



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		ZAKIR HUSAIN DELHI COLLEGE
Name of the head of the Institution		Professor Sangeeta Pandita
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01123233420
Mobile no.		9810149245
Registered Email		iqac@zh.du.ac.in
Alternate Email		principal@zh.du.ac.in
Address		Jawahar Lal Nehru Marg
City/Town		New Delhi
State/UT		Delhi
Pincode		110002
2. Institutional Status		

Affiliated / Constituent	Constituent
Type of Institution	Co-education
Location	Urban
Financial Status	central
Name of the IQAC co-ordinator/Director	Professor Mohd. Arif
Phone no/Alternate Phone no.	09810829398
Mobile no.	9810829398
Registered Email	hmohdarif@gmail.com
Alternate Email	zakirhusaindelhiccollege@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.zakirhusaindelhiccollege.ac.in/iqac/aqar/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.zakirhusaindelhiccollege.ac.in/iqac/academic-calendar/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A	3.12	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC

18-Feb-2015

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Audit account	16-Aug-2018 31	4028
Mentor Scheme	21-Jul-2017	3329

	365	
Feedback from students	01-May-2018 31	1098
No Files Uploaded !!!		

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Computing skills for girl students are introduced

Russian language Course for students started

Semester wise teaching plans were introduced to benefit students for course planning

No Files Uploaded !!!

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

Plan of Action	Achievements/Outcomes
----------------	-----------------------

Infrastructure Planning and enhancement	Building committee held its regular meeting w.r.t. monitoring and plan calibration for New Building and Students plaza.
To provide directions for Research activities	Faculty members encouraged to do research, Interdisciplinary undergraduate student research projects were promoted under DBT Star College Status, DU-CIC Star Innovation Projects & other schemes, Awareness
Time-Table Term Planning: To ensure quality teaching and best utilisation of manpower and physical resources	Statutory Committees- Academic Supervisory Committee and Time Table Committee held pre-session and in-session planning meeting and performed assessment for provided master timetable with optimum utilisation of classrooms, labs and manpower. Department councils further built on master time table and comprehensive time table was ready and implemented from day-1 of session.
Annual Planning: Workload assessment and teachers' recruitments	Staff Requirement Committee, statutory committee for the purpose conducted regular meeting and workload assessment was done in the beginning of both semesters as well during the semesters. New Positions so determined were filled on adhoc basis so that teachers are available as per requirement all the time.
Library Resource Planning and Augmentation.	Statutory Committee for Library with representation from all departments planned and allocated resources to all departments. The available resources were utilized for book bank and general reference for the session. Departments accordingly recommended new books and resources which were acquired by the library.
Teacher Quality Enhancement and Training.	Annual Programme by ILLCPDHE of Delhi University and that of ASC, JMI and UGC were circulated among teachers to attend various orientation courses , FDPs and Refresher courses in the session.
Comprehensive Annual plan and Auditing.	Statutory body of college, Staff Council took comprehensive audit of previous year through reporting by various statutory committees. Admission Committee Report provided required data for upcoming session.
Annual Academic and Activity plan.	Academic Calendar of the college in sync with Delhi University Calendar was prepared and ordinarily followed.

Continuously evolve a system for conscious, consistent and catalytic actions to improve the academic and administrative performance of Zakir Husain Delhi College.	Every teaching and nonteaching staff of the College is aware about IQAC and its activities, functions, making it easier to get and compile data and to ensure efficient and effective implementation of decisions of IQAC
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	Yes
--	-----

Name of Statutory Body	Meeting Date
IQAC	15-Feb-2022

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
--	----

16. Whether institutional data submitted to AISHE:	Yes
---	-----

Year of Submission	2018
--------------------	------

Date of Submission	20-Mar-2018
--------------------	-------------

17. Does the Institution have Management Information System ?	Yes
--	-----

If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The management information system of the college is oriented to provide an effective e-governance mechanism and data management as well as efficient delivery of staff and student related services. All the employees of the college can access and obtain their salary statement, PF and NPS status, form 16 and other information digitally through the 'employee life cycle' platform which is available on the college website. Likewise, the students can access important information like attendance and internal assessment marks digitally by logging into their accounts on the college website. The above mentioned facilities are made possible as all important administrative processes maintenance of college accounts, salary/pension, medical and LTC benefits, student related services and the library have been digitally integrated within the management information system. The
--	---

college has acquired latest software for providing ERP solutions which are periodically updated to meet new requirements. The entire college is WiFi enabled. All the faculty members as well as the students are assigned individual user ids and passwords to access the college WiFi and various services through this WiFi. One of the most important components of the digital infrastructure of the college is the wifi enabled college library that is linked with the Delhi University Library System. The library has two separate rooms having 78 computers with internet connectivity via WiFi network dedicated for Multimedia and Electronic Resources Lab. The college has an ICT lab that provides the backup needed for various IT related services needed by the administration, staff and the students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

With a strong commitment to excellence in offering quality, affordable and inclusive education, ZHDC has evolved a reliable mechanism to deliver the curriculum mandated by the University of Delhi. Once a curriculum is approved by the academic council, the endeavor of the college is to allocate resources efficiently for the purpose. The task begins with the the assessment of workload and required staff to manage the curriculum. Afterwards, each department, led by a teacher-in-charge, ensures a just allotment of papers, where the area of specialization, competence and research interest are accorded due consideration. The college accords due significance to the mode of teaching that promotes active learning, dialogical-interactions, and critical-thinking. Our interactive and engaging classroom sessions are enriching for most students to gain good ground in the taught subject matter, yet we recognize the insufficiency of such sessions owing to the diversity the students exhibit in their interests, drives, modes and pace of learning and potentialities. Our teaching modes are, therefore, tailored to adapt to the demands placed by such diversity. We offer designated tutorials where a smaller group of students are catered. The emphasis is on lowering the student-teacher ratio to enable teachers to be attentive to the needs of the individual students. Students who demonstrate the appetite to go an extra mile are encouraged in these tutorials to develop original thinking in the subject matter of their interest often by an early introduction to well recognized research publications and other research avenues. We aid and encourage such students to communicate with the experts and to publish and present their papers in the conferences of various colleges and universities. Conversely, for those struggling with the pace of the regular classroom sessions, tutorial sessions provide a means for bridging the gap in their understanding and for resolving other issues that hamper their progress. Further, we also conduct orientation program for general-elective

papers, where students can make informed choice based on their interest and ability. Most of our classrooms are equipped with state of the art technology such as projectors, ergonomic furniture and ICT tools and other e-resources that significantly enhance the learning experience of the students and amplify our teacher's potential to ensure it to be so. A modern college building equipped with facilities commensurate with modern education is also under construction. Our library, one of the oldest in the University of Delhi and yet one of the most modern in terms of infrastructure, provides access to quality texts, research journals and other forms of reading material. Every department is allotted an annual grant to add newly published or required quality reading material to their existing stock of books in the library. This way, our library remains updated. For coordination, staff council of the college institutes committees such as the Time Table Committee, Staff Requirement Committee, Academic Supervisory Committee etc. for the seamless delivery of the curriculum. These committees ensure that every cog in the machine is operating synchronously and seamlessly to deliver quality education to our students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Russian Language	NA	21/07/2017	180	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours	21/07/2016
BCom	Honours	21/07/2016
BSc	Honours	21/07/2016
BA	Programme	21/07/2016
BSc	Programme	21/07/2016
BCom	Programme	21/07/2016

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	33	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Computer Literary Course	01/09/2017	22
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NA	Nil
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

We, at ZHDC, appreciate the significance of continual evolution that a family like ours has to undergo to remain relevant to the needs and aspirations of the time. Feedback, in our view, provides directionality to the choices we need to make to slip into a desirable course of evolution. Thus, we have in place structures and mechanisms that encourage and entertain feedback with utmost earnestness. The process, for us, begins with providing multiple channels to all the stakeholders to register their feedback. At the stage of reception itself, for the sake of convenience, a stakeholder specific segregation/classification of feedback is done. The foregoing is followed by a domain-specific segregation/classification of the feedback, where feedback pertaining to a particular province, for instance, teaching/learning, curriculum, infrastructure, grievances, good governance etc. are clubbed together and sent to domain-specific committees to elicit their view on the merit of the feedback. Merits are evaluated, keeping in sight the likely value additions to our institution and the resources needed to actualize it without compromising the overall aim of the college, which is to offer quality, affordable and inclusive education. Once the merit is recognized, the feedback is forwarded to a final decision-making body, comprising of the management of the college, staff council and senior faculties, for their concurrence and subsequent deliberation on the ways and means to implement the needed changes. If the changes suggested are radical or non-incremental, we spread our net wide and try to elicit the opinion of as many stakeholders as possible and recruit the services of the experts in the domain before taking a definite stance. We recognize that ICT is a very efficient means to create a feedback addressing system. Thus, currently, we are in process of developing an online platform, where separate channels will be provided to each class of stakeholders to register their feedback and grievances. Apart from the formal system, we have a very robust informal system too for the purpose, which aids and strengthens the regular mechanism to function efficiently. We encourage regular informal teacher-student interaction to gather feedback from the students and often act on it swiftly without taking a formal course if the situation dictates so. For instance, we have a mentor-mentee scheme, where a teacher is assigned to a group of students to address their issues swiftly and efficiently. Further, remedial classes are taken for students who find the regular classes to be too fast-paced for their comfort. Furthermore, departments too regularly call informal meetings to address the feedback given by the students at their level if possible. Likewise, parents are also encouraged to have interactions with

the teachers and teachers with the management, staff council and alumnae so that a decentralized groundwork is already done for the feedback to be addressed collectively.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Nil	File Attached	Nil	Nil	Nil
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1190	181	236	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
236	236	5	34	Nil	11
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Zakir Husain Delhi college believes that it is important to have a continuous and a meaningful dialogue with the students which might need to run into areas well beyond academics, for this purpose the college has a well-placed structure of mentoring student. Faculty members are assigned a group of students by the office every semester, usually this is done department wise, where teachers of a department mentor students from their own departments in case of BA program and BSc program courses the course coordinator assigns students to the teachers. The mentor is supposed to keep a record of the address, contact number and other personal details of the mentee such that the student might be contacted in case of an emergency. The mentors fixes a schedule of availability and informs the mentees as to her/his availability for. These discussion are based on the needs of the mentee and can be on issues of learning problems/ difficulties encountered by the mentees or regarding any other problem that includes the dilemmas and issues with regards to settling down in the college life. This scheme is especially useful to students coming from outside Delhi because they are in the process of settling down in Delhi and are away from their parents. It then becomes the role and responsibility of the mentor to take care of the student throughout the period of study in the college. Usually the mentor is able to help the students overcome the problems merely by listening and suggesting but in case the mentor feels that the mentee needs professional help the student is referred to the qualified counsellor in the college whose services are available to the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

3674

236

1:16

2.4 – Teacher Profile and Quality**2.4.1 – Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
191	141	50	95	118

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr. Mohammad Wahid Ansari (Dept. of Botany)	Assistant Professor	Best Teacher Award by Agricultural Technology Development Society (ATDS), Uttara Pradesh in 2017
2017	Dr. Saraswati (Dept. of Sanskrit)	Assistant Professor	Sanskrit Samaradhaka Samman from Delhi Sanskrit Academy
2017	Dr. (Mrs.) Deepak Kalia (Dept. of Sanskrit)	Assistant Professor	Sanskrit Samaradhaka Samman from Delhi Sanskrit Academy
No file uploaded.			

2.5 – Evaluation Process and Reforms**2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year**

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Null	File Attached	File Attached	Null	Null
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In accordance with the university norms, 25 percent of the marks for each course are internally assigned. The university has a fixed format for internal assessment which reserves 5 marks for attendance, 10 for assignments and 10 for class tests, which is duly followed by the college. The process of assessment of students is aggregative and formative at the same time, marks are aggregated through the semester on basis of an extensive evaluation process that includes class tests, assignments, projects, group discussions, viva, presentations etc., students are also encouraged to engage in creative academic activities that take them beyond the curriculum. We believe that assessment of students is a continuous process that should take place throughout the period of study, to this end students have regular oral/written evaluation sessions, followed by

feedback sessions from their teachers. Those students who fall behind the class, are given extra time and attention by the teachers, they are encouraged to clarify their doubts and queries. We have high expectations from our students and teachers work tirelessly alongside their students to ensure that the expected results are achieved, to this end additional assignments and practice papers and mock exam papers are made available to the students. To ensure that the process of internal assessment remains robust and transparent, marks are regularly declared, moderated by the departmental committees (wherever required), and submitted to the college. Internal assessment records are made available online for the students to see and to get in touch with the concerned teacher in case of any doubt or discrepancy. If a student feels that marks are incorrectly awarded, the office and the teachers review and correct the marks awarded. All the internal evaluation grievances are dealt with efficiently, effectively and in a time bound manner. The college has initiated a few reforms for the purpose of assessing and evaluating the students better foremost in this regard is ensuring that all students appear for the exams. Care is taken that no student miss exams, we do this by keeping students informed of any changes in the exam date sheet. We also ensure that the medical facilities are promptly available to the students so that they do not miss exams on account of poor health or stress. A list of teachers on duty on days of exam is always available with the office and on the notice board so that the students may get in touch with the teachers if needed. We also regularly update the students in the classrooms and by emails on all the developments and changes taking place.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Since Zakir Husain Delhi College is a constituent college of Delhi University, we follow the academic calendar as scheduled by the university. All the dates regarding the working days and the days of vacation are strictly adhered to. The teaching days, breaks, holidays, vacations and exams are conducted as per the university guidelines. The academic calendar is available on the university website. Link Academic Calendar 2017-18:
<http://mac.du.ac.in/uploads/AC2017-18.pdf>

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.zakirhusaindelhicollege.ac.in/igac/programme-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
File Attached	Nil	File Attached	Nil	Nil	Nil

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NA

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	Nil	File Attached	Nil	Nil
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
5th Gopa Dey Memorial Lecture on "Shabder Sangeet".	Bengali	04/03/2017
Bengali Literature	Bengali	13/12/2017
National Conference on "Innovations in Chemistry Laboratory Teaching".	Chemistry	08/02/2017
3-day Student Symposium on "Amelioration Symposium- A talk with Expert".	Commerce	26/09/2017
3-day Lecture Series "Triumph Momentum-Eliminating Every Doubt.	Commerce	11/10/2017
Bharateey Dalit Sahitya aur Stree Chetna (National Seminar).	Hindi	11/10/2017
National Workshop on "Science and Technology in Ancient India".	Sanskrit	17/04/2017
2-Day National Conference on "Diseases and Drugs: Emerging Trends and Challenges"	Zoology	31/01/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Bengali	1
Mathematics	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	File Attached	92	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
File Attached	72
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
File Attached	File Attached	File Attached	Nil	Nil	File Attached	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
File Attached	File Attached	File Attached	Nil	Nil	Nil	Nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	24	91	5	9
Presented papers	49	69	Nil	2
Resource persons	11	11	Nil	Nil
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
File Attached	File Attached	Nil	Nil
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
File Attached	File Attached	File Attached	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
File Attached	File Attached	File Attached	Nil	Nil
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
One day departmental Delhi historical tour including students and teachers	Himadri Shekhar Bengali Dept. Zakir Husain Delhi College	Nil	1
Workshop on UG Courses, Bengali	Sharmishta Sen and 15 others (approx.)	Bengali Department, Zakir Husain Delhi PG College (Evening)	1
INPPO	Mohammad Wahid Ansari	DBT	10
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project Work	Metal based biologically active	DRDO	Nil	Nil	Dr Sulekh Chandra Dr Usha Bansal

	compounds derived from novel Schiff's based ligands: Synthesis, characterization, DFT studies, antimicrobial/anticancer cytotoxicity evaluation				
Project work	Metal based biologically active compounds derived from novel Schiff's based ligands: Synthesis, characterization, DFT studies, antimicrobial/anticancer cytotoxicity evaluation	DRDO	Nil	Nil	Dr Sulekh Chandra & Dr Usha Bansal
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
135	133.02

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LSEase	Partially	7	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	74254	22422603	2138	1577116	76392	23999719
Reference Books	5309	1886294	81	160138	5390	2046432
CD & Video	45	Nil	25	Nil	70	Nil
Library Automation	24200	1323888	24902	207186	49102	1531074
Others (specify)	2045	1494552	70	87923	2115	1582475
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
File Attached	File Attached	File Attached	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	202	107	202	202	35	31	28	100	36
Added	1	0	1	0	0	0	1	100	0
Total	203	107	203	202	35	31	29	200	36

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
60	58.2	75	74.86

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

A college is known by the surroundings it keeps. We believe in this philosophy and try to maintain a clean and green environment in the college premises. The maintenance of college building, classrooms, laboratories, corridors, open space, library goes hand in hand with the beautiful green landscapes and gardens maintained in the college campus. All these are done with the help, cooperation and joint efforts of teachers, laboratory staff, support staff, students and each and every person associated with the college. At college level, these are monitored by the panels and sub-panels constituted by the college administration on two-year basis. The same philosophy is followed by the freshers who join college and pass on this legacy to their juniors. There is a mechanism to report and attend to the complaints regarding civil, electrical and mechanical maintenance. For this purpose, college has its own Electrician and Plumber. In case of additional requirements, vendors are hired from outside college. Cleanliness of the classrooms, corridors, washrooms and other spaces is ensured by the cleanliness staff on daily basis. The area allocated for botanical, herbal gardens, rock gardens, playground and ecological space, are maintained by experienced and trained gardeners on a routine basis. For maintenance of Science laboratories (chemistry, electronics, botany, zoology and physics) and psychology labs, technical and laboratory staff consisting of senior laboratory assistants, technical assistants and junior lab assistants, laboratory attendants, sports attendant, groundmen) monitors the day-to-day requirements. However, in case of requirement of expertise for calibration and advanced repair of equipment, vendors are hired from outside. Dead instruments are written off as per college and university rules. IT resources of college include Projectors, Computers (Desktops/Laptops) and Networking installed in various Departments, Computer Centres, Science laboratories, Administrative blocks, Library and other sections. These are maintained by individual users and concerned staff. For repair/maintenance/upgradation of these computers and related accessories, a non-comprehensive Annual Maintenance Contract (AMC) has been signed by the college with a private vendor. Many of the major equipment like generator sets, 5-10 KVA UPS, water purifier, the EPABX system, Xerox machines, and computer systems are kept under AMC. The College library is fully air conditioned and equipped with reading spaces for students/teachers having wireless internet access and computer workstations. The library has an excellent collection of books along with access to a large number of electronic and digital resources

provided by the University of Delhi through Delhi University Library System.

The users of the College Library are also provided with the facility of photocopying and printouts inside as well as outside within the College campus. A huge amount of information regarding electronic resources and databases is also provided to all the users by the College Library through its facebook page: <https://www.facebook.com/mmbeglibrary/>.

<http://www.zakirhusaindelhicollege.ac.in/iqac/procedures-policies/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	File Attached	Nil	Nil
Financial Support from Other Sources			
a) National	File Attached	Nil	Nil
b) International	File Attached	Nil	Nil
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentor-mentee scheme	21/07/2016	3674	Zakir Husain Delhi College
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

File Attached	Nil	Nil	Nil	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	Nil	NA	NA	NA	NA
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Zakir Husain Memorial Football Tournament	Inter College Level	300
Intramural Competition in Chess, Table-Tennis, Carrom	Intra College Level	100
ZHDC - Independence Day Celebration - 13th August 2017	Intra College Level	100
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	File Attached	Nil	Nil	Nil	Nil	Nil
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Every year, Student Union makes great strides in advancing the interests of students through organising various academic and cultural activities. During academic session 2017-18 the students union successfully accomplished the following tasks • The union activities began with welcoming of the new students in Zakir Husain Delhi College family by organising the Freshers Welcome "Aaghaz" on Oct 22, 2017. • An Inter-College "Youth Festival" to commemorate the life, Legacy and Philosophy of Vivekananda was held on January 19th. A number of activities which included, essay writing competition on "Vivekanand Ke Sapnon Ka Bharat" and Poster Making Competition on the theme "Naveen Bharat"

were held on this day. • On February 3, 2017 an "essay writing competition" was organised on the theme "Relevance of Gandhi Today" in which over 100 students from Urdu, Hindi and English medium participated. • For creating an informed academic and intellectual environment the Students Union from this academic session has started a "Distinguished Lecture Series" (DLS). The inaugural Lecture of DLS on the theme "Changing Dynamics of Global Politics" was delivered by the eminent Journalist and Author, Smt .Sahasini Haidar on January 18, 2018. The eminent Political Scientist, Prof. A.K. Ramakrishnan Chaired this important session. • The first "Zakir Husain Delhi College Parliamentary Debate" in collaboration with the Debating Society was held from March 3-5, 2018. • The annual cultural fest "Aadab" was successfully held on 15-16, March 2018. With various food stalls and many fun activities and events spread over two-days the entire college came buzzing with life. The festival began with the inauguration by the Principal and the traditional lamp lighting ceremony. The college Tarana followed by a classical Odissi dance performance set the perfect tone for the day. The first day witnessed tremendous participation of students from across different colleges of DU and other universities competing in various events which included Ad Mad, Best out of waste ,rangoli, open mike, poster making, singing, solo/group dance ,battle of bands ,ethnic wear ,Nukkar Natak amongst others. The highlight of the day was the scintillating display of diverse cultures and traditions presented in the Ethnic wear segment. The morning of the second day saw teams compete in Classical Solo Dance competition followed by a talk on the issue of "Women Security "in India by Smt. Swati Jai Hind, Chairperson of Delhi Commission for Women , who was also the Guest of Honour for the fest. After this the Sufi legend Dhruv Sansari by his soulful voice and energetic performance left the audience completely mesmerised. The fascinating live performance by punjabi singers Shivjot and Samer Kaur later in the afternoon further enthralled the crowd. With the prize distribution ceremony, the annual fest of the college Aadab ended on a brilliant note.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college does not have a registered Alumni Association. Yet we have strong informal ties with our alumni. Many departments have created alumni pages on Facebook for interaction with alumni. The college is having a strong association with former and retired faculty members. We nurture this bond through regular interaction at Staff Association annual dinner, Annual College Convocation, Zakir Husain Memorial Lecture, Delhi College Lecture series, cultural programmes of the college and faculty retirement functions.

5.4.2 – No. of enrolled Alumni:

450

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni are invited to deliver lectures as well as participate in panel discussion to share their experiences on varied themes of national /international interest.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500

words)

Zakir Husain Delhi College strongly believes functioning through decentralization and participative management in both spirits and practices. It percolates at all levels with Governing Body at its helm, faculty, non-teaching staff and students. The college has an active Staff Council, Staff Association, Students Council, and a robust committee system in place which ensures active participation through multi-layered leadership and organizational structures towards democratic decision-making and collective wisdom. Principal is the administrative head of the College and responsible for executing the decisions of the Governing Body/Staff Council/and various Committees as per the University guidelines. There are two nominated teachers representatives in the governing body. There is a definite and inclusive committee system operated in the institution which take care of academic, extra-curricular and administrative aspects in the college. These tasks and responsibilities are delegated to various committees and staff members to ensure a decentralized system of functioning. Some of these committees are constituted through the Staff Council on the basis of mutual consent and consultation of all faculty members and principal and others are nominated by the Principal keeping in mind the overall interests of the college. The Staff Council committees include Academic supervisory committee, Staff Requirement Committee, Proctorial Board, Time table Committee, Student aid Committee etc while the other committees include Garden and Greening committee, Nature and Environment Committee, Art and Culture Committee, Admission Committee, Internal Complaints Committees, NCC, NSS etc. Each of these Committees is granted operational autonomy for the conduct of its business. The top management seldom interferes with its working except in cases of major irregularities. Every department has a Teacher-in-charge appointed on rotational basis for a period of one year. The Teachers-in-charge along with other faculty members of the department ensure smooth functioning of the departmental activities. Based on the broad principles and the character of the College as well as ground realities, various activities are planned and executed by the Teacher-in-charge. In the Science Departments even the non-teaching staff like Senior Lab Assistants supervise the day to day activities e.g., cleaning, purchasing and stock taking and maintaining the labs in coordination with the Teacher-in-charge. Office Bearers of the Students Union are also given operational autonomy for their activities, subject to values, customs and norms of the College and guidelines of the University.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The admission process at ZHDC is guided by the guidelines provided by the Delhi University. The admissions are based on the data provided by the DU Centralized Pre-Admission process. Admission committee which has Principal and TIC of all departments as the members decides the cut-off for the course offered by the college. Care is taken to fill all the seats in different categories. However, wherever in Courses where seats on offer take longer to fill, such as certain

language courses, efforts are made to reach potential candidates through inviting applications. Admissions through sports quota, ECA and Ward quota are done following due procedure laid down by the Delhi University.

Teaching and Learning

There is an active Career Counselling and Placement Cell in the College. The Cell invites corporate representatives for interaction with the students to the College Campus for exposing the students to the needs of the industry and career opportunities available to them. Departmental Societies also invite professionals and experts working in various fields to bridge the gap between the classroom and the outside world.

Examination and Evaluation

Human resource is the backbone of any organization. Their quality is maintained through following strategies:

- Staff, both teaching as well as non-teaching are encouraged to go for Professional development courses.
- College maintains all personal files and data of the staff.
- The non-teaching staff are rewarded for their efforts on Annual Day for motivating and boosting their morale.
- Latest infrastructure and frontline technology are provided to the employees in the administrative section. These facilities are upgraded from time to time as per the need of the staff.
- All salary, leave, timetable and attendance records are maintained online.
- For maintaining regularity of the non-teaching employees, bio-metric system of attendance is used.
- Promotion of the teaching faculty through Career Advancement Scheme (CAS) is an effective appraisal mechanism.
- Laboratory staff CRs are sent by the teacher-in-charge every year as a part of their continuous appraisal.

Research and Development

? Library, ICT and Physical Infrastructure / Instrumentation The College library provides an excellent collection of books and fully air conditioned reading space for students/teachers. The library also has access to a large number of electronic and digital resources provided by the University of Delhi through Delhi University Library System. It has wireless internet access and computer

workstations. The users of the College Library are also provided with the facility of photocopying and printouts if required. Majority of the classrooms and laboratories are equipped with the ICT facilities. There are dedicated computer labs and multimedia labs for the courses that require computer application and different softwares. Students as well as teachers are allowed to access these computers for various academic purposes. In addition, there are computers (desktops/Laptops) installed in various departments, science laboratories, administrative block, library and other sections. The College has a Building Maintenance Committee to supervise, repair and renovate the existing building. There are classrooms equipped with whiteboard/greenboard, furniture, etc. There are facilities for carrying out academic as well as extra-curricular activities in Seminar room, Audio-Visual room and Auditorium. Sufficient numbers of washrooms for boys and girls and staff are there. There is Boys Common Room and Girls Common Room for recreation of the students. The college is differently able friendly with having ramps, lifts and PH friendly toilets. Science laboratories are functional in five science departments (chemistry, electronics, botany, zoology and Physics) and psychology department. They are equipped with all basic and many advanced instruments and equipments necessary to conduct the practicals effectively.

Library, ICT and Physical Infrastructure / Instrumentation

Zakir Husain Delhi college encourages research activities by providing the necessary infrastructure to faculty and students. There are dedicated research labs that are functional in the college. Ten teachers are recipients of grants from eminent institutions like ICSSR, UGC, DRDO and DU Innovation Scheme. Teachers regularly participate in national and international workshops, conferences and faculty development programmes. Several workshops, seminars, conferences etc have been organized by the faculty members which were funded by institutions like UGC, ICCR, DBT etc.

Human Resource Management

Semester-end exams conducted by the University and internal-assessments

made by the departments at the college level are the two primary modes of evaluating the progress of the students other than regular dialogical interactions during classroom and tutorial sessions. Internal-assessments employ a wide range of modes including viva-voce, tests, assignments and paper-presentations to test the understanding of the students and provide them with feedback. Before publishing on the student portal, marks are moderated at the department and the college level. Our teachers, in accordance with their specialization, also set the question papers and evaluate the scripts for the semester-end university exams.

Industry Interaction / Collaboration

The task begins with the assessment of workload and required staff to manage the curriculum. Subsequently, teaching responsibilities are allocated, where each department, giving due consideration to the area of specialization, competence and research-interest, makes allotments in accordance with the UGC guidelines. We accord due significance to the mode of teaching that promotes active learning, dialogical interactions, and critical-thinking. We recognize that the students represent a spectrum of interests, drives, and potentialities, where satisfying individual needs is difficult in regular classroom sessions. Thus, we also offer designated tutorials where a smaller group of students with similar needs are catered.

Admission of Students

ZHDC, being one of the constituent colleges of the University of Delhi, shares the responsibility with other constituent colleges and respective parent departments of the University to develop a holistic curriculum collectively. Following the approval of the academic council, a curriculum is finally adopted. To get the most out of the process, ZHDC ensures the participation of able representatives from each discipline, who put forward their suggestions, taking into consideration the feedback received from their constant interaction with the students, top-tier research institutions, industry, eminent subject matter experts and other institutions of eminence.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The class timetables are made available on the college website. All the important information pertaining to departments, courses, society reports, college magazines, notices etc as well as the information about all forthcoming college events is also updated on the website.
Administration	Most of the communications to the teachers as well as students regarding notices, circulars etc are done paperless via e-mails. The staff as well as the students have their login which they can access through the website which has various details. Staff members have digital access to their salary slips, Form 16, Income tax statements etc. from their login. Students also have their details in their login about their attendance, assignment marks etc.
Finance and Accounts	Salary and all other payments are done using NEFT into the bank accounts.
Student Admission and Support	All cut off list are updated on the college website. The college prospectus is also available on the website for reference to the potential students.
Examination	Information about examination dates and schedules are available on the University of Delhi website. The college website provides links to the relevant sites. The results are also available to the students online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
------	--	---	-----------	---------	---	---

		staff				
Nil	NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	95	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The Staff Association takes care of welfare of teachers through following schemes: 1. Financial assistance, social gatherings, Cultural activities and other welfare measures by contribution of teachers. 2. Staff Welfare Fund: One time ex-gratia of Rs. 2,00,000 to teachers who unfortunately die during service. 3. Teachers Welfare Fund: Financial support to teacher in medical emergency / death upto an amount of Rs. 80,000. Teacher's contribute monthly while fund is managed by University of Delhi 4. Tea club and Pantry: Cooperative management of pantry with unlimited tea/coffee and other beverages for teachers and guests 5. Newspaper, magazines, farewell function and annual family dinner for teachers and family. 6. Group insurance 7. Ward quota in admissions 8. Medical reimbursement as</p>	<p>1. Karamchhari Union takes care of welfare of non-teaching staff through welfare measures by the contribution. Financial assistance, social gatherings, Cultural activities and other help such as financial assistance at the time of medical emergency or death of the employee. 2. Group insurance for non teaching staff. 3. Thrift society provides loans to the needy employees. Loan was disbursed to 68 employees and the total amount disbursed was 58,60,000/- 4. Ward quota in admissions 5. Medical reimbursement as per university rules. 6. Free parking facility 7. Encashment of earn leaves while availing LTC. 8. Reimbursement of school fees of children 9. Medical room facility for staff. Doctor also visits twice a week. 10. Psychological counselling is also provided to teachers. Counsellor</p>	<p>1. Student Welfare Fund by Staff Association: Teachers contribute monthly to this fund. Merit cum mean financial support is provided to needy student. 2. Medical room facility for students. Doctor also visits twice a week. 3. Psychological counselling is also provided to students. Counsellor visits twice a week. 4. College gave fee concession to 109 EWS students which costs 2,32,000/- 5. NSP was provided to 210 students. 6. Six blind students were provided a total fund of 30,000/- 7. Ten students got benefitted under the scheme "WBO" which costs 79557/- 8. Student's aid committee provides financial support to EWS students. It provided support to 141 students. Students were given Rupees 3000, 2200 and 1500 according to their merit and need. This committed sponsored the full annual fee of</p>

per university rules. 9. Reimbursement of school fees of children 10. Free car parking facility 11. Medical room facility for staff. Doctor also visits twice a week. 12. Psychological counselling is also provided to teachers. Counsellor visits twice a week. 13. Encashment of earn leaves while availing LTC.

visits twice a week. 11. Encashment of earn leaves while availing LTC.

one student on the basis of his economic condition. 9. Canteen facility available to students at a subsidised rate. 10. North-eastern students cell 11. Placement cell is available for students through which many students get placement every year. 12. Sanitary vending machines are available in Girls common room. 13. Computer literacy programs for students 14. Russian language programs for students. 15. Book bank facility is provided to students where five books can be issued to each student for the whole year to study.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Zakir Husain Delhi College does internal audit every year. The internal audit is conducted by the Statutory Auditor (Chartered Accountant) hired by the college. College submits a panel of three auditors to the College Governing Body, out of which one auditor is selected and appointed by the governing body to conduct internal audit for the financial year. One firm is not permitted to do audit for more than three years consecutively. The audit for the financial year 2016-17 has been done by the firm Aqil Sharma Associates. The college maintains four accounts namely (i) General Fund which includes maintenance grant received from UGC, (ii) OBC Infrastructure Account received from UGC, (iii) Provident Fund for GPF and (iv) Students fund which has college funds. All these accounts are jointly operated by the Principal and Bursar of the college. The auditor examines and checks Salary bills, LTC/HTC payments, purchases, income tax calculations of employees, verify college bank balance with the bank certificates etc. External audit of the college is done by Comptroller and Auditor General of India (CAG) at their discretion.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	Nil	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.3 – Development programmes for support staff (at least three)

NONE

6.5.4 – Post Accreditation initiative(s) (mention at least three)

<ul style="list-style-type: none"> • Staff Requirement Committee, statutory committee for the purpose conducted regular meeting and workload assessment was done in the beginning of both semesters as well during the semesters. New Positions so determined were filled on adhoc basis so that teachers are available as per requirement all the time. • Statutory Committees- Academic Supervisory Committee and Time Table Committee held pre-session and in-session planning meeting and performed assessment for provided master timetable with optimum utilisation of classrooms, labs and manpower. Department councils further built on master time table and comprehensive time table was ready and implemented from day-1 of session. • Building committee held its regular meeting w.r.t. monitoring and plan calibration for New Building and Students plaza.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Mentor Scheme	21/07/2017	21/07/2017	21/07/2018	3329
2017	Collection of Feedback from Students	01/05/2018	01/05/2018	31/05/2018	1098
2017	Audit of Accounts	16/08/2018	16/08/2018	16/09/2018	4028
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Awareness Programme on "Weight Management in Metropolitan Lifestyle" for girls.	18/12/2017	18/12/2017	150	Nil
Two-days National Seminar organised by Department of Hindi on "Indian Dalit literature and Gender Consciousness".	11/10/2017	12/10/2017	250	270
Panel Discussion on "Citizenship and the Right to Privacy" organised by AVAAM	11/10/2017	11/10/2017	100	150
Interactive Talk on "Gender Freedom"	22/11/2017	22/11/2017	80	90
Seminar on "Stress Management through Meditation: The need of the hour".	Nil	Nil	50	60
Organised Skit Competition to portray important and sensitive social issues like LGBTQ+.	27/02/2018	27/02/2018	30	20
Consciousness Talk on Women Hygiene and Awareness" by a noted Gynaecologist	13/03/2018	13/03/2018	250	Nil
Installation of Sanitary Napkin Vending Machine by the Chairperson, CSR Research Foundation, in	13/03/2018	13/03/2018	120	Nil

Girls Common Room.				
'Talent Hunt' Programme for Girls with different activities were organised throughout the year by different societies	18/03/2018	18/03/2018	100	Nil
Awareness lecture on "Domestic Violence and Sexual Harassment at Workplace by Metropolitan Magistrate" , Central District Legal Services Authority, Tis Hazari Court, Delhi	15/03/2018	15/03/2018	30	30
Interactive Talk on "Caste Re-alignment in Indian Politics" by Prof Vivek Kumar from JNU	22/03/2018	22/03/2018	50	80
Essay Writing Competition on Civil War and Human Rights" by AVAAM	24/03/2018	24/03/2018	80	100
Poster making Competition on "Education and Social Change" by organised AVAAM	24/03/2018	24/03/2018	70	100
North-East Students Counselling and Welfare Cell organized its annual festival, "Kaleidoscope - Celebrating the Spirit of Diversity".	28/03/2018	28/03/2018	80	90

Public Discussion on "Changing Labour Relations and Labour Struggle in India"	10/04/2018	10/04/2018	20	30
Poster Making Contest on the Topic "Democracy and Social Injustice"	10/04/2018	10/04/2018	20	30
Orientation and Counselling of students by the ICC.	20/07/2017	20/07/2017	200	350
Annual Fest "Utsav" by Enabling Unit in Collaboration with Equal Opportunity Cell and Student Union	23/04/2018	23/04/2018	100	120

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

• **Prevention of open burning of waste:** The college has prohibited burning of any waste inside the campus and staff and gardeners have been given strict instructions about the same. Members of the Nature and Environment Society renamed as Aranya participated in the Workshop on the "Prohibition of Open Burning of any Kind of Material – A small step targeting big impact" organized by Department of Environment, Government of NCT of Delhi held at Auditorium, Delhi Secretariat on 14th June, 2017.

• **Community participation and grassroots level awareness:** Many members of Aranya registered to volunteer in the operation "Neer Kranti", a project undertaken by NGO- ENVIHUB. The NGO is collaborating with all the colleges of the University of Delhi, various state governments, governmental bodies and international organizations. Its primary concern is to reduce the dumping of sewage in River Yamuna. The society volunteers will participate in various leads of the project in spreading awareness at the grassroots level.

• **Energy conservation:** Listed below are some measures to conserve energy:

- ? The college meets its fertilizer requirement entirely through organic manure generated from the vermicompost pits on campus. Garden and kitchen waste generated in college is converted to compost in college and no chemical fertilisers are used to maintain the college greenery.
- ? The college has installed 50.22 KW solar panels on rooftops to fulfil its energy requirements, which will mitigate approx. 1733.37 tons of CO2 and equivalent to planting 2774 teak trees over lifetime.
- ? The college has maximised efforts to ensure paperless administration whereby staff and students use the college intranet facility for accessing information on salary slips, leave and PF as well as attendance and internal assessment marks. Almost all internal communication is done electronically with minimal usage of paper.

• **Activities to increase environmental consciousness:** Various activities are organised by Aranya through initiatives like Say No To Crackers and Promotion

of Eco-friendly Herbal Colours during the festivals of Deepawali and Holi, respectively. In order to inculcate environment consciousness among students, the college has been sending students of first and second semesters across all disciplines on field trips to Centre for Science and Environment (CSE) and Aravalli and Yamuna Biodiversity Parks as well as wildlife reserves such as Ranthambore and Jim Corbett. Additionally, ZHDC has been organising an 'Inter-College Rolling Shield Environment Quiz' Competition every year to promote awareness on environmental issues among students. • Encouraging recycling: Apart from a handmade paper unit within college, used for recycling paper, we have also tied up with Jaagruti, an organisation that recycles large quantities of paper. This year we recycled over 926 kgs of paper through Jaagruti who converted the same into A4 sheets, notebooks, etc for our use.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Provision for lift	Yes	12
Ramp/Rails	Yes	12
Braille Software/facilities	Yes	12
Rest Rooms	Yes	12
Scribes for examination	Yes	12
Special skill development for differently abled students	Yes	12
Any other similar facility	Yes	12

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	7	Nil	Nil	Nil	Nil	Nil	Nil
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Anti- Ragging booklet	16/05/2017	The Anti- ragging Booklet has the University Ordinance which specifically prohibits ragging and mentions what constitutes ragging and how students guilty of ragging are to be punished. An anti-ragging squad was

		constituted to ensure that discipline is strictly maintained in the campus and zero tolerance to ragging is strictly adhered to.
DUSU College Students' Union Elections Manual	10/08/2017	Advisory measures followed as per The Office of the Chief Election Officer, DUSU elections, 2016-2017 University of Delhi. Available on DU website as well as College Website.
Handbook on Internal Complaints Committee (ICC)	20/07/2017	A committee was constituted as per University of Delhi guidelines to maintain and create an academic and work environment free of sexual harassment for students, academic staff and non-teaching staff. Guidelines available on DU website.
Code of Conduct for Examination	16/10/2017	For examinations, ZHDC adheres to the code of conduct stipulated by the University of Delhi. Strict confidentiality is maintained at all levels from the setting of the question paper to its distribution to the students. The process of invigilation and seating arrangement is followed as per the guidelines of the University.
Code of Professional Ethics as per UGC regulations	20/07/2017	Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A Code of Professional Ethics of Teachers contained in the UGC Regulation on Minimum Qualifications for appointment of teachers and other academic Staff in Universities and colleges for maintenance of standard in higher education. Guidelines and

		Regulations available on University of Delhi and UGC available on DU website, UGC website and College Website are followed. These are part of service agreement also.
Handbook of information 2016-2017 (College Prospectus)	15/05/2017	The hand book gives information about the college including general rules regulations, academics, cocurricular activities, awards scholarships etc, so that no student lacks information about the various aspects of college life. It is updated on yearly basis.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
File Attached	Nil	Nil	Nil
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Our association with Chintan continues for safe disposal of e-waste. The college has installed separate bins for collection of e-waste. The same is then handed over to Chintan for recycling and proper disposal. • Our emphasis on maintaining our lush greens continues. We participated in the 60th Annual Delhi University Flower show, held on 23rd February, 2018 and won a total of 125 prizes and 11 cups from all over the entries. The College Herbal garden has been adjudged best for the fourth consecutive year, thus winning maintaining The Meenakshi Gopinath cup, for this entry, this year too. College Rose and Rock gardens have been adjudged second best in the league. • The college has moved to making the campus a plastic free zone and to this end ensures use of only steel plates and cutlery in the canteen as well as staff kitchen, The college also regularly holds the sale of recycled cloth bags on campus as part of its 'Say no to Plastic' drive at minimal prices. We have also made it a practice to gift dignitaries or guests of honour at various college functions potted plants alongwith other college memorabilia as part of our commitment to encourage sustainability. • The college meets its entire fertilizer requirement for its gardens from the compost generated within campus using garden and kitchen waste, thus eliminating any use of chemical fertilizer or insecticides. • LT Panels with MCCB Capacitors have been installed in substation of college to optimize the energy consumption. • College building has well-lit class rooms, laboratories, staff-rooms as well as offices, to minimize the consumption of artificial light. The old fans have been replaced in order to reduce the consumption of energy. The students and staff members are also advised to switch off the electric switches if these are not in use. (We have put up the following notice in class rooms: SAVE ENERGY, SWITCH OFF LIGHTS AND FANS WHEN NOT IN USE). We are gradually shifting towards CFL and LED lights. Aluminum wiring has been replaced by copper wiring in 2014 to minimize the wastage of electricity.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice 1: Green Campus/ Eco friendly campus Context: ZHDC takes pride in being a Green Campus where environmental awareness and education combine to promote sustainable living and eco-friendly practices in the campus.

Our aim is to sensitize the students towards responsible living by reducing wasteful expenditure, conserving energy, and reducing carbon footprints so that we can save our planet. The students and teaching fraternity are involved in implementing a host of time bound practices that reflect our commitment to environmental issues. Objectives of the Practice: Our objective is to build a culture of self-sustainability in our campus and encourage students to develop new paradigms by creating sustainable solutions to environmental, social, and economic needs of mankind. There are cost saving benefits of going green at workplace and we have incorporated these practices in our institutional planning with the aim of developing a clean and green campus. The Practice: The following Green Initiatives have been undertaken by the college:

- Solar Panel grid comprising a total capacity of 50.22 kilowatts is installed on the roof top.
- Initiative to curb the problems of E-waste by collaborating with the NGO - "Chintan". To facilitate the collection of E-waste, E-bins have been placed at various places in the college campus. The collection is handed over to "Chintan" for proper disposal.
- We have minimized the use of paper and switched to electronic medium of communication.
- Waste paper from office, labs and store is recycled in the handmade paper unit of college by our students.

Additionally, we have also tied with Jaagruti to recycle paper on a large scale.

- Separate dustbins have also been installed at various locations within the campus for segregation of biodegradable and non-biodegradable waste.
- Management of solid wastes through a fully functional vermi-composting facility and produce green manure for self-sustainability of our gardening requirements.

There are four vermicomposting pits in the garden to help generate manure since 2000 by using kitchen and garden waste. Evidence of success:

- The college has been running 'Handmade Paper Unit' for the last several years and regularly conducts workshops for the students and faculty. Waste paper is also taken care by collaboration with NGO 'Jaagruti'.
- The college is also engaged in recycling canteen waste by Vermicomposting and leaf litter by composting to obtain self-sustainability towards college garden requirements.
- The college has a Nature and Environment Society which not only organizes events to raise environmental awareness but runs a magazine Shrishti which motivates students to write on environmental issues.
- Green Audit: ZHDC successfully cleared the Green Audit conducted by M/s Spectro Analytical Labs and declared as Environment Friendly Institution on June 20, 2016.
- ZHDC participated in the 59th Flower Show of University of Delhi held on February 23, 2017. There were in all more than 600 entries in the show from our college. In addition, the college herbal, rose and cactus gardens were all a part of competitive entries. We won a total of 145 prizes and 10 cups from all over the entries. College Herbal Garden has been adjudged best for the third consecutive year, thus winning maintaining The Meenakshi Gopinath cup this year too.

Problems Encountered: The college has challenges in terms of physical infrastructure and limitations of resources. There is no space for nurseries to raise plants and a green house facility is also long overdue. Resources Required: To undertake more environmental projects and upgrade the existing facilities, we need both physical infrastructure and financial support. Being a Green Campus, we wish to develop a green house facility and also have space to build nurseries.

Title of the Practice 2: Holistic Development of Students Context: ZHDC is one of the oldest colleges in Delhi University and admits a diversity of students from different regions of India. The students come from different social and economic backgrounds and with varying academic abilities. We integrate the students to the syncretic ethos of our institution and focus on the holistic development of their

personality. Objectives of the practice: Our pedagogical practices are aimed towards building socially committed, ethically oriented and environmentally conscious citizens. We work towards enhancing the academic capabilities of the students and at the same time encourage them to participate in various activities organized by departments and societies. The college also offers various facilities keeping in mind the students social, economic, physical, and psychological well-being. The Practice: In keeping with the objective of the holistic development, the college takes care of students' needs in all walks of life that makes their stay in campus pleasant. Our practices are designed to support them and ensure their well-being.

- The college campus is designed to take care of the differently abled students by installation of ramps. The enabling unit of the college organizes workshops and lectures to sensitize the students towards the special needs of fellow student and building their capacities.
- The mentor mentee programme is designed to enable the smooth transition of students into college life and prepares them to face challenges. The close supervision and guidance by the mentors help them overcoming academic and personal problems.
- The student aid committee is designed to provide financial assistance to the students from underprivileged backgrounds.
- The college offers counselling facilities to the students to overcome psychological, familial, and interpersonal issues. There are dedicated days when the counsellor visits the campus and student can have sessions with them.
- The book bank facility is unique as it enables students to borrow books and keep them through the year. This facility helps those students in particular who face financial hardships.
- Our campus is a tobacco free zone. We also encourage students to follow healthy food habits. The campus has a Safal booth, and a fruit chat corner. No aerated drinks are sold in the college café.
- The college organizes self-defense programme for girl students and aims to build their capacities.
- The college also organizes a book fair to inculcate a love reading among students and also make a wide variety of books available to them.
- Field trips for educational purposes are organized by different departments which gives them an exposure to the outside world.
- There are different societies and clubs in college which offer students to participate in various co-curricular activities and also learn leadership skills as most societies are managed by the students.
- The college also brings out several magazines every year in different languages. Students are encouraged to contribute on a variety of themes.

Evidence of Success

- The college library houses a Book Bank that loans books to students for the whole session with preference being given to economically underprivileged students.
- The college has a robust NCC wing and every year's cadets are selected for several national level camps and Republic Day parades. Our cadets win several awards and organize community outreach programmes.
- The students have won awards for academic excellence, especially university positions in Persian and Arabic.
- Students win several prizes in arts and culture society, debating events and sporting events.
- The students participate in outreach events organized by the NSS.

Problems Encountered

- There is severe space crunch in college for teaching purposes as well as organizing co-curricular activities.
- Resource crunch in terms of financial support for lab air conditioning, improving / science lab facilities and upgrading furniture.

Resources required

- Infrastructural support in terms of more spaces like seminar rooms, to organize activities.
- Smart classrooms, seminar with well equipped with Wi-Fi and projectors.
- Annual budgetary allocation for departments and societies to host academic and co-curricular events.
- More space for sporting activities and events.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.zakirhusaindelhicollege.ac.in/igac/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Located at the cusp of Old and New Delhi, Zakir Husain Delhi College, occupies a unique position because of its demographics and diversity. The college admits students from all the regions of India from different socio-economic backgrounds including first generation learners. The college has played a pivotal role in bridging educational gaps and has had a modernizing influence in the nearby areas. There are sizeable number of students from the walled city and the college provides relief to the girl students by offering relaxation in marks as approved by the university and has thus played a key role in the education of women students from the walled city. ZHDC is committed to fulfill its Institutional Social Responsibility by facilitating students' access to financial assistance and/or fee-concessions depending on their need through the Student Aid Committee. Additionally, the Staff Association has a voluntary fund to provide partial financial assistance to students towards meeting their fees. The college library offers Book Bank facility that loans books to students for the whole session with preference being given to economically underprivileged students Building on its rich historical legacy, the college is a beautiful blend of tradition and modernity and offers opportunities to student to excel in sciences as well as classical languages. ZHDC takes pride in offering Persian and Arabic at the honours level, the only college in Delhi University to do so. The college also offers Urdu, Sanskrit, Bengali, other than Hindi and English. The presence of such diverse range of languages has contributed towards building a pluralistic ethos and a vibrant literary culture. There are magazines in all almost all the languages and creative and academic events are organized by different language departments. We have the unique distinction of hosting bait baazi, ghazal competitions, mushairas, dasatngoi performances along with Sanskrit shloka recitations and Rabindra sangeet. Other than excelling in academics, the focus of our institution is to foster a culture of peace and tolerance and to this end our Gandhi Study Circle, an initiative of the University of Delhi and the Zakir Husain Delhi College, spreads the message of Mahatma Gandhi especially among the youth and students by organizing a host of activities in terms of lectures, seminars and symposiums. To build well rounded personality, the students also take part in cultural events, engage in sporting activities, and also take part in community outreach programmes organized by the NSS. Zakir Husain Delhi College continues to adapt itself to the rapidly changing educational and technological advances while also contributing immensely towards education and empowerment of the marginalized sections of society. To nurture diversity and integrate students in a syncretic ethos is our constant endeavour and remains our institutional distinctiveness.

Provide the weblink of the institution

<http://www.zakirhusaindelhicollege.ac.in/wp-content/uploads/2022/03/Institutional-Distinctiveness-1.pdf>

8.Future Plans of Actions for Next Academic Year

Future Plans of Action for 2017-18 AQAR Our commitment to provide quality, affordable and inclusive education has kept us on the path of continuous evaluation and improvement. The imprint of the foregoing reflects in our plans and the attempts to actualize them. Having scrutinized our efforts thus far and the structures and programs in place, we, at ZHDC, have come to realize that we have not been as successful in forging a strong alumni association as we should have been. Thus, understanding the need for a course correction, we intend to develop further closer ties with our alumnae by organizing annual meets, according due recognition to their exceptional achievements, engaging them in a dialogue for the improvement of the college, swiftly responding to their feedback and facilitating their participation in the development of the college. Further,

we intend to establish regular communication with top tier research institutions, industry, trade and craft associations to understand their expectations from our students in terms of skill sets and technical expertise needed to make their mark. The effort is to bridge the gap between their expectations from our students and the capacity of our curriculum to fulfil those. ZHDC, being one of the constituent members of the University of Delhi, is also a part of the collective that is responsible for developing the curriculum. Thus, such inputs from the stakeholders are likely to prove very valuable in making a curriculum that is capable of fulfilling the demands posed by contemporary realities. Furthermore, we have been trying to expand our placement cell that can further the reach of our students and aid them in their quest for a better return in the job market. We have made some definite improvements in this regard, but we are yet to meet the standards we have kept for ourselves. Thus, we intend to assign full-time staff and representatives from all the departments to our existing placement cell. The cell will be tasked with forging strong ties with the employers, connecting our students to them, keeping our students abreast of opportunities and professionally training them to deal with the interview process. To afford more opportunities to our students, we are keen to organize job-fair from the next academic session. We have been very proactive with our green initiatives. Our efforts have been recognized by the green audit conducted by Spectro Analytical Labs, declaring ZHDC to be an environment-friendly institution. However, we recognise that adopting green practices is not a matter of policy initiative or plans. It's a way of life for us, where we expect ourselves to find novel ways to incorporate green practices in partnership with various civil society organizations and expert groups. To augment the existing infrastructure to meet the future demands, a new college building commensurate with the standards expected from a modern educational institution has been conceived. The construction and the rest of the civil work of the building has already begun and is expected to be accomplished by 2019