculty member), the association organizes seminars, symposia, debates, lectures, academic festivals etc. throughout the academic year.
- **Class Representative System:** Each class has two Class Representative (One boy and one girl), who acts as a bridge between their fellow students and the teachers. They ensure timely dissemination of information regarding events, examinations, and even learning material.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 115.8

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
56	38	204	127	154

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Keshav Mahavidyalaya is indeed proud of its alumni who have excelled in every walk of life. Although all the staff members are well connected with most of the former students, yet the college made efforts to start formal Alumni Association in 2017. With the efforts of the committee consisting of two faculty coordinators, six alumni volunteers and present student volunteers from different courses, first Alumni Reunion was organised on Dec 23, 2017. The event was attended by many alumni ranging across various batches, right from the first batch to recent batches. On this occasion, first KMV Alumni Association was formalized. In order to carry forward the work of Alumni Association, a team of office bearers consisting of Mr. Krishan Kumar Aggarwal, Mr. Ankur Jain, Dr. Amit Sehgal and Mr. Gaurav Baudh who were nominated as President, Secretary, Treasurer and Joint Secretary respectively, was approved by the then Chairperson, Governing Body of the college and was announced during the event. A few meetings of the association have been held in past years to discuss the progress of the association. Now, the process of formal registration of KMV Alumni Association with the office of Registrar of Societies is underway. Another alumni interaction was held on 21st July, 2019. The event was attended by around fifteen members including a few new alumni. Their valuable suggestions regarding further progress in matters related to functioning of the association were noted.

File Description	Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)**Response:** A. ? 5 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The governance of the college is in tune with its vision of making the college a premier institute that nurtures creativity amongst students and instills moral values along with quality education to enable them to take on real life challenges with confidence.

Nature of Governance

- The College Management comprises of the Governing Body (GB), Principal, and Vice-Principal. GB is responsible for the overall management of the College and is composed of:
 - Ten members nominated by the University, as approved by the Executive Council on the recommendation of Govt. of NCT of Delhi, out of which five are from Delhi University's Executive Council approved panel and five are from Delhi Government panel.
 - Two University representatives, usually of the ranks of Professors, also nominated by the University of Delhi for a period of one year extendable to another year.
 - Two teacher representatives of college, one with above ten years of experience and the other with less than ten years of experience, for a period of one year on rotation basis in order of seniority.
 - One representative, other than teaching, as a special invitee for a period of one year.
- The principal is the Member Secretary of the Governing Body and acts as the executive head of the College. The principal handles day to day management of the College in accordance with the rules, regulations and guidelines of UGC, University of Delhi and Govt. of NCT of Delhi.
 - The Governing body constitutes certain important committees such as the Finance committee, the Provident Fund committee and New Building Construction committee.

The GB meetings are held frequently to discuss major issues relating to infrastructure, finance, recruitments or any other matter related to development of the College.

- **Prospective plans:** Approved additional courses like B.Sc. (H) Chemistry, B.Sc. (H) Operations Research and another section of BMS shall be offered once financial approval is obtained.
- **Participation of the teachers in the decision-making bodies of the institution:** The college has a highly supportive management that delegates authority and gives due regard to individual competence and expertise. It encourages and supports the involvement of the staff in improving the effectiveness and efficiency of institutional processes.
 - Staff council committees and other committees are constituted for matters relating to admissions, sports and cultural activities, time table, discipline, academic affairs etc. They hold meetings regularly and submit recommendations to the principal.
 - Important policy matters relating to the overall development of the College are discussed in staff council meetings.

- Each department is assigned a Teachers-in-Charge for a period of two years by rotation to facilitate conduct of academic and cultural activities smoothly.
- Individual faculty members are also appointed for carrying out specific statutory functions such as Deputy Superintendents of Examinations or Public Information Officers (PIO)/ APIO for RTIs, or coordinators of specified activities such as NSS, Mentor for Foreign Students, Bursar and Secretary Staff Council.
- The college IQAC (Internal Quality Assurance Cell) ensures furtherance of academic quality.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The College leadership i.e., the Governing Body and the Principal function in a very democratic and transparent manner keeping in view the Vision and the Mission of the College. Institutional practices like decentralization and participative management reflect effective leadership. The College involves and frequently interacts with all its immediate stakeholders, including faculty, non-teaching staff, students, parents, alumni and employers. It also occasionally interacts with other stakeholders like, doctors, police, academicians from other institutes, industrialists, professionals and corporates, non-profit organizations etc. All associates have been fully engaged and extend full cooperation voluntarily.

The following activities showcase decentralized and participative management involving various stakeholders:

- **Annual Day** celebrations recognize meritorious academic and cultural achievers and acknowledge contributions of all other stakeholders.
- The principal welcomes the fresh batch on the **Orientation Day and acquaints them with rules and makes them familiar with the college website**. Each department briefly interacts with the students. The convenor of cultural society, sports and various other committees and societies acquaint the freshers with all the possibilities they can engage with to enrich their three years in college.
- Every year the Staff Council Committees are constituted for all significant activities and initiatives that work independently to assist the management.
- Each department has a teacher in-charge and functions at department level have been decentralized, even departmental purchases have been decentralized after the implementation of GeM Portal.
- Hosting of department or college events, involving participation of external stakeholders is another good example of decentralization and participative management. The events' planning and execution is carried out jointly by faculty and students in consultation with the principal. Non-teaching staff extend full cooperation in the execution. Eminent speakers and experts are invited on various occasions.

- Admissions and examinations are yet another area that is decentralized and involves enthusiastic and rigorous participation of management, faculty, non-teaching and students.

An exemplary example of decentralized and participative management includes:

- The College celebrated its Silver Jubilee on 22nd Oct 2019 with its stakeholders. The Chief Guest for the event, Padma Bhushan Prof. (Emeritus) P. Balaram, Former Director, Indian Institute of Sciences, Bangalore; the Guests of Honour Shri Raj Shekhar Vyas, Addl. Director General, AIR, Doordarshan, New Delhi; Prof. Tarun Das, Registrar, University of Delhi; and Prof. Payal Mago, Joint Dean of Colleges, University of Delhi were the illustrious invites for the occasion. The entire staff, students and alumni of the college celebrated the grand moment with pride and much fanfare. The event was not only to look back at the journey so far, but also to pledge for further growth and excellence. A radio broadcasting room to facilitate an add-on course on Radio Broadcasting was inaugurated on this special day. The Chairperson and Treasurer, Governing Body congratulated the staff and students of the college on achieving this milestone. The principal of the college congratulated the staff and the students for their glorious accomplishments
- Setting up Student Union for greater and more transparent interactions of students with administration and faculty.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institution has grown tremendously in the past 25 years, not only in academics, but also in sports and extra-curricular.

- Our students have brought laurels to the institution by securing positions in academics, placement offers in reputed organizations, post graduate admissions in national and international institutes of excellence and have also contributed in a number of ways to the social cause. The institute has also grown exponentially in matters of faculty research.
- The software and hardware infrastructure facilities in the institution have also been enhanced or modernized from time to time. Such overwhelming growth has only taken place due to the vision of the top management and deployment of a strategic plan by all the internal stakeholders.
- The Governing Body takes stock of the progress made on various fronts in its periodic meetings. The principal reports the new initiatives to the Governing Body and the management's vision with the faculty in staff council meetings. Institutional growth is systematically discussed and planned at various levels and through teachers-in-charges; conveners of various committees, faculty and non-teaching staff, the plans are implemented. Periodical review meetings are held at different levels to

ensure better and efficient functioning of the College.

- Holistic development of students is focused on and the activities are planned in advance for an academic session.
- The college is proud to have developed an in-house mechanism for better data management. Strategic and prospective plans for the institution's growth are designed and deployed effectively. An activity to exemplify the same is the in-house design of the college website aesthetically that provides all the important information to the external stakeholders and supports the day to day functioning of the institution. With the help of all the concerned in charges, it is updated regularly.
- The college has also developed in-house software for uploading students' attendance. Monthly attendance is uploaded on the college website by the subject-wise faculty members through their login. Students and parents can view their paper wise and consolidated attendance.
- The institution has taken active interest in extending Wi-Fi facility to the hostel campus.
- Institutional mail ids have been created for both faculty and students for facilitating and authenticating all official work. MS Teams ids for both faculty and students have been created to facilitate online classes and sharing e-resources.
- The institution further plans to develop Accounts and Administration related software and Smart ID cards for students. The institution will keep on striving to enhance its capacity to serve the students better by bringing in greater ease of routine transactions and improvement in facilities.

File Description	Document
Upload any additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

The institution is a constituent college of University of Delhi and operates under its statutes, regulations and legal framework. It also complies with the directives of Delhi Government (its funding agency), **DHE and UGC guidelines**.

- The governance of the College is headed by the **Governing Body (GB)**. The **Principal** is the Member Secretary of the Governing Body and acts as the **executive head of the College**. The Principal, along with the **Vice Principal and the other committees constituted by GB ensure implementation** of the decisions of the top management.
- **Staff Council committees** are constituted and these committees hold meetings from time to time for discussing matters related to the overall development of the College.
- Certain **other committees** for special matters are constituted by the Principal.
- Individual **faculty members** are given the responsibility to act as coordinators or nodal officers of specified activities such as NSS. They are also appointed for carrying out specific statutory functions such as those of being Deputy Superintendents of Examinations or Public Information Officers (PIO)/ APIO for RTIs.
- **IQAC (Internal Quality Assurance Cell)** works towards formulating policies for maintaining and enhancing quality in education.
- **Teacher in-charges and course coordinators** work as a liaison between the management and the

students.

- **The teaching, non-teaching and hostel staff** all works relentlessly to ensure discipline and smooth functioning of the institution.
- Policies and procedures for staff relating to leave, travel, reimbursement of medical claims, attending conferences/FDPs/Orientation course/Refresher course are well in place and staff related forms are uploaded on college website.
- The process of election of secretary, staff council and the functioning of the committees are governed by DU ordinances.
- There are specific procedures for formation of staff association office bearers for the welfare of the staff.
- The service conditions of faculty are governed by DU.
- The college **student union** is elected by following due procedures and timeline as notified by DU.
- By following an established procedure of auditions and interviews, student members of college society are appointed.
- Each department has a mechanism for constituting **student society**. A male and a female class representative are appointed for each course and section for better dissemination of information. Student in- charges are also appointed among the resident students in the Hostel.
- Detailed rules for resident students are uploaded on the website.
- The institution functions as per well established and documented procedures. Whenever an unprecedented aspect happens, task forces or committees are constituted to think, brainstorm and recommend suitable guidelines to be adopted. After approval from higher authorities, they are duly implemented. The institution functions effectively and efficiently, following policies, procedures and norms that are applicable to it in a transparent and consistent manner.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The institution has a practice of offering support to teaching and non-teaching staff and ensures that different welfare schemes and measures under the University of Delhi are made available to them. The institution also initiates a number of workshops and training programmes periodically to equip the teaching and non-teaching staff professionally.

Faculty members are pillars of any educational institution. They are encouraged to:

- participate in orientation programmes, refresher courses, faculty development programmes, training programmes and short term courses organized by other institutions. They are granted leave and reimbursement / financial assistance as per UGC/ University rules for attending the same.
- pursue further studies and enhance academic qualification.
- undertake Minor/Major research projects with the help of respective funding agencies.
- register for Ph.D in their respective areas for which the faculty gets the study leave, and after completion of the Doctorate, the faculty gets increments in the salary as per the University's rule.
- participate in the workshops conducted by the University during syllabus changes/revisions. Faculty Members are suitably trained as per the changes in the curriculum.

The following are the welfare schemes available for the teaching and non –teaching staff:

- Group Insurance Scheme
- LTC and HTC
- Encashment of leaves
- Maternity leaves
- Paternity leaves
- Child care leaves
- Study leaves
- Duty Leaves for confidential work assigned by the University
- Special Casual leaves
- Extra Ordinary leaves with permission to retain lien.
- Leave without pay to accept important assignments in other Universities/ Educational Institutions etc. deputation to foreign universities under faculty exchange program.
- Interest Free Loans are made available on request to Teaching & Non-Teaching
- Health of the staff is of prime concern. There is a gym facility provided for all and medical

assistance is promptly provided in the adjacent Bhagwan Mahavir Hospital, if required in emergency situations.

- Medical expenses are reimbursed as per DU norms.
- Admissions to the wards of teaching and non-teaching are provided in various courses under ward quota as per DU norms.
- Awareness programmes and training programmes are organized for Non-Teaching Staff.
- Free wi-fi facility on campus and email addresses using the domain name of the institution are provided to the staff members
- The Teaching and Non-Teaching Staff collectively organize annual events like Orientation Day, Freshers' Day, Spic Macay, Annual College festival Tryst, Annual Day, Sports day. The bonding between the staff is strengthened by celebrating common festivals like Holi, Diwali, Lohri and organizing puja on various occasions.
- Canteen facility and lunch from hostel mess is provided on request to all at subsidized rates.

It is because of the institution's concern about the wellness of the staff and its consistent efforts in enhancing the capabilities of the staff, that the teaching and non-teaching staff are excelling and developing towards their highest potential with every passing year.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 7.6

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	10	12	16

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.2**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	1	2	1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response: 20.2****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
35	25	19	9	13

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**Response:**

Performance appraisal system for any institution is a means to identify areas of strengths and the gaps that need to be addressed. It not only motivates the staff for their good work done but also empowers them to strengthen their skill sets further. The performance appraisal of the administrative and accounts staff members is done by the principal through their respective Section Officers. The institution follows the

proformas mandated by DU for different positions to assess the functioning of the non-teaching staff.

- The performance appraisal of Section Officers (Administration and Accounts) is done by the principal directly.
- The performance appraisal of laboratory staff is done by the principal through their respective Teacher-In-Charges.
- The performance appraisal of library staff members is done by the Principal through the Librarian. Complete transparency is ensured in the entire process and a professional as well as human approach is adopted.
- As for the teaching staff, their achievements, publications, record of workshops/conferences attended or paper presented is documented annually in the college annual report. The teachers upload the lectures and tutorials taken by them during each semester on the college website on attendance portal through faculty login. The faculty fills APAR forms that capture their academic and administrative contributions for each academic year. These are then used during the time of promotions from one level to another.
- The Teacher In-charges of the various departments keep a close watch over the academic functioning of the department and the same is discussed with the principal periodically.
- Departments constitute department committees and work related to admissions, organizing academic seminars and workshops, organizing departmental fest etc. are allocated among all. Performance of the Ad-hoc and Guest faculty members is periodically reviewed by the permanent faculty members and is communicated to the principal by respective Teacher-In-Charges. Their tenure is extended in the future period based on satisfactory performance in the current period. The functioning of the Laboratory staff is also monitored by the respective Teacher In-charges and the same is discussed with the principal periodically.
- The necessary self-appraisal forms (APAR) are submitted by the faculty members to the principal for their promotion under the Career Advancement Schemes. The same are reviewed by the principal and forwarded to the concerned department of the University with necessary recommendations.

Teachers were promoted from Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A) and from Associate Professor (Academic Level 13A) to Professor (Academic Level 14) during the last academic year.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College maintains transparency in the financial records and gets financial audits done regularly. It has

adopted a very sound accounting system and all necessary books of accounts, namely Balance Sheet, General Fund Income and Expenditure and Receipt and Payment accounts are properly maintained by the accounts department of the college. A qualified chartered accountant with the approval from the Governing Body and the University is appointed for the purpose of Internal Audit.

- Income/Expenditure is closely monitored by the **Bursar, the Principal and the Section Officer (Accounts)**. Since the Institution aims at all round development without compromising on the quality, yet it follows the principle of Conservatism as far as the expenditure is concerned. Purchases are done by proper procedure. Quotations are called for and prices are compared. The Institution has formed a Central Purchase Committee and department purchase committees for the purpose. There are various society heads and department teacher in-charges and faculty coordinators for events who prepare and submit budgets of events for approvals.
- **Internal audit** is a continuous process. The College has developed its own internal check system. All transactions are verified at three stages. At the initial stage, the officer in-charge scrutinizes and verifies the financial data. It is then scrutinized by the Bursar. It is finally approved by the principal after being satisfied with its clarity, authenticity, transparency and financial accuracy. The errors, if any, are corrected by the staff instantly at an early stage.
- For the grants received from the funding agencies, utilization certificates are prepared according to the allowed expenditure under various heads. The Utilisation Grant Certificates are annually submitted.
- **Internal Audit** is conducted annually by the Internal Auditor (a qualified Chartered Accountant) appointed by the Governing Body of the College.
- **External Audit** is also conducted annually by Local Fund Accounts of the Govt. of NCT of Delhi.
- The Comptroller and Auditor General of India (CAG) had also conducted an Audit for the financial year 2015-16.

The college undergoes following types of audits in a financial year

1. A practicing Chartered Accountant is appointed as the auditor of the institution with the approval of GB. The auditors visit college during the month of July/August to audit financials of the previous year. Based on their findings, an Audit Report is issued to the college.
2. Local Fund Accounts of the Govt. of NCT of Delhi conducts external audit in the college annually. The regressive audit procedure includes physical verification of all the documents including Departmental Accession Register, Dead stock registers or purchase registers.
3. The Comptroller and Auditor General of India (CAG) also conducts audit once in five years.

The audit objections/ compliance, if any, are handled by the Accounts Department either by incorporating the suggested changes/ corrections or by issuing suitable explanation to the auditors. The college also prepares Utilisation Grant Certificates which are audited by the internal auditors.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 3.07

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	.41	2.5	0.16

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Major Funding Agencies:

- The College being a 100% funded College of the Govt. of NCT of Delhi gets its grants from the Govt. of NCT of Delhi.
- It also receives funds from the UGC and the University of Delhi which are utilized for specific purposes as directed by the respective funding authority.
- As a recurring source, the College gets funds from the students' fees and fines.
- It also mobilizes funds through sponsorship from business and industry for various college and department events and festivals.

The College follows a strict monitoring process for the optimum utilization of financial resources.

- Following a strict Budgetary Control, budget for each financial year is prepared in advance. The estimated budget is sent to the Govt. of NCT of Delhi through the University of Delhi. The expenditure is monitored and controlled keeping in view the budget sanctioned.
- For monitoring effective and efficient use of available financial resources, the College asks for the requirements from various departments along with their estimated cost and justification, right at the beginning of the year. These requirements are properly analyzed and priorities fixed as per the finances available.
- The purchases are made through the Central Purchase Committee and the Departmental Purchase Committees. The available amount is spent after following the due General Financial Rules (GFR) regarding purchases to be made. Purchases are made from GeM portal as far as possible. For the products and services not available on GeM, Quotations are invited by publishing on the University of Delhi and college website, writing letters to vendors or if the amount exceeds a particular limit then invited through advertisements in the news dailies. The prices/ quoted rates are compared and

ordered with L1 (least first vendor) vendor except in cases where quality is also a matter of great concern.

- The established procedure for purchasing capital items on a tendering basis is followed. Prior approval of the sanctioning authority is also obtained for the expenditures after following the due procedures.
- All the event in-charges of the various college activities also prepare their respective budget and get it approved from the competent authority. After completion of the event, the actual bill is submitted to the College office.
- Unnecessary expenditures are strictly avoided and it is also ensured that expenditure is kept within the sanctioned limit.
- A regular annual stock verification is also ensured for all the departments by the College Authority.
- Non-serviceable items are written off and disposed off after following due procedure.
- All the Receipts and Payments are closely supervised by the Bursar and the Section Officer (Accounts) and are also monitored by the College Principal.
- College accounts are audited annually by Local Fund Accounts of the Govt. of NCT of Delhi. In addition to this, the College has an effective internal control system that comprises of internal check system and the internal Audit.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC of the college has played a significant role in ensuring quality in the operations of the college. It has worked towards enhancing the skills of teaching and administrative staff as well as students. The IQAC of the college introduced uploading of teaching plans for each paper in a semester on the college website and also sharing with the students at the beginning of every semester.

The two practices institutionalized by IQAC during the last five years are:

- **Strengthening ICT** - IQAC has focused on making better use of technology, especially during pandemic times. The college and departments maintained an excellent connection with industry through guest talks, workshops, seminars regularly in physical mode before the onset of pandemic and in online mode during pandemic. Various measures were initiated to reach out to the students for their academic and counselling purposes:
- Library has been digitized.
- Blended learning has been encouraged.
- Institutional mail ids have been created for students for greater transparency and validation of online correspondence.

- **During pandemic**, certain specific measures include:
 - MS Teams ids were created for students.
 - Interdisciplinary seminars were conducted to broaden the outlook of students.
 - Webinar recordings were made and were available through online links to enable students and faculty to access them later as per their convenient time.
 - Study material was uploaded by teaching faculty on college website. This enabled students to gain knowledge in lockdown periods of pandemic, when they were not able to buy books or could afford limited access to the internet.
 - Online platforms like Skype / Zoom Meet / Google Meet/ Google Hangout/ Video conferencing / WhatsApp Video call were used for lectures, tutorials and practical classes.
 - Online meetings of cells, committees, faculty and students were held periodically.
 - Assessment was initiated through mails, Google classrooms, MS Teams.
 - Students have been contacted telephonically, through WhatsApp, e-mails.
 - Students have been mentored and counselled.
- **Skill based Training** - ICT has worked towards improving skills of teaching and non-teaching staff. It has also organized events to enhance employability skills of students.
 - Special Lecture on “**Environmental Pollutants and Health Hazards**” organised by IQAC and WDC of Keshav Mahavidyalaya, on 27th February 2017.
 - **Workshop on Digital Literacy in collaboration with ICT academy** organised by IQAC on 04th – 05th April, 2019
 - **Seminar for teaching and non teaching staff** on 11th November 2019. Topic: “Roadmap to achieving financial goals” Speaker from HDFC mutual fund.
 - **Webinar on World Environment Day**, speaker Dr. Sanjeev Aggarwal Former Additional Director, Central Pollution Control Board (CPCB), webinar held on 5th June 2020 on Impact on Air Pollution during Coronavirus Pandemic in Delhi-NCT.
 - **Webinar about criteria in revised assessment framework of NAAC in collaboration with Sri Aurobindo College**, speaker Dr. Namita Rajput “Strengthening Student Support and Progression” on 21st April, 2020.
 - Webinar on “**Importance of Infrastructure and learning resources in HEI**” on 2nd May, 2020 in collaboration with Sri Aurobindo College.
 - IQAC and Department of Physical Education of Keshav Mahavidyalaya organized Webinar on “**Physical and Psychological Well Being during COVID 19 Times through Yoga and Meditation**” on 21st July, 2020

File Description	Document
Upload any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

IQAC reviews its teaching learning processes, structures and methodologies regularly. It holds its meetings frequently to review the same and works towards improving the quality of various operational processes. Post Accreditation, IQAC has initiated reforms for enhancing the capabilities of teaching and non-teaching staff by providing opportunities to participate in training programs. It has also initiated reforms to enhance the skill sets of students.

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC include:

1. Introducing Add-on courses and obtaining approval for starting additional degree courses in college.
2. Improving the infrastructure, environment and functional processes.

Adding more Courses:

To provide greater opportunities of learning to the students, the college has initiated the following:

- Radio broadcasting add-on course has been started to enhance students' personality and confidence for effective communication skills.
- Diploma courses in German and French language in college, in continuation of the certificate courses in these languages while looking at the pressing needs of students who already did certificate courses.
- The college has also got additional courses approved by the University and is awaiting approval from the Delhi government for starting the same. These courses include:
 - B. Sc (H) Chemistry
 - B. Sc (H) Operations Research
 - Additional section of Bachelor of Management Studies.

Improving the infrastructure, environment and functional processes:

The functioning of the institution has become more systematic, transparent and smooth as results of following reforms at the institutional level:

- Appointment of first Vice Principal in college.
- Promotion of the teachers from Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A) and Associate Professor (Academic level 13A) to Professor (Academic Level 14).
- Installation of Wi-Fi in girls' hostel.
- Setting up of STP (Sewage Treatment Plant) and RWH (Rain water harvesting plant) in college.
- Updating computer Infrastructure in the computer lab for the benefit of students.
- Online procurement of goods for college through government e-procurement sites i.e. gem.gov.in and cppp.eprocure.gov.in

The quality initiatives taken for broadening the perspectives by organizing seminars and webinars include:

1. Seminar on "Get job Ready Skills" by Prowisdom Growth Pvt Ltd on 14-09-2017
2. Students power seminar in collaboration with ICT Academy Topic: Start Up Conclave on 08/08/2019

3. On world students day IQAC organized a Students power seminar in collaboration with ICT Academy Topic: Stress management on 15-10-2019
4. Seminar for teaching and non teaching staff on Topic: “Roadmap to achieving financial goals” Speaker from HDFC mutual fund on 11-11-2019.
5. Webinars in collaboration with Sri Aurobindo College were organized for faculty about criteria in revised assessment framework of NAAC. The speaker for the sessions was Dr. Namita Rajput who addressed on topics:
 - Strengthening student support and progression on 28/04/2020
 - Importance of Infrastructure and learning resources in HEI on 02/05/2020.
6. Webinar on World Environment Day, speaker Dr. Sanjeev Aggarwal Former Additional Director, Central Pollution Control Board (CPCB), on Impact on Air Pollution during Coronavirus Pandemic in Delhi-NCT on 05/06/2020.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Gender Equity

Keshav Mahavidyalaya sensitizes its staff and students to gender-based challenges and concerns. **The Women Development Cell** of the college, in collaboration with other cells/committees of the college takes various measures and organizes several programs to encourage gender parity and promote dialogue around gender equality every year. The college has an active **Internal Complaints Committee**, a statutory body formed to register and resolve complaints of harassment.

Safety and Security

Following measures are taken by the college to ensure safety and security inside the campus:

- **Proctorial committee** has been delegated to monitor security and safety concerns.
- A prescribed **code of professional ethics** is formally maintained as per guidelines issued by University of Delhi and is made available to all stakeholders on the college website.
- The college fresher students are briefed about the college rules and regulation to be maintained inside the classroom and in the college campus, at the time of orientation day.
- **Security officials (both male and female)** having intercom facility are posted on the main gate, hostel gate and other gates of the college.
- **Surveillance through CCTV cameras** covering the essential areas of the college is ensured.
- **Fire extinguishers** as an active fire protection device are placed on every floor of the college building.
- The College has a **medical room** equipped with a bed, wheel chair, and required first aid to meet the health emergency. **A lady doctor visits the hostel on weekly basis.**
- Attendance is taken in the hostel at 7:30 pm on daily basis.
- Hostel girls are also sensitized about wellbeing, hygiene and security safeguards by organising various seminars from time to time.
- **ATM installed** within the college premises itself.
- The Proctorial Committee (Keshav Mahavidyalaya (du.ac.in) /Internal Complaints Committee (Keshav Mahavidyalaya (du.ac.in) /Grievance Committee (Keshav Mahavidyalaya (du.ac.in) is properly constituted to promptly address the complaints of the students.
- There is a **Complaint/Suggestion box** for the students.
- **Students ID cards** are strictly checked while allowing the entry inside the campus.
- **No outsider/vendor is permitted** to enter the college premises without permission. Outsiders can enter only after permission and proper entry in the register at the main gate.
- **Contact details of police officials** is displayed on the college and hostel entry gates.

Counselling

- The **periodic counselling** by the concerned faculties of all the departments helps and encourage the students to participate in extracurricular activities and making career choice.
- **Consulenza the counselling cell of Psychology Department** purports to provide the emotional and psychological support to the students of college without violating confidentiality.
- **Attendance records** are properly maintained. If any student fails to meet the minimum attendance criteria, students are counselled.
- In case students are facing issues in choosing their elective subjects, students are advised by the subject specific faculties and proper guidance is provided.
- **Various Mental Health Awareness Sessions** spreading awareness about mental health in times of a global pandemic were organised.

File Description	Document
Annual gender sensitization action plan	View Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The prudent sustainable approach is adopted to minimize the generation of waste inside the college premises. Sufficient care is taken to maintain cleanliness within the campus and its surroundings on regular basis. The dead leaves are not burnt rather these are disposed off in the composting pits. Hygienic practices are accompanied for maintenance of the infrastructure. The required renovation or repair activities are done well in time. The college organizes various programmes for the students and staff members to sensitise, inculcate consciousness and sense of responsibility. The extension and outreach programs are conducted which helps to weave in the college with society.

Solid waste management

- The students and staff members help in promotion of solid waste management, practiced through segregation of the waste as biodegradable and non-biodegradable in separate-coloured bins.
- Kitchen waste and the horticulture waste generated inside college premises is converted to the natural manure/ compost within the campus. The harvested bio compost is used in the college gardens. The manpower engaged for the maintenance, is trained to follow the protocols.
- Various awareness programs in this respect are conducted for the students, faculty and house-keeping staff.

Liquid waste management

- Sufficient measures are undertaken to use the waste water generated in the college premises. To achieve the goal of zero discharge campus, the college has established the sewage treatment plant for treatment and recycling of sewage within the college campus.
- There is a strict protocol for liquid waste in chemistry laboratory. The glassware is rinsed with minimum water and concentrated acidic or alkaline solutions are neutralized before disposal as per the guidelines.

Biomedical waste management

NA

E-waste management

- E-waste is disposed of without harming the environment, as per prevailing norms, and the University's MoU with MSTC, which is a Govt. owned PSU. All the miscellaneous e-waste and other scrap material are collected from every department and office and delivered for safe disposal.
- The electronic equipment at various laboratories and other places are put to optimum usage, taking self-care of minor repairs by non-teaching/professional staff.
- The Computers/UPS/ mobiles are repaired/recharged/ replaced subject to the need for the best utilization.
- Students use other non-hazardous items (like discarded CDs) for decorations during the college festival as a creative medium for efficient waste management practice.
- The communication is done through emails using internet. Data is rarely stored in compact discs for any purpose.

Waste recycling system

- For efficient management of waste water recycling, a 100 KLD capacity Sewage Treatment Plant

(STP) is installed in the college and is functional at present.

Hazardous chemicals and radioactive waste management

NA

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell / Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards

5. Beyond the campus environmental promotion activities**Response:** D.1 of the above

File Description	Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**Response:**

The college celebrates various days of national importance, in recognition of eminent personalities and community service programmes concomitantly with academics for bringing in students, teaching and non-teaching staff members on a single stage for establishing inclusive environment.

The college has implemented several measures to make it an inclusive campus:

- The college **strictly follows the reservation policies** laid out by the Government of India for admissions of students and appointments of teaching and non-teaching staff.
- Nodal officers for SC, ST, OBC, PWD, North East, J&K and foreign students are nominated for **redressal of grievance** of the students.
- The Equal Opportunity Cell of the college ensures parity and looks after the **welfare of differently**

abled students.

- The college promotes several **financial assistance/scholarships** provided by the Government to provide financial assistance to the students and in every academic session student from low socio-economic spectrum are granted fee concessions.
- **Mentor-mentee meetings** are held regularly and students are encouraged to share their problems – academic or personal – with their mentors.
- Teachers adopt **bi-lingual mode of teaching**, wherever required, to assist students with linguistic challenges. This helps students enhance their academic performance.
- The college also organises **orientation programme** every year at the beginning of the session for new students to make them aware about the academic and cultural environment of the college.
- The ritual of singing **Saraswati Vandana and National Anthem** at start and end of the program respectively is followed to promote spiritual harmony.
- The college in collaboration with **SPIC-MACAY** organises “**Virasat**”, an annual event, in which eminent artistes across the country perform to promote cultural harmony among students and staffs.
- The college also organises **cultural events for the North-East students**.
- The Rotract Club of the college is actively engaged in organising various activities during the year that enhance harmony amongst its students towards regional, socio-economic and other diversities amongst its students. It organises various events on regular basis including **book, food and clothes donation drive, and blood donation**.
- Collection desks are set-up in college and **collected items are distributed** amongst the people in nearby slum areas. Under **SAKSHAM LITERACY PROJECT**, our students **taught children of the slum areas** on daily basis and made them aware about Fundamental Right to Education.
- The college has NSS unit which inculcates the spirit of service and develop a sense of responsibility in the minds of students towards the **social cause** by conducting various programmes like cleanliness drives- **Swachhta Abhiyaan, Swachhta Pakhwada, Plogging**, Other Awareness Programmes, **Swachhta Slogan writing, poster making** etc. inside and outside the campus.
- The Women Development Cell of the college strives to **promote community services** as well as maintain an **intellectual, social, and cultural environment among women**.
- The Eco club of the college has initiated various programmes to **sensitise the students with environment**.
- Various activities were conducted to spread awareness about the importance of **green environment** in our society.

All these activities help in building harmony and developing a sense of responsibility in the minds of students towards the social cause.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The college encourages its students and staff members to take initiative in organizing various programmes to inculcate constitutional obligations on values, traditions and duties. The college organizes a series of awareness programs and talks to enlighten and foster community and social responsibility amongst the students and its staff. Keshav Mahavidyalaya is committed towards educating its students as constitutionally aware citizens and also sensitize the students about their **Fundamental Rights and Duties**.

- We have a practice of singing the **National Anthem** on conclusion of various programmes conducted in the college during the year.
- **Orientation Day** is organised every year particularly for the first-year students to make them aware about their rights, duties and responsibilities in the college campus and they are motivated to comply with these.
- Our college observes a **Vigilance Awareness Week** by organizing various activities to foster honesty and orient the students towards fighting corruption.
- **National Unity Day** is observed with a pledge to celebrate our glorious history of national integration.
- The college also organises pledge taking activity on **National Voters' Day** and **Rashtriya Ekta Diwas (National Unity Day)**.
- **Constitution Day** is celebrated by organising various activities like special lecture by some eminent speaker, seminar, slogan writing activity etc.
- Our college fosters **community responsibility** amongst the students by organising **blood donation camps** on regular basis. The college also organises **book, food and clothes donation drive** regularly. Collection desks are set-up in college and collected items are distributed amongst the people in nearby slum areas.
- The college renders national service by organising **road-safety awareness** programmes. Students are informed about traffic rules and regulations and instil the importance of safeguarding human life.
- Our students make aware the people in the nearby adopted slum areas aware about the **Fundamental Right to Education** under the **SAKSHAM LITERACY PROJECT** and motivate them to get education and provide education to their children. Our students also taught children of the slum areas for 2 hours on everyday basis under this project.
- To inculcate the values of hygiene and cleanliness at personal and regional level under the **Swachh Bharat Abhiyan**, Keshav Mahavidyalaya organises cleanliness drive like **Swachhta Pakhwada, Plogging**, etc. inside and outside the campus. **Swachhta Shapath** is also undertaken wherein the students, teachers and the non-teaching staff participate.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website

2. There is a committee to monitor adherence to the Code of Conduct**3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff****4. Annual awareness programmes on Code of Conduct are organized**

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college actively organizes various events and festivals of **national and international** importance along with the academics to promote holistic development of the students. The celebration of such important commemorative days, festivals and events not only help in spreading communal harmony but also inculcates moral values among the students. Significance of such celebrations also helps to remind students about our country's history and cultural heritage. In the last five academic years, the college celebrated large number of such events. Keshav Mahavidyalaya observes several nationally and internationally significant occasions to educate our students on the history, traditions and practices of India by engaging and motivating the students to participate in various activities organised for the events.

- Our college celebrates India's **Independence Day** on a prior working day. Students, teachers and administrative staff join in the celebrations, which starts with flag hosting followed by singing of the National Anthem.
- As a tribute to the father of our nation, on 2nd October, the **birth anniversary of Mahatma Gandhi**, NSS of the college organises series of activities with an attempt to familiarize the students with the life and philosophy of Gandhiji. As part of the **Swachh Bharat Abhiyan** which is an initiative to accomplish one of the main principles of Gandhiji, our college undertakes various measures to enlighten students about the importance of hygiene and sanitation on an individual, local, regional and national level.
- **Dr. Sarvepalli Radhakrishnan's birth anniversary** on 5th Sept, which is observed nationally as **Teacher's Day**, is celebrated by organising different activities including slogan writing, poster making etc. to pay homage to the valuable contributions of the teaching community in the society.
- **Sardar Vallabhai Patel's birthday** on 31st October is commemorated as National Unity Day. National integration activities like **Run for Unity and Unity Pledge** are organized on this occasion to honour the 'Iron Man of India'.
- Our college also organizes various motivational events on **Swami Vivekananda's birth anniversary** on 12th Jan which is observed as National Youth Day.
- In December 2014, the United Nations General Assembly Resolution adopted 21st June as

International Yoga Day. Keshav Mahavidyalaya celebrates this day every year, acknowledging the transnational role of Yoga, in promoting physio-mental health.

- **International Girl Child's Day** is celebrated on 11th October by WDC and NSS of the college by conducting various events to sensitize the students to the challenges faced by a girl child in our society. The WDC also commemorates International Women's Day on 8th March by organising webinars, talks and discussions to honour the historical and contemporary struggles of women for empowerment.
- On 25th January, **National Voter's Day**, NSS, of the college organises awareness programmes to spread awareness about the importance of elections and the role of citizens as voters. Pledge taking activity is also undertaken on this occasion in which teachers, students and non-teaching staff of the college participate.
- Our college also celebrates festivals like **Diwali, Makar Sakranti and Lohri** with the people of the nearby adopted slum areas.

File Description	Document
Geotagged photographs of some of the events	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Good Practices - I

Title of the Practice

In-house development and maintenance of college website, web applications, and other utility software

Objectives of the Practice

- To provide information about the college and its day-to-day activities to the students, staff and other stakeholders through web-based platforms.
- To maintain the record of college data in easily accessible electronic format.
- To facilitate the access of relevant documents and forms required by various stakeholders.
- To avoid dependency and recurring costs incurred by the third parties for development, timely update and maintenance of software.
- To encourage in-house technical development skills, application of knowledge in real-time and inculcate team spirit across the students, teaching and non-teaching members.
- To ensure the highest level of control over information, vision and to avoid any time delay as

compared to outsourcing.

- To ensure transparency in the academic and administrative working of the college.
- To provide an attendance portal for ease and use of faculty and accessibility to the students.
- To promote green initiative through the use of e-resources and paperless transactions.
- To facilitate an effective teaching and learning environment.
- To enhance the smooth functioning of administrative working.
- To fulfil the accessibility requirement for people with special needs.

The Context

The college website is a trusted platform through which valuable information can be disseminated to the stakeholders and the general public. It should offer a simple and intuitive way for navigation to its varied users like parents, current and prospective students, alumni, faculty and other stakeholders to search need-based content. Adding a mechanism to remotely access and manage internal assessment, attendance records, exam forms etc. to the existing system through a website can further automate the process, and reduce paperwork and manual work as well.

Most importantly, during this time of the pandemic when students are located remotely in their hometowns and lacking a proper channel for information access, an updated and well-managed website that has been developed in-house has served as a better means for quick and trusted communication.

The Practice

Internet and website monitoring committee (IWMC) and the Web development committee (WDC) of the college were constituted

- To assess the feasibility of in-house development.
- To discuss the design and development of the college website and the related software.
- To organise the content under appropriate categories.
- To discuss the availability of the resources such as server hosting and data storage space by the parent organization.
- To prepare a blueprint of the existing system as per the requirement of the college.
- To coordinate with all the departments and administration.
- To decide the suitable open-source technologies which can be used for software development.

The following software modules were developed under the various categories: -

- **Content-based:** The college website has well managed content. The content is placed under various heads such as Administration, Admissions, Academics, etc. in the navigation bar for ease of access and appropriate distribution of data, with pages organized underneath.
- **Audience-based:** College website caters to a number of distinct audiences such as students, faculty, alumni and other stakeholders who can access it for varied reasons. Teachers and students are authenticated to access their authorized content.
- **Utility-based:** General information which is composed of static data is disseminated through the college website which is accessible to all. Examination admit cards and other relevant documents are securely distributed through file distribution utility which is service based and requires an acknowledgement of confirmed delivery. Attendance, leave record, internal assessment, Teaching Plan and Generic Elective utilities are web-based applications which are linked to the website

accessible through a dashboard.

The major task of developing in-house softwares for college falls under the web application development which can automate the processes which are done otherwise manually. These web applications are developed after long discussions, various candidate blueprints designs, implementations and testing. These web applications are used by administration, faculties and students to upload and access the academic data. A common user interface, a dashboard, embedded in the website offers easy access to all web applications. Faculty and students are authenticated to gain access to the dashboard.

The following are the web applications placed on the dashboard of the college website: -

Attendance Portal - Attendance is a crucial component and keeping track of it is necessary for any institution. Through the dashboard faculty uploads monthly attendance. Both the students and their parents can track attendance using the portal. This brings in automation and transparency. Students can raise an alert if they observe any anomaly. Attendance records are accessible subject wise and month wise. Attendance portal facilitates semester-wise consolidation and records can be downloaded as PDF or Excel sheet. Aggregate attendance of the student is also displayed at the end of semester.

Teaching plan - On the commencement of every semester faculty uploads a teaching plan through the dashboard. Students can view the teaching plan of all subjects for the current semester. It has information about topics to be covered and timelines for tests, assignments and practicals.

Leave Application - An online leave application and management portal is under development. The idea behind this is to automate the leave application process and manage a 'leave database' for both the employees and the college administration. The facility will further reduce the use of paper work and will save administrative time. After a successful login to the college website, an employee can access the leave application dashboard and with the help of a user-friendly interface can request for leave. They can also check the leave history.

Generic Elective - The course curriculum offers generic elective papers to be chosen by the students. Every semester this information is collected from the student and appropriate allocation is done on the basis of their current and previous choice, if any. The online system facilitates the whole process and reduces manual paper work and time.

Language courses: Admissions for diploma and certificate courses in French and German languages are facilitated through an online portal on the college website.

Various other information and relevant data for students are periodically updated and provided on the college website under the following heads: -

Information Dissemination: Notices, alerts, events, annual report, e-prospectus, college magazines, girls hostel prospectus etc. are published and archives are maintained timely on the college website.

Admissions - Admission process of university is conducted through an online system which directly depends on the vacant seats available in the college. Necessary updated information is provided to the stakeholders regarding seat matrix, fee structure, list of admitted students and online payment mechanism through the college website.

Girls Hostel - Complete information about the hostel regarding admissions, accommodation, infrastructure, facilities, rules & regulation and events along with image gallery is displayed on college website.

Timetables - Timetables are provided as course wise, faculty wise, generic elective and laboratory wise in downloadable pdf format.

Downloadable Forms - Forms relevant to staff and students are accessible in downloadable pdf format which reduces bulk printing saving paper and time.

Help desk- Helpline numbers for anti-ragging, women helpline, police are provided on the website for immediate assistance.

Placement cell - The Placement cell of the college works in tandem with the Central Placement Cell (CPC) of the University of Delhi. Several workshops and training sessions are organized at regular intervals to help students develop skills to become industry ready. The students are informed from time to time about various events and placement drives organised by CPC and college through the college website.

NSS- The NSS team comprises a programme officer along with students, officer bearers and various volunteers. The unit has been rigorously conducting and participating in a number of activities as proposed by the Regional Directorate of NSS. The relevant details and content for a variety of events conducted is updated on the college website.

Committee- College has constituted various committees such as staff council, Anti-ragging, Internal College Complaints (ICC) and other committees. The information for the same is easily available on the college website.

Nodal officers- Nodal officers are appointed in the college to carry out specific responsibilities such as students' scholarships, gender champions, North-east students, foreign students, admissions grievance redressal, RTI etc. Students can easily access the information from the college website.

Alumni- A strong bonding with alumni is utmost important for the growth of an institution. For this, the college has started an Alumni Association and conducted some Alumni Meets. Alumni can easily register themselves through Alumni Association Enrolment Form available on the College Website.

Evidence of Success

The newly updated website and other software applications have been working successfully without any critical failure and security issues.

Easy accessibility of -

- Notices, alerts and upcoming events.
- Monthly attendance and easy reporting in case of discrepancy.
- Semester-wise Internal assessment
- Appropriate tracking and allocation of generic elective options to students on the basis of their current and previous choice.

Link to **e-resources** was added at the advent of covid pandemic in the year 2020 as an attempt to reduce loss of study due to unprecedented times. Later, teachers and students shifted to more dedicated and independent platforms for online classes.

The website has been successful in terms of saving costs compared to outsourcing. It has been disseminating information to its various users without any critical issues. Online payment facility to students has also been appreciated by various stakeholders. Paperless transactions are contributing towards a sustainable environment reducing carbon footprint.

Problems Encountered and Resources Required

- Service reliability is an issue during admissions and examinations/ under heavy traffic and network load.
- Shortage of technical support and manpower especially in odd hours for handling students' query and providing assistance.
- Providing real time multimedia resources to all stakeholders ubiquitously is a challenge which requires high bandwidth and large storage space.
- Cyberattacks, data breach and security threats are common problems and keeping the softwares updated and secure is critical.
- Requirement of SSL certificate from the service provider.
- Requirement of SMS based OTP service for authentication.

Future plans:

1. Upgrading the website to a latest version of application framework and other technologies.
2. Design and development of API and Web services for integrating with mobile applications.

Good Practices - II

Title of the Practice

Environmental Consciousness and Sustainable Green Practices

Objectives of the Practice

To instill sense of care, responsibility towards environment and sustainability.

- To promote the conservation of traditional native biodiversity of pristine ecosystems.
- The majority open spaces are maintained green through seasonal flowers, trees and foliage of grasses. The gardeners and other staff are well trained for the use of various instruments/equipment that helps in maintenance at hostel and college campus.
- To develop and expand the rich repository of herbal plants in maintaining good health and wellbeing.
- Plants have been identified and naming was done with the help of name plates, which helps in giving awareness among the staff and students.
- To aware students and staff members in recognizing the importance of biodiversity resources in day to day life.

- To attracts certain species of pollinators like insects, birds, butterflies and honeybees.
- Several programs/ campaigns are conducted that add to awareness towards animal's care and sensitization towards environment.

To maintain the hygiene of college campus and promote the management of waste produced inside campus

- To develop efficient water conservation strategies.
- To follow the R's of Environment- Reduce, Reuse, Recycle and Refuse.
- To promote reduction of paper usage.
- To prohibit the use of plastics, specifically single use plastic.

The Context

- As per the Sustainable Development Goal No. 4 "Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all" envisages a need to promote and understand environmental education for sustainable development.
- The plants are an invaluable biological resource in close association with healthcare, culture and tradition. The use of various aromatic and herbal plants for medicinal purpose is considerably safe. Certain herbal plants are known to attract the species of butterflies in college campus. The tremendous significance of such conventional practices helps in maintaining the cultural values as well.
- The solid and the liquid waste is getting generated by various routine activities of the students and staff members.
- The waste segregation in color coded bins as dry waste and wet waste is done onsite without compromising on the hygiene.
- For effective on-campus waste disposal, the composting pits are functional to convert waste into green manure.
- Efficient infrastructure for rainwater harvesting and sewage water treatment is initiated.

The Practice

The pilot initiative to set up the herbal garden was initiated in year 2017 in backyard of the college premises. The green landscaping is done to maintain the greenery of the college campus. Besides an eco-friendly campus, there was an opportunity to grow and develop a rich conservatory of exquisite species of aromatic medicinal herbs. The students contribute, using their creativity in maintenance along with the teachers. The students are encouraged to visit herbal garden during the field work classes for better exchange of knowledge, depicting the importance and raising awareness towards use of herbal medicines.

- For proper waste disposal, separately colored dustbins (Green-for wet waste and Blue-for dry waste) are provided at each floor.
- For effective garbage disposal within the premises, the bins are installed in the outside lawns.
- A food waste recycling unit is maintained at college hostel for conversion of horticulture and kitchen waste from hostel, canteen to fulfil the in-house manure requirement. The manure is used to grow certain horticultural and medicinal plants.
- The architecture planning to monitor and minimize water wastage has been set up.
- The use of single used plastic (plates, cups, spoons etc.) is discouraged in the campus.

To effectively reduce the usage of paper

- Digital platforms are promoted for sharing of information and communication.
- To minimize the paper waste, single side printed papers are used for printing the rough drafts.
- The index files used for various administrative purpose are reused.

Evidence of Success

- Dedication of student volunteers helped in raising the awareness levels. The students across all the courses- Science, Commerce and Humanities gained knowledge on use of medicinal plants.
- The campus had turned to be ecologically sound by harboring various pollinators.
- The manpower is trained to perform the food waste composting.
- The compost produced in the campus reduces the additional expenditure of manure purchase.
- Students organize various activities/programs/campaigns to bring about awareness of environment related issues through the Eco club and NSS unit of the college.
- Students are encouraged to spread the knowledge and plant in their surroundings.

Problems Encountered and Resources Required

- There are no problems encountered in maintenance of the herbal garden. The funding required for the management is met by the Eco Club grant.
- Lack of manpower during the holidays.

File Description	Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

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

Response:

Inclusivity is the priority and thrust area in which the college has been making continuous efforts for quality improvement and sustenance. In tune with the vision and mission of the college, Keshav Mahavidyalaya promotes inclusive education on the campus by procuring the infrastructure facilities and adopting various practices in strengthening the teaching learning process and co-curricular/extra-curricular activities. Inclusive quality education provides ease of access to the teaching-learning ecosystem and equal opportunities for holistic growth and development of the students from diverse capacities and different backgrounds. The College strongly believes that education is the most powerful tool that can bring about a positive change in the individuals. It has been our earnest endeavour to be a centre of rigorous thinking and avenue for high-impact transformative education simultaneously inculcating social values and responsibilities.

- Apart from nine undergraduate programmes in the disciplines of **Science, Commerce, Management Studies, Maths, Psychology and Computer Science**, college also offers **Certificate and Diploma courses in French and German Languages and an add-on course in Radio Broadcasting**.
- The college is also a centre for **Non-Collegiate Women's Education Board (NCWEB)**, University of Delhi.
- The College helps students hailing from **economically weaker sections** by providing financial assistance.
- The college is registered on **NSP 2.0 portal and Delhi State Scholarship portal**.
- The college has a **democratically elected, proactive Students Union** helping to build leadership skills.

The college works for imbuing inclusivity in college to develop academic, environmental, economic, psychological and social dimensions in students. The college tries to cater diverse learning abilities for the students by adopting evidence-based inclusive practices- multi-level instructions, continuous methods of assessment promotes group discussions and promoting cooperative learning methods as inclusive classroom practices.

- **The college has a mentoring system.** Mentors are allotted to every student for guidance/ to discuss their academic, emotional and psychological issues.
- **Remedial classes** are also provided by the respective subject teachers to encourage slow-learner students and several opportunities are given to students to appear for assessment providing ample scope for improvement.
- The **Equal Opportunity Cell** at Keshav Mahavidyalaya acts as an enabling unit in addressing the concerns of the differently-abled students. Students are supported in their academic endeavours so as to bring them at par with other students in terms of academic competence and otherwise.
- **Learning aids for the visually impaired students like Braille software** facilities are available in the library, including provision of the reader and writer for examination. Physical facilities and infrastructures like ramps/rails, and lifts are also provided besides exclusive restrooms.
- **The NSS unit at Keshav Mahavidyalaya** trains students for community outreach. Student volunteers work towards facilitating access to education for children in neighbouring slum areas. The volunteer students also spread awareness about maintaining hygiene in the nearby slum areas to cultivate environmentally safe living conditions. The college regularly organises activities for sensitisation to gender issues through which students learn the values of gender equality and gender inclusivity.
- **During COVID 19 pandemic, the COVID testing and vaccination centre was set up in college campus** apart from the active mental health counselling.
- The college campus is environmentally friendly and great care is taken to preserve the ecological balance inside the college premises.
- The **ecological culture** is well-maintained providing impetus to environment initiatives. The college banned the use of single use plastics on campus.
- The use of **plastic / paper cups for serving tea has been replaced with ceramic cups**. In order to save energy, the use of **LED bulbs** has been encouraged. With the help of the college's **Eco Club**, steps have been taken to implement an effective kitchen and horticultural waste disposal mechanism.
- To promote the mission of digital India, the college introduced **the cashless transaction system for students**.
- Within the framework of the health and hygiene of the students, the college installed **sanitary pad**

vending machine at girls' hostel.

- **Open Gym** is one of the proud possessions of our college.

Student development seeks to transform education by augmenting student engagement, leadership, cultural competence, interpersonal growth, and civic engagement. Various events are conducted to develop awareness, create insight into societal needs and assist students in exploring opportunities for public participation through community participation. Students are encouraged to hone their leadership and managerial skills by allowing active participation in various activities at the national and state level. Socially responsible initiatives not only aid to uplift the current state of being but also nurture the value laden leadership potential in the students making them the nation builders of tomorrow.

- A wide variety of **co-curricular and extracurricular activities** including adequate sports facilities is an integral part of the holistic education.
- There are many **societies and clubs** which organize a variety of academic, sports, artistic and recreational events.
- **The cultural committee** of the college organizes a plethora of cultural events like the **Orientation Day, Fresher's Welcome, SPICMACAY, and Farewell** throughout the year to unleash the talent and nurture spirit of creativity.
- The Cultural Societies of the college include **ADVAITAA, the dance society; ANHAD, the Music Society; VAGMITA, Debating cum Poetry Society; MANIERA, The Fine Arts Society; Enactus and SHADES, The Dramatics Society. There are various other societies also like Rotract Club, NSS, Departmental societies, Eco clubs** etc. which provide a medium to the students to contribute and enrich themselves in meaningful ways.
- The **activities of the various clubs** on the campus ensure that the students are dynamic and groomed enough across all the spheres enhancing student's campus experience.
- The **Placement Cell** of the college works for the placements of its final year students by organizing campus drives and exploring various avenues for their placements. The cell identifies the requirements of various recruiters and plans for equipping the students towards meeting the expectations. The cell aims at moulding and placing all the students at their best in the industries suiting to their technical skills, subject knowledge, interest domain, verbal and aptitude skills.

Several laurels have been achieved by our students (**Links to Annual Reports of last five years**):

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

E-newsletter: The institution in September 2021 released its first E-newsletter, a collection of major college events, specifically highlighting the efforts and achievements of the staff and students. This Newsletter is a testimonial of the hard work put in by all faculty members of the college, who sent the inputs untiringly. It is a reflection of the spirit of camaraderie and cooperation amongst the Keshav fraternity especially in these difficult times of the pandemic, institutional functioning and governance during pandemic which also includes shifting of academic years and taking classes accordingly.

Shifting to a secured digital educational platform with mutual cooperation: The college fosters excellence in education and Digital Initiative in the most recent one in the wake of the Covid-19 situation. We are proud to share that in the year 2020, the college introduced a new digital initiative of providing **every student with a new email address officially created by the college on the college domain** and an individual student's user account for our college website. This new initiative facilitates our college students to communicate effectively with faculty members. Students use this email address for all academic purposes; accessing their course study material available online on Keshav e-classrooms; enabling them to have an online identity of being a bonafide student of the college.

Furthermore, the **NCWEB center** always strives to impart quality education to the learners. Therefore, even during the COVID- 19 pandemic, the center has been acknowledged as the first teaching center to take the initiative of starting online classes as per the timetable and guidance of the higher authorities.

Future Plans:

Teaching and research at post-graduate level: Introduction of new courses at postgraduate level, enabling teachers to teach as well as undertake and facilitate research projects at both undergraduate and postgraduate levels.

Grants and Funding for pursuing research projects: Active engagement by faculty in the attainment of grants and funding from the relevant agencies to pursue disciplinary and interdisciplinary research projects.

Managing additional space in the form of cubicles: Engendering an optimum use of cubicles available on the second floor of the institution for different purposes such as workshops, research activities, etc.

Proposal for Boys' Hostel: The college has plans to work towards building a space for Boys' Hostel for our male students.

Promoting research: Promoting interest in faculty members on problem-based research for good quality publications in reputed journals listed in UGC-CARE. Also, conducting special programs to create awareness in the faculty about patent writing, benefits of publications for the institutional ranking, grading, fundraising, and industrial connect.

Concluding Remarks :

Keshav Mahavidyala has constantly worked in harmony towards the holistic development of its students. It has always tried to follow its vision while working religiously to accomplish the stated mission. In spite of the one of the youngest and off-campus colleges, with a small number of staff where more than 50 percent are employed on ad-hoc basis, it has strived to achieve a status of one of the top 'Ten emerging colleges' by the India Today's survey 2021. The principal and other leaders of the college ensure the revisions and upgradations needed in the curriculum from time to time. The college has successfully implemented CBCS and LOCF curriculum. Now, the institute is also preparing itself for adapting the new National Education Policy (NEP) for education. The college has followed all rules and regulations as defined by the government of India regarding reservation policies in all categories. Mentoring students in all aspects has always been a tradition which is followed in the college, however, in the last year the college has formally constituted groups of mentors and mentees to give it a special stature. With the implementation of new CAS guidelines, the teachers in the college have been promoted to a next level which has motivated them to take up good quality of research work and register themselves as PhD supervisors, leading to an improved quality in education. Keeping in view the NEP and the need of present scenario, the college is striving to bring skill-based courses, innovation and research work, and therefore, working towards the expansion of space, infrastructure, bringing up new courses and financial resources. The college is also in process to build a policy that shall strengthen the bond among its alumni, faculty and students so as to build a relationship that will benefit all. The IQAC and the GB of the college have taken up lots of initiatives in past years towards improving the working of the institution and thus the quality of the education while following the guidelines laid by the NAAC. The college always encourages its students to contribute in extension activities. The NSS volunteers of the college have adopted a nearby slum and strive to work for the betterment of the slum residents. During the difficult times of Covid'19 pandemic, the college started RT-PCR and vaccination services to serve the people in need. Many college students and their families suffered too. Some recovered, however, some lost one or both of their parents. Sensing the ongoing emotional trauma and grief, some faculty members at Keshav Mahavidyalaya took the initiative of holding a mass prayer meet on the Google Meet platform to pray for the health and mental well-being of one and all. The campus was opened for RT-PCR and vaccination services during the difficult times. Here, the leaders believe in teaching values by doing rather than by preaching. We sincerely hope and strive to emerge as an institution where we can build our each student a good citizen of the nation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 94 Answer after DVV Verification: 46</p> <p>Remark : DVV has excluded Ad-Hoc from list of permanent teacher by HEI.</p>																																								
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 1149 Answer after DVV Verification: 804</p> <p>Remark : DVV has made the changes as per shared report of permanent teachers by HEI.</p>																																								
2.6.3	<p>Average pass percentage of Students during last five years</p> <p>2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>569</td><td>428</td><td>428</td><td>423</td><td>640</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>569</td><td>428</td><td>458</td><td>423</td><td>640</td></tr></table> <p>2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>569</td><td>512</td><td>504</td><td>461</td><td>685</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>569</td><td>512</td><td>504</td><td>461</td><td>685</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	569	428	428	423	640	2020-21	2019-20	2018-19	2017-18	2016-17	569	428	458	423	640	2020-21	2019-20	2018-19	2017-18	2016-17	569	512	504	461	685	2020-21	2019-20	2018-19	2017-18	2016-17	569	512	504	461	685
2020-21	2019-20	2018-19	2017-18	2016-17																																					
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569	512	504	461	685																																					
2020-21	2019-20	2018-19	2017-18	2016-17																																					
569	512	504	461	685																																					

Remark : DVV has made the changes as per shared report by HEI.

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
77	53	29	25	12

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
51	39	23	19	11

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5984	1407	2209	1645	302

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4354	924	2048	1250	277

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

3.4.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	2	3	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

	<table><tr><td>4</td><td>2</td><td>2</td><td>2</td><td>5</td></tr></table>	4	2	2	2	5																				
4	2	2	2	5																						
4.2.4	<p>Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year</p> <p>4.2.4.1. Number of teachers and students using library per day over last one year Answer before DVV Verification : 350 Answer after DVV Verification: 70</p> <p>Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)</p>																									
4.3.3	<p>Bandwidth of internet connection in the Institution</p> <p>Answer before DVV Verification : A. 750 MBPS Answer After DVV Verification: E. < 5 MBPS Remark : Speed has not reflect in shared bill.</p>																									
4.4.1	<p>Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</p> <p>4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs) Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>97.73549</td><td>125.4524</td><td>145.8518</td><td>134.6409</td><td>133.9274</td></tr><tr><td></td><td>3</td><td>5</td><td>9</td><td>1</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>4.7</td><td>5.45</td><td>5.85</td><td>5.2</td><td>3.29</td></tr></table> <p>Remark : DVV has made the changes as per shared report of audited statement of Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary by HEI.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	97.73549	125.4524	145.8518	134.6409	133.9274		3	5	9	1	2020-21	2019-20	2018-19	2017-18	2016-17	4.7	5.45	5.85	5.2	3.29
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	3	5	9	1																						
2020-21	2019-20	2018-19	2017-18	2016-17																						
4.7	5.45	5.85	5.2	3.29																						

2.Extended Profile Deviations

Identified Forms Deviations					
ID	Extended Questions				
1.1	Number of full time teachers year-wise during the last five years				
	Answer before DVV Verification:				

2020-21	2019-20	2018-19	2017-18	2016-17
102	103	106	104	101

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	100	100	100

NAAC