YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Keshav Mahavidyalaya
• Name of the Head of the institution	Prof. Madhu Pruthi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01127018805
• Mobile No:	9811017002
• Registered e-mail	principal@keshav.du.ac.in
• Alternate e-mail	madhupruthi@keshav.du.ac.in
• Address	H-4-5 Zone, Pitampura
• City/Town	New Delhi
• State/UT	Delhi
• Pin Code	110034
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

	• Name of the Affiliating University	**University of Delhi**
	• Name of the IQAC Coordinator	**Prof. Padma Sai Arora**
	• Phone No.	**9891441401**
	• Alternate phone No.	**01127018805**
	• Mobile	**9891441401**
	• IQAC e-mail address	**iqac@keshav.du.ac.in**
	• Alternate e-mail address	**principal@keshav.du.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://keshav.du.ac.in/uploads/usefullinks/iqac/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.01**	**2016**	**19/02/2016**	**18/02/2021**

6.Date of Establishment of IQAC	**01/04/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty - Dr. Vipin Negi	**Major Project**	**ICSSR**	**2019, 720**	**2,80,000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	
9.No. of IQAC meetings held during the year	**05**
• Were the minutes of IQAC meeting(s) and	**Yes**

compliance to the decisions have been uploaded on the institutional website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

11. Significant contributions made by IQAC during the current year (maximum five bullets)

The library has been digitized and membership of the N-LIST database has been taken to provide e-resources to students and teachers during the pandemic.
Blended learning has been implemented and encouraged.
Institutional mail ids have been created for students for greater transparency and validation of online correspondence.
Various webinars have been conducted for students, teachers and non-teaching staff members on recent topics. Counselling has been provided to students
Various measures were initiated to reach out to the students for their academic and counselling purposes using different ICT tools like WhatsApp, MS Teams, Google Suite, ZOOM etc.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
IQAC Meetings to regularly work towards quality enhancement in the college.	Quality enhancement initiatives were taken up by enhanced interaction between IQAC and the faculty and students. The IQAC organised webinars to educate the faculty about criteria in revised assessment framework of NAAC in collaboration with Sri Aurobindo college To ensure progression of faculty the

	promotion process of teachers was also facilitated.
Dissemination of Best Practice by ensuring provision of e-resources and supporting e-learning during the pandemic.	To ensure that students are engaged in the teaching learning process various types of E-resources were built and shared during the lockdown to facilitate e-learning. Library resources were shared through e-granthalaya software and by providing access to various online databases. Students were also linked to the teachers by forming mentor-mentee groups.
To organize various social outreach programs and initiatives.	Realizing the real aim of all education which is to serve the mankind, the IQAC encouraged various social initiatives to enhance the social outreach of the institution. A Covid RTPCR testing Centre and a Covid Vaccination Centre was set up and in spite of the all challenges both teaching and non-teaching staff came forward to help in its management. The services were offered not only to the staff members and students but to the general public too, enabling the college to fulfill its duties towards the society in the difficult times. An anti-Covid task force was set up by the NSS. Students provided awareness and resources to people during the second wave of Covid 19 and also looked after street animals.
Organization of Seminars for Staff and Students.	IQAC held numerous inter-disciplinary seminars in collaboration with industry and academia to apprise students of current issues and challenges. It took initiatives to build

	employability skills of students. Webinars for skilling teaching and non-teaching staff were held. Webinars were held to build and nurture physical health and mental well-being.
Creating a secure and authenticated communication environment through Institutional ids for staff and students and through College website for all stakeholders.	Secure and Authenticated communication was ensured in the learning teaching process. Official email ids for entire faculty and students were made for smooth conduct of online classes during the pandemic. All official communication was routed through these ids. All notices/information were notified on college website on time. Official email ids for various departments, admission, monitoring internal assessment, conduct of open book exam, student aid fund were created and notified on the college website to facilitate communication between college administration and varied stakeholders.
Feedback from Students (SSS) to be included in next AQAR.	Students Satisfaction Survey (SSS) was conducted among the students of the college through the college website. The data so obtained was analysed to understand the students views regarding pedagogy, transparency and fairness in internal evaluations, curricular and extra-curricular activities and overall view and suggestions about the college.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	06/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-2020	22/06/2020

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	547

2.Student

2.1 Number of students during the year	1815
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	396
2.3 Number of outgoing/ final year students during the year	554

3.Academic

3.1 Number of full time teachers during the year	102
3.2 Number of Sanctioned posts during the year	100

4.Institution

4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	107.60754
4.3 Total number of computers on campus for academic purposes	243

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

For effective curriculum delivery activities were planned in advance of a semester. Various committees of the College ensured that each

and every functional activity of the College was carried out under the expert guidance of the faculty members and all the activities were unified towards a common purpose. Following activities were carried out periodically to ensure effective delivery of curriculum: The Workload Committee requested the departments to submit workload. Departments submitted it based on students' preferences for DSE and SEC and teacher to student ratio for class and tutorial size. These were then verified and submitted for approval to the Principal. Timetables were uploaded on the college website. Teachers uploaded 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 was followed by the institution to ensure timely completion of the syllabus. The curriculum was 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 were regularly shared with students using online platforms.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://keshav.du.ac.in/storage/naac/criterion_I/1.1/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college followed the academic calendar issued by the University of Delhi from time to time. Making better use of technology, greater use of online assignments, tests, quizzes was done through Google Classrooms/MS Teams. Open book tests were taken to focus less on rote memorization and more on the application of concepts learnt. Time management was emphasized by assigning time bound tests/projects. Due to Covid-19 pandemic, the following CIE measures as per University of Delhi norms were initiated: (i) Telephonic Viva of students for Internal Assessment (ii) Viva through online platforms like Skype / Zoom Meet / Google Suite/ Video conferencing / WhatsApp Video call (iii) Question / Assignment through Google classrooms (iv) Quiz through Online forms (v) Online tests and assignments through e-mail.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://keshav.du.ac.in/storage/naac/criterion_I/1.1/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in **A. All of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

9

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

117

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

117

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

1.3 - Curriculum Enrichment

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

The institution integrates cross-cutting 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 peaceful and cooperative coexistence of all. Students take a 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.

The Code of Professional Ethics received from DU is uploaded on the college website. A number of events were organized on such themes to

make students aware of the important multidisciplinary issues. The college also has a Women Development Cell and a Committee for Gender Champions that initiated events and activities for creating a gender-neutral environment. The College has constituted an Internal Complaint Committee (ICC) to deal with the complaints related to sexual harassment. Another compulsory AECC paper for all first-year students is 'Environmental Studies' which makes the students aware of the environmental challenges and ways to overcome them. The college promotes 'Reduce, Re-use and Recycle' of resources. It also makes efforts for water conservation and has set up a water harvesting plant.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

785

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni   **A. All of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows   **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://keshav.du.ac.in/usefullinks/iqac_feedback_atr

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

729

2.1.1.1 - Number of sanctioned seats during the year

663

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

322

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college takes measures to address the needs of advanced and slow learners. Seminars and workshops are organised to provide them with a platform to showcase their talents and to boost their confidence. Different departments organise workshops, seminars and lectures to give hands-on practical training. Steps are taken for students with learning problems. Efforts are made to identify the cause of their problem and appropriate solutions are worked out. Special attention is given to the slow learners by repeating concepts for them and by being bilingual in delivering the lectures. Mentor-mentee interaction keeps faculty in constant touch with students, irons out academic and personal issues, and stimulates overall personality development. The students are encouraged to take up research. The counselling of students is also done on a regular basis. Both advanced and slow learners are encouraged to ask questions in the class, during tutorials and even beyond that in free periods of teachers. The faculty is also accessible to students by mail, phone, message, WhatsApp and on online teaching platforms like Google classroom, MS Teams App.

File Description	Documents
Link for additional Information	https://keshav.du.ac.in/storage/naac/criterion_II/2.2/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
18	1

File Description	Documents
Any additional information	View File

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

The college has an environment that fosters participative problem solving and peer learning practices among the students. As the students are from various states and different social and cultural backgrounds etc., teachers facilitate learning by allowing each individual student to comprehend at their personal level by ensuring their active involvement in-class activities to ensure that students absorb and grasp the academic inputs at their own pace. Efforts are made to make the classes as interactive as possible and also encourage innovative thought and novel interpretations. 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. Learning through individual and group projects and presentations 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. Case studies, management games, live projects and role-playing are used for developing problem-solving skills.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://keshav.du.ac.in/storage/naac/criteri on_II/2.3/2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college makes intensive use of ICT-enabled tools, including online resources for effective teaching and learning process. The faculty uses ICT-enabled classrooms equipped with LCD projectors, Wi-Fi connectivity, and software. PowerPoint presentations are 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. Projectors are installed in all classrooms to facilitate new pedagogies in the teaching-learning process. A printing facility is available in all the labs. The students and faculty make use of email, group emails, and social networking tools for instantaneous communication and information dissemination.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://keshav.du.ac.in/storage/naac/criteri on_II/2.3/2.3.2.pdf

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

2.3.3.1 - Number of mentors

94

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

103

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

55

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

11

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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 the 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. After rigorous scrutiny, the records are uploaded to 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).

File Description	Documents
Any additional information	View File
Link for additional information	https://keshav.du.ac.in/usefullinks/iqac_minutes

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

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 the 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 each department and a moderation committee at the college level ensures 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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://keshav.du.ac.in/storage/naac/criterion_II/2.5/2.5.2.pdf

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.

All programmes are adopted in accordance with the Programme Outcomes (PO) and Course Outcomes (CO) and Learning Outcomes-based Curriculum Framework (LOCF) as per the guidelines prescribed by the University of Delhi. 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 of 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 organizations in various sectors. The faculty of the institution is 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://keshav.du.ac.in/storage/naac/criterion_II/2.6/2.6.1.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

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 through internal assessment, practical exams, semester-end University examination. Additionally, internal/class tests, quiz, viva etc. are conducted repeatedly in a semester to judge the performance of a student on a regular basis as part of internal assessment. 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. Students are also encouraged to take up internships, projects, fieldwork.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://keshav.du.ac.in/storage/naac/criterion_II/2.6/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

569

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://keshav.du.ac.in/storage/naac/criterion_II/2.6/2.6.3.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://keshav.du.ac.in/uploads/usefullinks/iqac/SSS%20responses.pdf

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

2.8

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	https://keshav.du.ac.in/storage/naac/criterion_III/3.1/3.1.2.pdf

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

45

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

9

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Through NSS, a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports college 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 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 plantation, digging compost pits, talks by eminent speakers, excursions, etc. Women Development Cell brings about awareness and sensitivity in the students and instils the desire to work for equality by initiating debates on domestic violence, sexual harassment, and other issues faced by women. A significant step towards national integration has been taken under the 'Ek Bharat Shreshtha Bharat' initiative. The EDP Cell provides the students with a platform to enhance their entrepreneurship skills. Gender Sensitization Initiative aims to create a safe and violence-free atmosphere for all irrespective of caste, sex, religion, gender, etc. The college also set up a centre for RT-PCR testing and a Covid-19 vaccination centre is still operational.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion III/3.3/3.3.1.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government /

government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

77

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

5984

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

4

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

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 is equipped with a Projector, Interactive board and Audio-Conferencing facility. The college has fully furnished Laboratories in various departments. The college maintains a well-stocked, spacious, Wi-Fi enabled duplex library comprising of two large reading rooms with total seating capacity of around 150 and more than 22,000 books. 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). The campus has a beautiful Amphitheatre with a seating capacity of 500 persons. The college has a spacious and comfortable Girls' Hostel 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 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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.1/4.1.1.pdf

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

The college has a state-of-the-art Auditorium with a seating capacity of 800 persons. It has been the centre for all cultural and academic activities of the College. 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 facility. The campus has a beautiful Amphitheatre with a seating capacity of 500 persons. 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 to encourage their daily physical activity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.1/4.1.2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

100

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

35

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.1/4.1.2.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

29.79406

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

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. e-Granthalaya is made available through NIC National Cloud (Meghraj) for Government Libraries on request basis with hosting of application and databases for online access.

The library has various sections consisting of around 28000 books. A large number of dailies, weeklies and periodicals of various subjects are being subscribed on a regular basis. The library has more than 740 CDs and DVDs which are issued to various departments of the college. Besides, it also provides the facility of accessing about 30,000 e-journals and research articles provided by Delhi University Library System (DULS) through the internet to staff members and students. In the year 2020-2021 the college became a member of the N-List Database. Library provides various services to its users like Circulation Service, Technical Services, Reservation Service, Internet Service etc. There are 16 CCTV Cameras in the college library for security purposes. Keshav Mahavidyalaya Library has Braille Materials for visually impaired users. 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	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.2/4.2.1.pdf

4.2.2 - The institution has subscription for the   A. Any 4 or more of the above

following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.239

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

350

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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 TALLY 9.0 Gold, TDS Plus and HMLERP in the Administration and Accounts departments. The institute has a 24 x 7 Wi-Fi facility, accessible across the campus, to provide seamless connectivity. Every department is a part of a centralized LAN besides having its departmental network. Internet connectivity is provided by the Fiber 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) fiber 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.

File Description	Documents
Upload any additional information	[View File](View_File)
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.3/4.3.1.pdf

4.3.2 - Number of Computers

243

File Description	Documents
Upload any additional information	[View File](View_File)
Student – computer ratio	[View File](View_File)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	[View File](View_File)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

97.73549

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

For creation and enhancement of infrastructure, various committees have been constituted in the College. 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.4/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

41

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://keshav.du.ac.in/storage/naac/criterion_V/5.1/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of

A. All of the above

online/offline students' grievances Timely
redressal of the grievances through
appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

50

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

24

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government

examinations)

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) during the year

19

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

56

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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)

The Cultural Committee actively organises different cultural events throughout the year. At present, there are more than 20 Societies, Clubs and Cells ranging from Indian Dance and Western dance societies to Placement and Entrepreneurship Development cells, Environment Club etc. Besides representing the institution at different colleges and universities, these societies also organize

competitive events. Each student, by default after admission, also becomes a member of a student society of their respective department. Each society is led by a President, Vice-President, Joint Secretary, Treasurer/ Secretary and Executives. Guided by the faculty members, the societies organize seminars, symposia, debates, lectures, academic festivals etc. throughout the academic year. Class Representative System: Each class has two Class Representatives (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. The college has the process of electing a Student Union in place. It was formed in 2018, with an aim to promote mutual cooperation and a spirit of teamwork; to inculcate leadership and management qualities among the students; and to promote social, cultural and intellectual development of the students.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/naac
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

52

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

College has an alumni association. Although it is not registered, events are organized with the active participation of the alumni. Also, efforts are being made to get the association registered.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/naac
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

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

The governance of the college nurtures creativity and instills moral values. The college management comprises of the Governing Body (GB), Principal, and Vice-Principal. The Governing Body is responsible for the overall management of the college. 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 issues relating to infrastructure, finance, recruitments etc. Staff council committees and other committees are constituted for matters relating to admissions, sports and cultural activities, time table, discipline, academic affairs etc. 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	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.1/6.1.1.pdf
Upload any additional information	View File

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

The college leadership i.e., the Governing Body and the Principal function in a very democratic and transparent manner and frequently interact 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 Corporate Dignitaries, non-profit organizations etc. 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. 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 the 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 decentralized and involve enthusiastic and rigorous participation of management, faculty, non-teaching and students.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.1/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Governing Body takes stock of the progress made by institution on various fronts. The Principal reports the new initiatives to the Governing Body and also conveys the Management's vision to the faculty in staff council meetings. Institutional growth is systematically planned at various levels and implemented through teachers-in-charges; conveners of various committees, faculty and nonteaching staff. Holistic development of students is focused on.

An activity to exemplify the same is the in-house design of the college website that provides important information to the external stakeholders. 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. Students and parents can view their paper wise monthly and consolidated attendance through the website. Wi-Fi facility has been extended 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 software and hardware infrastructure facilities in the institution have been modernized.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion VI/6.2/6.2.1.pdf
Upload any additional information	View File

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

The College operates under the University of Delhi statutes, regulations and legal framework and 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 hold meetings 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. They are also appointed for carrying out specific statutory functions like 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 process of election of secretary, staff council and the functioning of the committees are governed by DU ordinances.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.2/6.2.2.pdf
Link to Organogram of the Institution webpage	http://keshav.du.ac.in/thecollege/governing_body
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.3/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

34

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance appraisal of administrative and accounts staff members is done by the Principal through their respective Section Officers. The institution follows the Performa 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. As for the teaching staff, their achievements, publications, record of workshops/conferences attended or papers 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 and used for their promotion under the Career Advancement Schemes. These are then used during the time of promotions from one level to another. The functioning of the Laboratory staff is also monitored by the respective Teacher In-charges and the same is discussed with the Principal periodically.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.3/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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). Purchases are done by proper procedure. Quotations are called for and prices are compared. The Institution has formed a Central Purchase Committee and Departmental Purchase Committees for the purpose. 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. For the grants received from the funding agencies, Utilization Certificates are prepared. The Utilization 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. Also, 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. Local Fund Accounts of the Govt. of NCT of Delhi conducts external audit in the college annually. The audit procedure includes physical verification of all the documents including Departmental Accession Register, Dead Stock registers or Purchase registers. The Comptroller and Auditor General of India (CAG) also conducts audit once in five years.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.4/6.4.1.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college being a 100% funded College of the Govt. of NCT of Delhi gets its grants from the Govt. of NCT of Delhi. Following a strict Budgetary Control, budget for each financial year is prepared in advance. The expenditure is monitored and controlled keeping in view the budget sanctioned. The purchases are made through the Central Purchase Committee and the Departmental Purchase Committees. The available amount is spent following the due General Financial Rules (GFR) regarding purchases to be made. Purchases are made from GeM portal as far as possible. 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. A regular annual stock verification is also ensured for all the departments. 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	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.4/6.4.3.pdf
Upload any additional information	View File

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

The two practices institutionalized by IQAC 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 the industry through guest talks, workshops, seminars regularly in physical mode before the onset of pandemic and in online mode during a pandemic. The 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 a pandemic, certain specific measures include: MS Teams ids were created for students. Interdisciplinary seminars were conducted to broaden the outlook of students. Online meetings of cells, committees, faculty and students were held periodically. The 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 the skills of teaching and non-teaching staff. It has also organized events to enhance the employability skills of students.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.5/6.5.1.pdf
Upload any additional information	View File

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

IQAC held seminars in collaboration with industry and academia to apprise students of current issues and challenges in career path and build employability skills of students to benefit students of own college and of other institutions .Mentor-mentee groups were made. During the pandemic, faculty members were encouraged to teach online using different platforms.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.5/6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://keshav.du.ac.in/storage/naac/criterion_VI/6.5/6.5.3.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

College sensitizes its staff and students to gender-based challenges and concerns. The Women Development Cell of the college organizes several programs to encourage gender parity and promote dialogue around gender equality. Internal Complaints Committee, a statutory body formed to register and resolve complaints of harassment. 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. Security officials having intercom facility are posted on the main

gate, hostel gate and other gates of the college. Surveillance through CCTV cameras is ensured. Fire extinguishers are placed on every floor of the college. A medical room equipped with a bed, wheel chair, and required first aid to meet health emergency. Hostel girls are also sensitized about wellbeing, hygiene and security safeguards by organising various seminars. Bank ATM is installed within the Campus. There is a Complaint/Suggestion box for the students. Students ID cards are strictly checked while allowing the entry inside the campus. Contact details of police officials are displayed on the college and hostel entry gates. Consulenza, the counselling cell of Psychology Department provided emotional and psychological support to the students of college during the pandemic.

File Description	Documents
Annual gender sensitization action plan	https://keshav.du.ac.in/usefullinks/committees/other
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://keshav.du.ac.in/girls_hostel/infrastructure_facilities

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

College follows a prudent sustainable approach to minimize the generation of waste inside the college premises. The dead leaves are not burnt but disposed off in the composting pits. The students and

staff members help in promotion of solid waste management, practiced through segregation of the waste as biodegradable and non-biodegradable in separately-colored bins. 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. 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. 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 scrap material are collected for safe disposal. The Computers/UPS/ mobiles are repaired/recharged/ replaced subject to the need for the best utilization. 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.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://keshav.du.ac.in/storage/naac/criterion_VII/7.1/7.1.3.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-

A. Any 4 or all of the above

reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	**No File Uploaded**

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 200 words).

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 redress 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. Teachers adopt bi-lingual mode of teaching, wherever required, to assist students with linguistic challenges. The college in collaboration with SPIC-MACAY organizes "Virasat", in which eminent artistes perform to promote cultural harmony. The college also organizes cultural events for the North-East students. The college has NSS unit which helps inculcate the spirit of service and a sense of responsibility. The Women Development Cell of the college strives to promote women development related concerns and issues. The Eco club of the college has initiated various programmes to sensitize the students with the environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college encourages its students and staff members to take initiative in organizing various programmes to inculcate constitutional obligations, values and traditions. It has a practice of singing the National Anthem on conclusion of various programmes conducted in the college during the year. 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 organizing various activities like special lecture by some eminent speaker, seminar, slogan writing activity etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
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 File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Students, teachers and administrative staff join in the celebrating Independence Day, which starts with a flag hosting followed by singing of the National Anthem. On 2nd October, NSS of the college organizes series of activities with an attempt to familiarize the students with the life and philosophy of Gandhiji. As part of the Swachh Bharat Abhiyan, our college undertakes various measures to enlighten students about the importance of hygiene and sanitation. 5th Sept, which is observed as Teacher's Day, is celebrated by organising different activities. 31st October is commemorated as National Unity Day. Motivational events are organized on Swami Vivekananda's birth anniversary on 12th Jan which is observed as National Youth Day. College celebrates June 21 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, On 25th January, National Voter's Day, NSS, of the college organizes awareness programmes to spread awareness about the role of citizens as voters. College also celebrates festivals like Diwali, Makar Sakranti and Lohri.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

`Best Practice 1`

`Title: Smooth Transition to Online Mode of teaching During the Pandemic`

`Objectives of the Practice`

`To continue its academic endeavours during COVID-19 pandemic.`

`The Context`

`College had to shift to online mode of teaching overnight. College used its website to immediate connect with students through online classes and uploading of e-resources and facilitated dissemination of information to all stakeholders. Challenges: 1. Constraints in using online platforms. 2. Lack of training and preparedness of students and faculty. 3. Lack of software for online teaching. In spite of these challenges, college continued its academic efforts and was successful in imparting the necessary education promptly.`

`The Practice`

`Faculty used various online platforms to not only take classes, assignments and tests but also to organize various extra-curricular activities. Yoga sessions to competitions to awareness programs were organized online. Although there is a problem of lack of social connectedness and adequate interaction in the classroom, college has been able to deliver the best even during the crisis time.`

`Evidence of Success`

`Academic results show that our students have performed well. Data shows that many of our students have taken admission in prestigious institutions. College was able to maintain its connect with the students during the difficult time. Faculty emerged as facilitators of intellectual thought through modern technological platforms.`

`Problems encountered and Resources Required`

`Both students and faculty helped each other in adapting themselves to the new mode of teaching-learning. Lack of proper training and`

skills to use online platforms for teaching-learning process and uninterrupted internet facilities were a challenge but were bravely overcome. College procured G-Suite, MS Teams and created ids for students and staff. Training sessions were also organized for smooth conduct of online classes, online meetings and other online events.

Best practice 2

Title: Social Outreach During Covid-19 Pandemic and Free RT-PCR facility and Free Vaccination Centre

Objectives of the Practice

To contribute towards the society during COVID-19 pandemic.

The Context

In line with its vision and mission, the college came forward to provide the much needed services to the society in times of need. By setting up the RT-PCR and Vaccination centre, the college has set an example of how real life challenges ought to be taken up with confidence and positive attitude.

The Practice

The real aim of education is to serve humanity. By helping mankind during difficult times, college has once again shown that it teaches its students not only textbook knowledge but also instills in them values and duty towards the nation and mankind.

Evidence of Success

The centre in the college was a huge success. Vaccination drive was carried out smoothly. Proper coordination with the available vaccines coming daily and the people coming for vaccination was maintained. Special care was provided to the elderly. An anti-Covid task force was set up by the NSS. Students provided resources to people during the second wave and also looked after street animals.

Problems encountered and Resources Required

Identifying the appropriate space for RT-PCR testing and vaccination

centre was a problem due to strict Covid protocols. The college utilized its room near entry gate to facilitate the movement of general public while following Covid guidelines. Further, the college judiciously utilized its girls hostel for the vaccination center. Social distancing norms were followed meticulously.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

True to its vision of imparting holistic development, nurturing positive attitude and creative skills of its students, the college continued to provide knowledge that liberates the soul and uplifts the spirit. Principal, staff and students contributed in their own way in handling the challenges during the Covid-19 pandemic. College continued its teaching and extra-curricular activities in online mode. Tele-counselling was also offered to students and staff. An anti-Covid task force was set up by the NSS. Students provided resources to people during the second wave and also looked after street animals. Departments organized various online events including workshops, webinars and departmental festivals. Staff members volunteered for providing RT-PCR testing facility and free Covishield vaccination centre to general public. This vaccination drive is still continuing. The college has truly lived up to its vision of developing socially responsible students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

For effective curriculum delivery activities were planned in advance of a semester. Various committees of the College ensured that each and every functional activity of the College was carried out under the expert guidance of the faculty members and all the activities were unified towards a common purpose. Following activities were carried out periodically to ensure effective delivery of curriculum: The Workload Committee requested the departments to submit workload. Departments submitted it based on students' preferences for DSE and SEC and teacher to student ratio for class and tutorial size. These were then verified and submitted for approval to the Principal. Timetables were uploaded on the college website. Teachers uploaded 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 was followed by the institution to ensure timely completion of the syllabus. The curriculum was 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 were regularly shared with students using online platforms.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://keshav.du.ac.in/storage/naac/criterion_I/1.1/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college followed the academic calendar issued by the University of Delhi from time to time. Making better use of technology, greater use of online assignments, tests, quizzes was

done through Google Classrooms/MS Teams. Open book tests were taken to focus less on rote memorization and more on the application of concepts learnt. Time management was emphasized by assigning time bound tests/projects. Due to Covid-19 pandemic, the following CIE measures as per University of Delhi norms were initiated: (i) Telephonic Viva of students for Internal Assessment (ii) Viva through online platforms like Skype / Zoom Meet / Google Suite/ Video conferencing / WhatsApp Video call (iii) Question / Assignment through Google classrooms (iv) Quiz through Online forms (v) Online tests and assignments through e-mail.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://keshav.du.ac.in/storage/naac/criterion_I/1.1/1.1.2.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

9

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

117

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

117

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

1.3 - Curriculum Enrichment

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

The institution integrates cross-cutting 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 peaceful and cooperative coexistence of all. Students take a 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.

The Code of Professional Ethics received from DU is uploaded on the college website. A number of events were organized on such themes to make students aware of the important multidisciplinary issues. The college also has a Women Development Cell and a Committee for Gender Champions that initiated events and activities for creating a gender-neutral environment. The College has constituted an Internal Complaint Committee (ICC) to deal with the complaints related to sexual harassment. Another compulsory AECC paper for all first-year students is 'Environmental Studies' which makes the students aware of the environmental challenges and ways to overcome them. The college promotes 'Reduce, Re-use and Recycle' of resources. It also makes efforts for water conservation and has set up a water harvesting plant.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

785

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://keshav.du.ac.in/usefullinks/iqac_feedback_atr

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

729

2.1.1.1 - Number of sanctioned seats during the year

663

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

322

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college takes measures to address the needs of advanced and slow learners. Seminars and workshops are organised to provide them with a platform to showcase their talents and to boost their confidence. Different departments organise workshops, seminars and lectures to give hands-on practical training. Steps are taken for students with learning problems. Efforts are made to identify the cause of their problem and appropriate solutions are worked out. Special attention is given to the slow learners by repeating concepts for them and by being bilingual in delivering the lectures. Mentor-mentee interaction keeps faculty in constant touch with students, irons out academic and personal issues, and stimulates overall personality development. The students are encouraged to take up research. The counselling of students is also done on a regular basis. Both advanced and slow learners are encouraged to ask questions in the class, during tutorials and even beyond that in free periods of teachers. The faculty is also accessible to students by mail, phone, message, WhatsApp and on online teaching platforms like Google classroom, MS Teams App.

File Description	Documents
Link for additional Information	https://keshav.du.ac.in/storage/naac/criterion_II/2.2/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
18	1

File Description	Documents
Any additional information	[View File]()

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

The college has an environment that fosters participative problem solving and peer learning practices among the students. As the students are from various states and different social and cultural backgrounds etc., teachers facilitate learning by allowing each individual student to comprehend at their personal level by ensuring their active involvement in-class activities to ensure that students absorb and grasp the academic inputs at their own pace. Efforts are made to make the classes as interactive as possible and also encourage innovative thought and novel interpretations. 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. Learning through individual and group projects and presentations 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. Case studies, management games, live projects and role-playing are used for developing problem-solving skills.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://keshav.du.ac.in/storage/naac/criterion II/2.3/2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college makes intensive use of ICT-enabled tools, including online resources for effective teaching and learning process. The faculty uses ICT-enabled classrooms equipped with LCD projectors, Wi-Fi connectivity, and software. PowerPoint presentations are 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. Projectors are installed in all classrooms to facilitate new pedagogies in the teaching-learning process. A printing facility is available in all the labs. The students and faculty make use of email, group emails, and social networking tools for instantaneous communication and information dissemination.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://keshav.du.ac.in/storage/naac/criterion_II/2.3/2.3.2.pdf

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

2.3.3.1 - Number of mentors

94

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

103

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

55

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

11

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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 the 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. After rigorous scrutiny, the records are uploaded to 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).

File Description	Documents
Any additional information	View File
Link for additional information	https://keshav.du.ac.in/usefullinks/iqac_minutes

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

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 the 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 each department and a moderation committee

at the college level ensures 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.

File Description	Documents
Any additional information	View File
Link for additional information	https://keshav.du.ac.in/storage/naac/criterion_II/2.5/2.5.2.pdf

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.

All programmes are adopted in accordance with the Programme Outcomes (PO) and Course Outcomes (CO) and Learning Outcomes-based Curriculum Framework (LOCF) as per the guidelines prescribed by the University of Delhi. 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 of 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 organizations in various sectors. The faculty of the institution is 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://keshav.du.ac.in/storage/naac/criterion_II/2.6/2.6.1.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

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 through internal assessment, practical exams, semester-end University examination. Additionally, internal/class tests, quiz, viva etc. are conducted repeatedly in a semester to judge the performance of a student on a regular basis as part of internal assessment. 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. Students are also encouraged to take up internships, projects, fieldwork.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://keshav.du.ac.in/storage/naac/criterion_II/2.6/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

569

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://keshav.du.ac.in/storage/naac/criterion_II/2.6/2.6.3.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://keshav.du.ac.in/uploads/usefullinks/iqac/SSS%20responses.pdf

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

2.8

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://keshav.du.ac.in/storage/naac/criterion_III/3.1/3.1.2.pdf

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

45

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

9

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Through NSS, a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports college 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 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 plantation, digging compost pits, talks by eminent speakers, excursions, etc. Women Development Cell brings about awareness and sensitivity in the students and instils the desire to work for equality by initiating debates on domestic violence, sexual harassment, and other issues faced by women. A significant step towards national integration has been taken under the 'Ek Bharat Shreshtha Bharat' initiative. The EDP Cell provides the students with a platform to enhance their entrepreneurship skills. Gender Sensitization Initiative aims to create a safe and violence-free atmosphere for all irrespective of caste, sex, religion, gender, etc. The college also set up a centre for RT-PCR testing and a Covid-19 vaccination centre is still operational.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_III/3.3/3.3.1.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

77

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

5984

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

4

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

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 is equipped with a Projector, Interactive board and Audio-Conferencing facility. The college has fully furnished Laboratories in various departments. The college maintains a well-

stocked, spacious, Wi-Fi enabled duplex library comprising of two large reading rooms with total seating capacity of around 150 and more than 22,000 books. 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). The campus has a beautiful Amphitheatre with a seating capacity of 500 persons. The college has a spacious and comfortable Girls' Hostel 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 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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.1/4.1.1.pdf

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

The college has a state-of-the-art Auditorium with a seating capacity of 800 persons. It has been the centre for all cultural and academic activities of the College. 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 facility. The campus has a beautiful Amphitheatre with a seating capacity of 500 persons. 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 to encourage their daily

physical activity.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.1/4.1.2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

100

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

35

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.1/4.1.2.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

29.79406

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

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. e-Granthalaya is made available through NIC National Cloud (Meghraj) for Government Libraries on request basis with hosting of application and databases for online access.

The library has various sections consisting of around 28000 books. A large number of dailies, weeklies and periodicals of various subjects are being subscribed on a regular basis. The library has more than 740 CDs and DVDs which are issued to various departments of the college. Besides, it also provides the facility of accessing about 30,000 e-journals and research articles provided by Delhi University Library System (DULS) through the internet to staff members and students. In the year 2020-2021 the college became a member of the N-List Database. Library provides various services to its users like Circulation Service, Technical Services, Reservation Service, Internet Service etc. There are 16 CCTV Cameras in the college library for security purposes. Keshav Mahavidyalaya Library has Braille Materials for visually impaired users. 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	Documents
Upload any additional information	View File
Paste link for Additional Information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.2/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.239

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

350

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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

TALLY 9.0 Gold, TDS Plus and HMLERP in the Administration and Accounts departments. The institute has a 24 x 7 Wi-Fi facility, accessible across the campus, to provide seamless connectivity. Every department is a part of a centralized LAN besides having its departmental network. Internet connectivity is provided by the Fiber 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) fiber 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.3/4.3.1.pdf

4.3.2 - Number of Computers

243

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

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

support facilities) excluding salary component during the year (INR in Lakhs)

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

97.73549

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

For creation and enhancement of infrastructure, various committees have been constituted in the College. 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_IV/4.4/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

41

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://keshav.du.ac.in/storage/naac/criterion_V/5.1/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for

A. All of the above

submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

50

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

24

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

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) during the year

19

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

56

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

The Cultural Committee actively organises different cultural events throughout the year. At present, there are more than 20 Societies, Clubs and Cells ranging from Indian Dance and Western dance societies to Placement and Entrepreneurship Development cells, Environment Club etc. Besides representing the institution at different colleges and universities, these societies also

organize competitive events. Each student, by default after admission, also becomes a member of a student society of their respective department. Each society is led by a President, Vice-President, Joint Secretary, Treasurer/ Secretary and Executives. Guided by the faculty members, the societies organize seminars, symposia, debates, lectures, academic festivals etc. throughout the academic year. Class Representative System: Each class has two Class Representatives (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. The college has the process of electing a Student Union in place. It was formed in 2018, with an aim to promote mutual cooperation and a spirit of teamwork; to inculcate leadership and management qualities among the students; and to promote social, cultural and intellectual development of the students.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/naac
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

52

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

College has an alumni association. Although it is not registered, events are organized with the active participation of the alumni. Also, efforts are being made to get the association registered.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/naac
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs) — **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

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

The governance of the college nurtures creativity and instills moral values. The college management comprises of the Governing Body (GB), Principal, and Vice-Principal. The Governing Body is responsible for the overall management of the college. 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 issues relating to infrastructure, finance, recruitments etc. Staff council committees and other committees are constituted for matters relating to admissions, sports and cultural activities, time table, discipline, academic affairs etc. 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	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion VI/6.1/6.1.1.pdf
Upload any additional information	View File

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

The college leadership i.e., the Governing Body and the Principal function in a very democratic and transparent manner and frequently interact 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 Corporate Dignitaries, non-profit organizations etc. 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. 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 the 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 decentralized and involve enthusiastic and rigorous participation of management, faculty, non-teaching and students.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.1/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Governing Body takes stock of the progress made by institution on various fronts. The Principal reports the new initiatives to the Governing Body and also conveys the Management's vision to the faculty in staff council meetings. Institutional growth is systematically planned at various levels and implemented through teachers-in-charges; conveners of various committees, faculty and nonteaching staff. Holistic development of students is focused on.

An activity to exemplify the same is the in-house design of the college website that provides important information to the external stakeholders. 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. Students and parents can view their paper wise monthly and consolidated attendance through the website. Wi-Fi facility has been extended 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 software and hardware infrastructure facilities in the institution have been modernized.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.2/6.2.1.pdf
Upload any additional information	[View File]

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

The College operates under the University of Delhi statutes, regulations and legal framework and 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 hold meetings 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. They are also appointed for carrying out specific statutory functions like 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 process of election of secretary, staff council and the functioning of the committees are governed by DU ordinances.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.2/6.2.2.pdf
Link to Organogram of the Institution webpage	http://keshav.du.ac.in/thecollege/governing_body
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.3/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

34

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance appraisal of administrative and accounts staff members is done by the Principal through their respective Section Officers. The institution follows the Performa 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. As for the teaching staff, their achievements, publications, record of workshops/conferences attended or papers 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 and used for their promotion under the Career Advancement Schemes. These are then used during the time of promotions from one level to another. The functioning of the Laboratory staff is also monitored by the respective Teacher In-charges and the same is discussed with the Principal periodically.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.3/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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). Purchases are done by proper procedure. Quotations are called for and prices are compared. The Institution has formed a Central Purchase Committee and Departmental Purchase Committees for the purpose. 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. For the grants received from

the funding agencies, Utilization Certificates are prepared. The Utilization 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. Also, 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. Local Fund Accounts of the Govt. of NCT of Delhi conducts external audit in the college annually. The audit procedure includes physical verification of all the documents including Departmental Accession Register, Dead Stock registers or Purchase registers. The Comptroller and Auditor General of India (CAG) also conducts audit once in five years.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.4/6.4.1.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college being a 100% funded College of the Govt. of NCT of Delhi gets its grants from the Govt. of NCT of Delhi. Following a

strict Budgetary Control, budget for each financial year is prepared in advance. The expenditure is monitored and controlled keeping in view the budget sanctioned. The purchases are made through the Central Purchase Committee and the Departmental Purchase Committees. The available amount is spent following the due General Financial Rules (GFR) regarding purchases to be made. Purchases are made from GeM portal as far as possible. 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. A regular annual stock verification is also ensured for all the departments. 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	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.4/6.4.3.pdf
Upload any additional information	View File

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

The two practices institutionalized by IQAC 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 the industry through guest talks, workshops, seminars regularly in physical mode before the onset of pandemic and in online mode during a pandemic. The 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 a pandemic, certain specific measures include: MS Teams ids were created for students. Interdisciplinary seminars were conducted to broaden the outlook of students. Online meetings of cells, committees, faculty and students were held periodically. The 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 the skills of teaching and non-teaching staff. It has also organized events to enhance the employability skills of students.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.5/6.5.1.pdf
Upload any additional information	View File

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

IQAC held seminars in collaboration with industry and academia to apprise students of current issues and challenges in career path and build employability skills of students to benefit students of own college and of other institutions .Mentor-mentee groups were made. During the pandemic, faculty members were encouraged to teach online using different platforms.

File Description	Documents
Paste link for additional information	https://keshav.du.ac.in/storage/naac/criterion_VI/6.5/6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://keshav.du.ac.in/storage/naac/criterion_VI/6.5/6.5.3.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

College sensitizes its staff and students to gender-based challenges and concerns. The Women Development Cell of the college organizes several programs to encourage gender parity and promote dialogue around gender equality. Internal Complaints Committee, a statutory body formed to register and resolve complaints of harassment. 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. Security officials having intercom facility are posted on the main gate, hostel gate and other gates of the college. Surveillance through CCTV cameras is ensured. Fire extinguishers are placed on every floor of the college. A medical room equipped with a bed, wheel chair, and required first aid to meet health emergency. Hostel girls are also sensitized about wellbeing, hygiene and security safeguards by organising various seminars. Bank ATM is installed within the Campus. There is a Complaint/Suggestion box for the students. Students ID cards are strictly checked while allowing the entry inside the campus. Contact details of police officials are displayed on the college and hostel entry gates. Consulenza, the counselling cell of Psychology Department provided emotional and psychological support to the students of college during the pandemic.

File Description	Documents
Annual gender sensitization action plan	https://keshav.du.ac.in/usefullinks/committees/other
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://keshav.du.ac.in/girls_hostel/infrastructure_facilities

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

College follows a prudent sustainable approach to minimize the generation of waste inside the college premises. The dead leaves are not burnt but disposed off in the composting pits. The students and staff members help in promotion of solid waste management, practiced through segregation of the waste as biodegradable and non-biodegradable in separately-colored bins. 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. 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. 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 scrap material are collected for safe disposal. The Computers/UPS/ mobiles are repaired/recharged/ replaced subject to the need for the best utilization. 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.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://keshav.du.ac.in/storage/naac/criterion_VII/7.1/7.1.3.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

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 200 words).

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 redress 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. Teachers adopt bi-lingual mode of teaching, wherever required, to assist students with linguistic challenges. The college in collaboration with SPIC-MACAY organizes "Virasat", in which eminent artistes perform to promote cultural harmony. The college also organizes cultural events for the North-East students. The college has NSS unit which helps inculcate the spirit of service and a sense of responsibility. The Women Development Cell of the college strives to promote women development related concerns and issues. The Eco club of the college has initiated various programmes to sensitize the students with the environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college encourages its students and staff members to take initiative in organizing various programmes to inculcate constitutional obligations, values and traditions. It has a practice of singing the National Anthem on conclusion of various programmes conducted in the college during the year. 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 organizing various activities like special lecture by some eminent speaker, seminar, slogan writing activity etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

| **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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness** | **D. Any 1 of the above** |

programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Students, teachers and administrative staff join in the celebrating Independence Day, which starts with a flag hosting followed by singing of the National Anthem. On 2nd October, NSS of the college organizes series of activities with an attempt to familiarize the students with the life and philosophy of Gandhiji. As part of the Swachh Bharat Abhiyan, our college undertakes various measures to enlighten students about the importance of hygiene and sanitation. 5th Sept, which is observed as Teacher's Day, is celebrated by organising different activities. 31st October is commemorated as National Unity Day. Motivational events are organized on Swami Vivekananda's birth anniversary on 12th Jan which is observed as National Youth Day. College celebrates June 21 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, On 25th January, National Voter's Day, NSS, of the college organizes awareness programmes to spread awareness about the role of citizens as voters. College also celebrates festivals like Diwali, Makar Sakranti and Lohri.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice 1

Title: Smooth Transition to Online Mode of teaching During the Pandemic

Objectives of the Practice

To continue its academic endeavours during COVID-19 pandemic.

The Context

College had to shift to online mode of teaching overnight. College used its website to immediate connect with students through online classes and uploading of e-resources and facilitated dissemination of information to all stakeholders. Challenges: 1. Constraints in using online platforms. 2. Lack of training and preparedness of students and faculty. 3. Lack of software for online teaching. In spite of these challenges, college continued its academic efforts and was successful in imparting the necessary education promptly.

The Practice

Faculty used various online platforms to not only take classes, assignments and tests but also to organize various extra-curricular activities. Yoga sessions to competitions to awareness programs were organized online. Although there is a problem of lack of social connectedness and adequate interaction in the classroom, college has been able to deliver the best even during the crisis time.

Evidence of Success

Academic results show that our students have performed well. Data shows that many of our students have taken admission in prestigious institutions. College was able to maintain its connect with the students during the difficult time. Faculty emerged as facilitators of intellectual thought through modern technological platforms.

Problems encountered and Resources Required

Both students and faculty helped each other in adapting themselves to the new mode of teaching-learning. Lack of proper training and skills to use online platforms for teaching-learning process and uninterrupted internet facilities were a challenge but were bravely overcome. College procured G-Suite, MS Teams and created ids for students and staff. Training sessions were also organized for smooth conduct of online classes, online meetings and other online events.

Best practice 2

Title: Social Outreach During Covid-19 Pandemic and Free RT-PCR facility and Free Vaccination Centre

Objectives of the Practice

To contribute towards the society during COVID-19 pandemic.

The Context

In line with its vision and mission, the college came forward to provide the much needed services to the society in times of need. By setting up the RT-PCR and Vaccination centre, the college has set an example of how real life challenges ought to be taken up with confidence and positive attitude.

The Practice

The real aim of education is to serve humanity. By helping mankind during difficult times, college has once again shown that it teaches its students not only textbook knowledge but also

instills in them values and duty towards the nation and mankind.

Evidence of Success

The centre in the college was a huge success. Vaccination drive was carried out smoothly. Proper coordination with the available vaccines coming daily and the people coming for vaccination was maintained. Special care was provided to the elderly. An anti-Covid task force was set up by the NSS. Students provided resources to people during the second wave and also looked after street animals.

Problems encountered and Resources Required

Identifying the appropriate space for RT-PCR testing and vaccination centre was a problem due to strict Covid protocols. The college utilized its room near entry gate to facilitate the movement of general public while following Covid guidelines. Further, the college judiciously utilized its girls hostel for the vaccination center. Social distancing norms were followed meticulously.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

True to its vision of imparting holistic development, nurturing positive attitude and creative skills of its students, the college continued to provide knowledge that liberates the soul and uplifts the spirit. Principal, staff and students contributed in their own way in handling the challenges during the Covid-19 pandemic. College continued its teaching and extra-curricular activities in online mode. Tele-counselling was also offered to students and staff. An anti-Covid task force was set up by the NSS. Students provided resources to people during the second wave and also looked after street animals. Departments organized various online events including workshops, webinars and departmental festivals. Staff members volunteered for providing RT-PCR testing facility and free Covishield vaccination centre to general public. This vaccination drive is still continuing. The

college has truly lived up to its vision of developing socially responsible students.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. Augmentation of Research and Innovation practices

2. Enhancement of the quality of Teaching and Research.

3. Conduct various programs for holistic development of Staff and Students

4. Engagement enhancement programs with Alumni and Industry

5. Strengthening Stakeholder Approach and Enhancing Social Outreach Programs.