



# **INSTITUTIONAL ASSESSMENT AND ACCREDITATION** **(Effective from July 2017)**

**Accreditation - (Cycle - 2)**

## **PEER TEAM REPORT ON** **INSTITUTIONAL ACCREDITATION OF** **KESHAV MAHA VIDYALAYA**

**New Delhi**  
**Delhi**  
**110034**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
**An Autonomous Institution of the University Grants Commission**  
**P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

**Section I:GENERAL INFORMATION**

|  |   |  |
|--|---|--|
| 1.Name & Address of the institution:   | KESHAV MAHAVIDYALAYA<br>New Delhi<br>Delhi<br>110034  |  |
| 2.Year of Establishment  | 1994  |  |
| 3.Current Academic Activities at the Institution(Numbers):                                 |   |  |
| Faculties/Schools:   | 1   |  |
| Departments/Centres:   | 12  |  |
| Programmes/Course offered:   | 9   |  |
| Permanent Faculty Members:   | 45  |  |
| Permanent Support Staff:   | 35  |  |
| Students:  | 1889  |  |
| 4.Three major features in the institutional Context (Asperceived by the Peer Team):        | 1. Locational Advantage with green campus<br>2. Decentralized governance<br>3. The institute exhibits cordial ambience among the stakeholders which includes students teaching and non-teaching staff |  |
| 5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure): | From : 19-05-2022<br>To : 20-05-2022  |  |
| 6.Composition of Peer Team which undertook the on site visit:                              |   |  |
|  | Name  | Designation & Organisation Name                    |
| Chairperson  | MR. ASHOK AIMA  | Vice Chancellor,CENTRAL UNIVERSITY OF JAMMU        |
| Member Co-ordinator:   | DR. VIVEK KUMAR   | Professor,Gurukula Kangri Vishwavidyalaya Haridwar |
| Member:  | DR. BABITA CHOUDHURY  | Principal,R G BARUAH COLLEGE                       |
| NAAC Co - ordinator:   | Prof. Prashant P Parhad   |  |

## Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

| Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1) |   |
|--|---|
| 1.1  | Curricular Planning and Implementation  |
| 1.1.1<br>QIM   | <b>The Institution ensures effective curriculum delivery through a well planned and documented process</b>  |
| 1.1.2<br>QIM   | <b>The institution adheres to the academic calendar including for the conduct of CIE</b>  |
| 1.2  | Academic Flexibility  |
| 1.3  | Curriculum Enrichment   |
| 1.3.1<br>QIM   | <b>Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum</b> |
| 1.4  | Feedback System   |

### Qualitative analysis of Criterion 1

Institute has developed a structured and effective mechanism for implementing the curriculum. Teachers upload the teaching plan of their respective papers with the timeline for completion of the syllabus and the tentative dates for tests and assignments on the college website at the start of the academic session. 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.

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. Continuous evaluation and sharing feedback with students through well-crafted assignments enhance learning. The teachers maintain systematic records of Internal assessments. A department moderation committee and a Central Monitoring Committee take care of the moderation required in IA. IA is uploaded on the college website for students to verify through student login.

The Academic Calendar is displayed on the website. All the activities are planned month-wise, and the College Academic calendar is adhered to. The admission process, the submission of enrolment forms, examination forms, and semester examinations are as per the schedule laid down by the university.

The curriculum integrates cross-cutting issues relevant to gender, environment, and ethics. "Environment Study" is a compulsory subject for first-year students. A compulsory AECC paper for first-year students familiarizes them with professional ethics. In the BMS program, professional ethics is also being taught to the students. To enable students to understand the legal, historical, and cultural roots of Gender discrimination and overcome it, a Generic Elective paper, 'Contemporary India: Women and Empowerment,' is offered to students of honors courses in their first year.

| Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2) |   |
|--|---|
| 2.1  | Student Enrollment and Profile  |
| 2.2  | Catering to Student Diversity   |
| 2.2.1<br>QIM   | <b>The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners</b>                        |
| 2.3  | Teaching- Learning Process  |
| 2.3.1<br>QIM   | <b>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</b> |
| 2.3.2<br>QIM   | <b>Teachers use ICT enabled tools for effective teaching-learning process.</b>  |
| 2.4  | Teacher Profile and Quality   |
| 2.5  | Evaluation Process and Reforms  |
| 2.5.1<br>QIM   | <b>Mechanism of internal assessment is transparent and robust in terms of frequency and mode</b>  |
| 2.5.2<br>QIM   | <b>Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient</b>   |
| 2.6  | Student Performance and Learning Outcomes   |
| 2.6.1<br>QIM   | <b>Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.</b>                                    |
| 2.6.2<br>QIM   | <b>Attainment of programme outcomes and course outcomes are evaluated by the institution.</b>   |
| 2.7  | Student Satisfaction Survey   |

#### Qualitative analysis of Criterion 2

A student's academic competence is judged based on ongoing performance, level of alertness, participation in discussions, and mid-semester evaluations. Observations made by mentors augment these. Advanced learners are motivated to showcase their talents by organizing seminars and workshops. In the case of advanced learners of Computer Science, various coding competitions are organized to enhance their coding skills. For slow learners, remedial classes and counseling sessions are conducted regularly. Mentor-mentee interaction keeps faculty in constant touch with students, iron out academic and personal issues, and stimulates overall personality development.

Each Department designs and implements learner-centric teaching methods using ICT tools, a library for self-learning, organizing seminars, conferences, workshops, symposia, counseling, debates, and group discussions. Learning through Projects has been made an integral part of the curriculum where small projects have been assigned to students, which gives them a broader perspective of a specific topic and inculcates collaborative learning practices among the students.

The Institution is well-equipped with LCD projectors. Teachers also use animated and simulated videos as teaching aids to make the effective delivery. The Internal Assessment (IA) process adopted by the college as introduced by the University of Delhi ensures transparency. 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 the total marks scored by a student. The evaluation is carried out in various formats like evaluation of assignments, tests, multiple-choice tests, projects, and PowerPoint presentations. Evaluated tests and assignments are made available to the students to make them aware of their marks and mistakes. The final

assessment in individual courses is shown to the students by the teachers.

The college has adopted an online system where each student can view their total assessment marks at the end of each semester and report discrepancies within a specified time period. The marks are finally uploaded on the University portal. The students can check their marks and approach the concerned teacher directly if any discrepancy is observed. The faculty addresses the rightful grievances of the students about 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.

An affiliated college has limited opportunities to design the curriculum and syllabus. However, the delivery methods and standards of attainment are entirely at the discretion of the Institution and its faculty. The Institution does disseminate the Course Outcomes and Program Outcomes. Efforts are required to use the standard tools to evaluate the attainment of Program and course outcome attainment based on the set benchmarks.

| Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3) |  |
|---|--|
| 3.1   | Resource Mobilization for Research   |
| 3.2   | Research Publications and Awards   |
| 3.3   | Extension Activities   |
| 3.3.1<br>QIM  | <b>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.</b> |
| 3.4   | Collaboration  |

#### Qualitative analysis of Criterion 3

Teachers have to credit 46 research papers in UGC-recognized journals. In addition, some of them have written books (43) and book chapters (34) that cover recent changes in the syllabi.

The Institution organizes and participates in various extension activities in the neighborhood community that sensitizes students toward social issues, gender disparities, social inequity, etc. The college has conducted a good number (196) extension and outreach programs during the last five years.

| Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4) |   |
|---|---|
| 4.1   | Physical Facilities   |
| 4.1.1<br>QIM  | <b>The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.</b>                                   |
| 4.1.2<br>QIM  | <b>The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.</b>  |
| 4.2   | Library as a Learning Resource  |
| 4.2.1<br>QIM  | <b>Library is automated using Integrated Library Management System (ILMS)</b>   |
| 4.3   | IT Infrastructure   |
| 4.3.1<br>QIM  | <b>Institution frequently updates its IT facilities including Wi-Fi</b>   |
| 4.4   | Maintenance of Campus Infrastructure  |
| 4.4.2<br>QIM  | <b>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</b> |

#### Qualitative analysis of Criterion 4

The Institution is well-equipped to cater to the instructional needs of its students, with 28 classrooms and six big Lecture halls. In addition, the college has fully furnished Laboratories in the departments of Computer Science, Electronics, Physics, Chemistry, Psychology, Management Studies, Commerce, and Mathematics. Furthermore, the entire college and premises are Wi-Fi enabled with a 100 MBPS fiber Optical BSNL Broadband connection.

The college has a state-of-the-art auditorium with a seating capacity of 800 persons (Area~2569sq m) with an air conditioner built with the best acoustics and high-end sound and light facilities. In addition, the campus has an Amphitheatre with a capacity of 500 persons. Furthermore, the campus is well-equipped with many indoor and outdoor sports facilities and an indoor and outdoor Gymnasium.

The institute has a good and spacious library with 28953 books, 30,000 e-Journals, and Wi-Fi connectivity. Library's functioning is automated through an Integrated Library Management System. The software has Acquisition, Cataloguing, Circulation, Serial Control, and Administration modules. In addition, the library is equipped with a CCTV system with 16 cameras. Furthermore, the Institution has progressively upgraded its computer facilities (in numbers and configuration), networking facilities, and WIFI connectivity (to all the classrooms, library, and office).

Maintenance of the building and its infrastructure within the college is undertaken by the Public Works Department (PWD) of Govt. of the NCT of Delhi. The college plans and ensures the optimal use of available infrastructure through various committees like the Central Time Table Committee, Departmental Timetable Committees, E-learning Committee, Hostel Committee, Sports Committee, etc.

Registers are placed at the main gate and hostel to record PWD's maintenance complaints. Maintenance of the laboratory equipment is looked after by scientific assistants and laboratory assistants in the respective laboratories. Computers and photocopiers are maintained using AMC. The sports facilities are maintained on a call basis as per the need.



| Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5) |   |
|---|---|
| 5.1   | Student Support   |
| 5.2   | Student Progression   |
| 5.3   | Student Participation and Activities  |
| 5.3.2<br>QIM  | <b>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 )</b> |
| 5.4   | Alumni Engagement   |
| 5.4.1<br>QIM  | <b>There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services</b>  |

#### Qualitative analysis of Criterion 5

The Institution facilitates student representation and engagement in various administrative units like IQAC and ICC. All the departments have their respective student societies duly constituted through the election/nomination process. The societies organize academic and technical events around the year. Apart from department societies, the college students are involved in various extension activities through various units like NSS, and Rotaract Club. Various Cultural Societies - work with elected student members as coordinators.

The Institution has a duly-constituted student Council (KMVSU) functioning under the overall supervision of the Principal. The council discusses issues related to the student community and lends to the organization of extra-curricular activities to promote students' talent, creativity, and skills. During such activities, the students' Council shoulders many responsibilities like planning, organization, resource management, accountability, and maintenance of discipline.

The alumni association of the Institution is non-registered. The association helps students with Projects, Career Guidance, Interview Techniques, and Placement activity. The association members also work as resource persons at workshops, seminars, and talks. However, the association has not contributed financial support. The association needs to be registered, activated, and more functional.



|   |   |
|---|---|
| Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6) |   |
| 6.1   | Institutional Vision and Leadership   |
| 6.1.1<br>QIM  | <b>The governance of the institution is reflective of and in tune with the vision and mission of the institution</b>  |
| 6.1.2<br>QIM  | <b>The effective leadership is visible in various institutional practices such as decentralization and participative management</b>   |
| 6.2   | Strategy Development and Deployment   |
| 6.2.1<br>QIM  | <b>The institutional Strategic / Perspective plan is effectively deployed</b>   |
| 6.2.2<br>QIM  | <b>The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.</b>   |
| 6.3   | Faculty Empowerment Strategies  |
| 6.3.1<br>QIM  | <b>The institution has effective welfare measures for teaching and non-teaching staff</b>   |
| 6.3.5<br>QIM  | <b>Institutions Performance Appraisal System for teaching and non-teaching staff</b>  |
| 6.4   | Financial Management and Resource Mobilization  |
| 6.4.1<br>QIM  | <b>Institution conducts internal and external financial audits regularly</b>  |
| 6.4.3<br>QIM  | <b>Institutional strategies for mobilisation of funds and the optimal utilisation of resources</b>  |
| 6.5   | Internal Quality Assurance System   |
| 6.5.1<br>QIM  | <b>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes</b>   |
| 6.5.2<br>QIM  | <p><b>The institution reviews its teaching learning process, structures &amp; methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities</b></p> <p><b>( For first cycle - Incremental improvements made for the preceding five years with regard to quality</b></p> <p><b>For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )</b></p> |

#### Qualitative analysis of Criterion 6

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

The college practices participative management by involving the other college staff in the decision-making process, as is evident from the committees. Staff council committees and other committees are constituted for admissions, sports and cultural activities, timetable, discipline, academic affairs, etc. They hold meetings regularly and submit recommendations to the Principal. In addition, essential policy matters relating to the overall development of the college are discussed in staff council meetings.

Financial assistance is given to the teachers for participation in Seminars / Workshops / Conferences.

Financial support is also provided to the teachers for pursuing higher education. Duty leave is sanctioned for paper presentation and participation in Seminars/Workshops/Conferences. Casual Leaves and Medical Leaves are approved as per policy.

Welfare measures like Group Insurance Scheme, LTC, Encashment of leaves, maternity and Paternity leave are in place. Likewise, medical expenses are reimbursed as per norms. Furthermore, as per guidelines laid down by the UGC/ Delhi University, the college implemented the Performance Appraisal System for teaching and non-teaching staff.

Internal audit is annually conducted by a qualified Chartered Accountant appointed by the Governing body of the college. The external financial audit is conducted annually by Local Fund accounts of the Govt. of NCT Delhi. CAG also conducts the financial audit.

The college, a 100% funded College of the Govt. of NCT of Delhi, gets 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 directed by the funding authority. In addition, the college gets funds from the students' fees and fines as a recurring source. It also mobilizes funds through sponsorship from business and industry for various college and department events and festivals.

A regular annual stock verification is also ensured for all the departments by the College Authority. Non-serviceable items are written off and disposed of after following due procedure. All the Receipts and Payments are closely supervised by the Bursar and the Section Officer (Accounts) and monitored by the College Principal.

The college has Internal Quality Assurance Cell. The cell meets regularly and takes decisions on relevant issues implemented after the approval of the management. To ensure Quality in the activities, IQAC makes efforts to institutionalize the quality assurance strategies and processes. Some of the practices institutionalized by IQAC include teaching plans, result analysis, online attendance, meetings with staff, and workshops. However, the role of IQAC needs to be focused more on academic quality enhancement and overall policy related initiatives like the conduct of Academic and Administrative Audit, design of feedback system on curriculum from all the stakeholders as per NAAC and other recognized bodies, monitoring the attainment of learning outcomes continuously, ISO certification, etc.

| Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7) |  |
|---|--|
| 7.1   | Institutional Values and Social Responsibilities   |
| 7.1.1<br>QIM  | <b>Measures initiated by the Institution for the promotion of gender equity during the last five years.</b>  |
| 7.1.3<br>QIM  | <b>Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)</b> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• Biomedical waste management</li> <li>• E-waste management</li> <li>• Waste recycling system</li> <li>• Hazardous chemicals and radioactive waste management</li> </ul> |
| 7.1.8<br>QIM  | <b>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).</b>   |
| 7.1.9<br>QIM  | <b>Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).</b>   |
| 7.1.11<br>QIM   | <b>Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).</b>  |
| 7.2   | Best Practices   |
| 7.2.1<br>QIM  | <b>Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.</b>  |
| 7.3   | Institutional Distinctiveness  |
| 7.3.1<br>QIM  | <b>Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words</b>   |

#### Qualitative analysis of Criterion 7

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 girls' hostel is provided on the campus. Besides the security guard at the gate, the entire campus is under CCTV surveillance. In addition, the Institution has a Women Redressal and Sexual Harassment Cell. Counseling of the students is also a regular feature of the Institution.

The college has a well-planned waste management system in place. Kitchen waste and the horticulture waste generated inside college premises are converted to the natural manure/ compost within the campus. The harvested bio compost is used in the college gardens. In addition, the college has established a sewage treatment plant to treat and recycle sewage within the college campus. Being a constituent college of Delhi University, the college uses an MOU signed between Delhi University and MSTC to manage e-Waste. However, the college does not produce Biomedical, Hazardous chemicals, or radioactive waste.

Appropriate activities are planned and organized to increase awareness of Fundamental Duties and Rights, Human Values, and Professional Ethics. National Days, National Festivals, and Birth and Death Anniversaries of Indian personalities are organized and celebrated. The college celebrates national days and festivals regularly. The college celebrates Gandhi Jayanti, the birthday anniversary of Sardar Vallabhbhai Patel, and the anniversary of Swami Vivekananda. The college has also celebrated National Voter's day.

The college has its distinctiveness in using several modes of learning and teaching: Apart from the classroom teaching method, TV, and projectors, are used in the college. Moreover, learning aids for visually impaired students like braille software facilities are available in the library.

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**Section III: OVERALL ANALYSIS** based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

**Strength:**

The Institution enjoys a locational advantage with ample green coverage. It reflects a harmonious relationship among students, teachers, and non-teaching staff. IT-enabled facilities and digitization are adequate. The Institution has a decentralized decision-making process with the support of committees.

**Weaknesses:**

Limited space for expansion and up-gradation of sports services due to inadequate funds. The college has yet to develop an effective linkage with alumni. Students' feedback is not holistic. Research, publications, projects, and consultancy is not significantly visible. The Institution has yet to introduce innovative add-on courses. Entrepreneurship development cell need to be made functional. Institute in the past has not received funds from Govt./UGC for the upkeep of facilities.

**Opportunities:**

The Institution has opportunities for introducing job-oriented courses. The role of alumni can be made more participative in the governance and academic domains. The Institution can promote inter-disciplinary research by involving students through project-based assignments. The Institution also can establish an incubation center to encourage entrepreneurship and start-up initiatives. The Institution can generate extra financial resources by starting part-time coaching and vocational programs.

**Challenges:**

Construction of additional facilities like boys hostel, outdoor sports, and establishment of the research center. Teaching and non-teaching vacant posts need to be filled up. The college requires establishing itself as a premier institution attracting the best standards and facilities. Effective implementation of NEP 2020 across different disciplines/ programs needs to be ensured.

#### **Section IV: Recommendations for Quality Enhancement of the Institution**

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- The college needs to organize regular FDP, National level seminars as well as enhanced participation
- The non-teaching staff both permanent and Ad-hoc need to be trained and upscaled in their professional capabilities by organizing periodic training programs
- The non teaching staff with higher academic achievements needs to be incentivized
- Additional hostel facilities for the girls as well as new ones for the boys need to be created
- Outdoor sports facilities need to be further augmented
- Fire safety measures need to be in place.
- Library timings need to be extended and its Air Conditioning facility to be augmented
- Strengthening of Academia-Industry linkage
- The functionality of the Entrepreneurship Development Cell can be enhanced with Startup initiatives.
- Group Insurance of the students
- PG programmes need to be introduced which are job oriented
- The research publications, projects, and consultancy need to be enhanced among the faculty by providing necessary facilities and incentives.

**I have gone through the observations of the Peer Team as mentioned in this report**

**Signature of the Head of the Institution**

**Seal of the Institution**

| Sl.No | Name                    |                     | Signature with date |
|-------|-------------------------|---------------------|---------------------|
| 1     | MR. ASHOK AIMA          | Chairperson         |                     |
| 2     | DR. VIVEK KUMAR         | Member Co-ordinator |                     |
| 3     | DR. BABITA CHOUDHURY    | Member              |                     |
| 4     | Prof. Prashant P Parhad | NAAC Co - ordinator |                     |

Place

Date

NAAC