शहीद भगत सिंह (सांध्य) महाविद्यालय

SHAHEED BHAGAT SINGH (EVENING) COLLEGE

दिल्ली विश्वविद्यालय (University of Delhi)

NAAC द्वारा 'A' श्रेणी प्राप्त NAAC Accredited 'A' Grade

शेख सराय फेस–2 (त्रिवेणी) , नई दिल्ली–110017

Sheikh Sarai Phase - II, (Triveni) New Delhi-110017

Phone : 29253430, Tele/Fax : 011-29257826, Website : www.sbsec.org, E-mail: principal.sbsec@gmail.com

AQAR 2018-19

Part – A

Data of the Institution

1. Name of the Institution   **SHAHEED BHAGAT SINGH EVENING COLLEGE**

- Name of the Head of the institution   :   **Dr P.K. Khurana**

- Designation   :   **Principal**

- Does the institution function from own campus   :   **Yes**

- Phone no./Alternate phone no.   :   **011-29253430**

- Mobile no.   :   **9891307210**

- Registered e-mail   :   **principal.sbsec@gmail.com**

- Alternate e-mail :

- Address   :   **Sheikh Sarai, Phase-II**

- City/Town   :   **New Delhi**

- State/UT   :   **Delhi**

- Pin Code   :   **110017**

2. Institutional status:
- Affiliated / Constituent   :   **CONSTITUENT**
- Type of Institution   :   **Co-education**
- Location   :   **URBAN**
- Financial Status   :   **Grants-in aid/ UGC 2f and 12 (B)**
- Name of the Affiliating University   :   **University of Delhi**
- Name of the IQAC Co-ordinator   :   **PROF. C.S. DUBEY**
- Phone no.   :   **9868164405**

  Alternate phone no.

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- Mobile : **9868164405**

- IQAC e-mail address : **iqac@sbse.du.ac.in**

- Alternate Email address:

3. Website address: **www.sbsec.org**
  - Web-link of the AQAR

Academic Year	Web-link
2017-18	*https://sbsec.org/Statutes.aspx?id=1170*
2016-17	*https://sbsec.org/Statutes.aspx?id=1169*

4. Whether Academic Calendar prepared during the year? YES

https://sbsec.org/images/academic%20calendar%202018.jpeg

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	**A**	**3.36**	**2017**	**13/09/17**
2nd				
3rd				
4th				
5th				

6. Date of Establishment of IQAC : **11/12/2016**

7**.** Internal Quality Assurance System

7.1 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
Workshop on "Improving Office Services"	*Jan 14, 2019 one-day workshop*	*Office staff*

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 (in lakhs)

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Shaheed Bhagat Singh Evening College	2(f) & (12B)	UGC	2018-19	2559.58

9. Whether composition of IQAC as per latest NAAC guidelines: **Yes**

10. No. of IQAC meetings held during the year:

    Web-link:

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:

    The Internal Quality Assurance Cell, organised a one-day workshop on January 14, 2019 on "Improving Office Services''. The workshop was conducted in four sections followed by discussion with the participants. The focus of the workshop was on improving the quality of administration, general office practices, RTI Act, 2005, general financial rules, 2017and how to access internet for office use etc.

13. 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
1. To create quality awareness and enhance skills and efficiency.	*1. The workshop conducted by the cell helped up-skill office staff besides creating quality and technological awareness.*
2. To encourage use of digital tools and create awareness among students about free access learning tools.	*2. With the help of library staff, students were informed about free on line access websites through posting details on library notice boards Like:- SWAYAM, E-Gyankhosh,*

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	National Digital Library, D.O.B (Directory of Open Access Books), D. O. J (Directory of Open Access Journals), Useful websites for competitive exams, best websites for UPSC civil service Exam, IAS forum websites etc.

14. Whether the AQAR was placed before a statutory body?   *No*

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: *2018*   Date of Submission: *15.03.2019*

17. Does the Institution have Management Information System?   *No*

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation.
All the programmes taught in the college are affiliated to University of Delhi and hence, all departments are required to implement the curriculum prescribed by the University of Delhi. Following the academic calendar of the university. The college plans the academic curriculum, prepares the sections based on students' preferences for skill enhancement and generic elective papers, makes and uploads time-table before the commencement of the semester. To ensure the effective delivery of curriculum, departmental meetings are held regularly to deliberate on issues pertaining to syllabus, lesson plans, assignments and projects. Completion of the syllabus is ensured by a review meeting at the departmental level. Various lectures, workshops, seminars, conferences are organised to complement the curriculum. Various teaching methods are implemented by the faculty for the effective delivery of curriculum including debates, presentations, group discussions, project-based learning, group activities etc. Along with it, educational field visits, industrial visits, tours are organized to supplement the curriculum wherever necessary. The college has a well-planned tutorial system in place to facilitate effective teaching-learning process and to establish classroom interaction in smaller groups. *The principal ensures the effective and timely delivery of the curriculum and complete adherence to the academic calendar given by the university through regular meetings with the teacher-in-charges along with the informal discussions with the faculty members. Syllabus, time-table and previous year question papers are made available to students through the notice-board and by uploading on the website.*
1.1.2 Certificate/ Diploma Courses introduced during the Academic year

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Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NA	*NA*	*NA*	*NA*	*NA*

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NA	*NA*	*NA*	*NA*

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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.Com. (Prog) B.Com. (Hons) B.A. (Prog) B.A. (Hons) Geography B.A. (Hons) Political Science	✓ ✓ ✓ ✓ ✓ ✓	NA	20.07.2016 20.07.2016 20.07.2016 20.07.2016 20.07.2016	✓ ✓ ✓ ✓ ✓ ✓	NA
Already adopted (mention the year)					

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

	Certificate	Diploma Courses	
No of Students	*NA*	*NA*	

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
NA	*NA*	*NA*

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Field visit Rudraprayag, Uttarakhand for VI Semester Geography (H) students for the paper "Disaster Management"	*36*
Field visit to Mathura for IV Semester Geography (H) students for the paper "Field Work and Research Methodology"	*37*

The Placement Cell organized the Annual Internship Fair in the college during the academic session 2018-19 in which students from various colleges and universities participated including VIPS and Amity University. Around 20 recruiters participated including Decathlon, Outlook, Unnati NGO and more than 300 students attended the fair proving it to be a great success. The fair was successful in providing more than 75 students with summer internship opportunities.

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1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	*Yes*	*Yes*	*Yes*	*Yes*

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?

The college is meticulous in following students' centric approach and regular feedback is an important criterion for this. The college has a system by which the regular feedback is collected, analyzed and appropriate actions are taken to continuously improve the teaching learning process. Along with this, the faculty members encourage all their students to share regular feedback regarding the teaching-learning process, the fulfilment of desired learning outcomes, the use of innovative teaching methods, optimum usage of different assessment techniques throughout the course of study. Apart from oral feedback received after each class, the students are also able to share their feedback with their respective teachers during one-to-one interactions in tutorial classes.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Com. (Hons)	*62*		*60*
B.Com. (Prog)	*370*		*369*
B.A. (Hons) Political Science	*62*		*93*
B.A. (Hons) Geography	*62*		*91*
B.A. (Prog)	*185*		*242*

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	*855*	*N/A*	*74*	*N/A*	*N/A*

2.3 Teaching - Learning Process

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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
77	*77*	*5*	*8*	*2*	*12*

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

N/A		
Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
855	*77*	

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
104	*77*	*27*	*0*	*35*

2.4.2 Honours and recognitions received by teachers

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
NA	*NA*	*NA*	*NA*

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
B.Com. (Hons)	*504*	*VI*	*26/05/2019*	*28/06/2019*
B.Com. (Prog)	*506*	*VI*	*26/05/2019*	*28/06/2019*
B.A. (Hons) Political Science	*527*	*VI*	*26/05/2019*	*28/06/2019*

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B.A. (Hons) Geography	*513*	*VI*	*26/05/2019*	*28/06/2019*
B.A. (Prog)	*501*	*VI*	*26/05/2019*	*29/06/2019*

File Attached
https://sbsec.org/NAAC/AQAR%202018-19/2.5.1%202018-19.xlsx

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

As a constituent college of University of Delhi, the college follows the norms laid down by the university. CBCS assigns 25 marks to Continuous Internal Evaluation. Out of these 25 marks, 5 marks are for attendance, 10 for test and 10 for assignment.

In order to ensure a continuous internal evaluation process, the faculty gives assignments, case studies, field studies and surveys, live projects, research papers, presentation, case study analysis, descriptive and objective tests, quizzes, class participation, etc. These form a basis of marks given in internal assessment. Feedback is also provided to the students on their performance in these methods used for evaluation.

For practical part of the papers, the practical are arranged at the end of the semester as per the university calendar. For lab papers, students are regularly monitored in terms of consistency in performance regarding allotment, checking of auxiliary and fair practical files. All dates are recorded in practical allotment registers and regularly reviewed. At the end, they have to give mock exam and power point presentations with viva. All these evaluations are included to decide internal assessment marks of lab papers

Live projects, case analysis, simulations have greatly contributed in enhancing learning, skill development and practical application of the theoretical concepts taught in class.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters

As a constituent college of the University of Delhi, SBSEC adheres to the academic calendar and examination schedule announced by the University regarding teaching-learning, examinations and vacations including Summer and Winter vacations and two mid-semester breaks.

https://sbsec.org/images/academic%20calendar%202018.jpeg

2.6 Student Performance and Learning Outcomes

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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

As a constituent college of the University of Delhi, we follow the course learning outcomes that are given by the university. The course outcomes, stated in the syllabus defined by the university, are available on college website as well and are also communicated to students by the concerned faculty.

The COs are also communicated to students during the orientation programme of the academic session and from time to time during the entire semester.

https://www.sbsec.org/academic.aspx?id=1164

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
504	B.Com. (Hons)	54	50	92.6
506	B.Com. (Prog)	379	317	83.6
527	B.A. (Hons) Political Science	68	58	85.3
513	B.A. (Hons) Geography	82	80	97.6
501	B.A. (Prog)	179	146	81.6

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance

The college is meticulous in following students' centric approach and regular feedback is an important criterion for this. The college has a system by which the regular feedback is collected, analyzed and appropriate actions are taken to continuously improve the teaching learning process. Along with this, the faculty members encourage all their students to share regular feedback regarding the teaching-learning process, the fulfilment of desired learning outcomes, the use of innovative teaching methods, optimum usage of different assessment techniques throughout the course of study. Apart from oral feedback received after each class, the students are also able to share their feedback with their respective teachers during one-to-one interactions in tutorial classes.

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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

File Upload: *https://sbsec.org/NAAC/AQAR%202018-19/3.1.1%202018-19.xlsx*

3.2 Innovation Ecosystem

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

File Upload: *https://sbsec.org/NAAC/AQAR%202018-19/3.2.1%202018-19.xlsx*

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
		NA		

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

Incubation Centre	Name	Sponsored by
	NA	

Name of the Start-up	Nature of Start-up	Date of commencement
	NA	

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
	NA	

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

Name of the Department	No. of Ph. Ds Awarded
	NA

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

	Department	No. of Publication	Average Impact Factor, if any

File Upload: *https://sbsec.org/NAAC/AQAR%202018-19/3.3.3%202018-19.xlsx*

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

File Upload: *https://sbsec.org/NAAC/AQAR%202018-19/3.3.4%202018-19.xlsx*

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

File Upload: *https://sbsec.org/NAAC/AQAR%202018-19/3.3.5%202018-19.xlsx*

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
				NA		

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

File Upload: *https://sbsec.org/NAAC/AQAR%202018-19/3.3.7%202018-19.xlsx*

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

File Upload: *https://sbsec.org/NAAC/AQAR%202018-19/3.4.1%202018-19.xlsx*

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	No. of Students benefited
		NA	

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

File Upload: *https://sbsec.org/NAAC/AQAR%202018-19/3.4.3%202018-19.xlsx*

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
		NA	

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-To)	participant
		NA		

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 and Activities	Number of students/teachers participated under MoUs

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
-	21.02 INR in Lakhs

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	34809.011sq.m.	NA
Class rooms	53	NA
Laboratories	2	NA
Seminar Halls	2	0
Classrooms with LCD facilities	0	0
Classrooms with Wi-Fi/ LAN	53	NA
Seminar halls with ICT facilities	2	NA
Video Centre	NA	NA
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	NA	NA
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	NA
Others	NA	NA

4.2 Computerization of administration and library

- *Library computerization work has been done by using the ILMS software*
- *Reading room facility with Wi-fi facility has been provided for the teachers and students*
- *Systems with printers facilities have been provided to both teachers and students*
- *Desktops have been installed in the computer lab.*

4.2.1	Library is automated using Integrated Library Management System (ILMS)
Name of ILMS software	LIBWARE
Nature of automation (fully or partially)	FULLY AUTOMATION
Version	LIBWARE 3.0.3
Year of Automation	2013

4.2.2 The institution has subscription for the following e-resources:

1. e-journals,

2. e-Shodhsindhu,

3. Shodhganga membership,

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4. e-books,

5. Databases,

6. Remote access to e-resources.

4.2.3	Expenditure for purchase of books/e-books and subscription to journals/ e- journals during the year (INR in Lakhs)			
Library resources	If yes, details of memberships/ subscriptions	Expenditure on subscription to e-journals, e-books (INR in lakhs)	Expenditure on subscription to other e-resources (INR in lakhs)	Total Library Expenditure
Books	Students, Faculty and Others 2400 approx.	Printed Books Rs. 300687.48	NIL	Printed Books Rs. 300687.48
Journals	Journals (57)	Printed Journals Rs. 99499.00	NIL	Printed Journals Rs. 99499.00
Magazines & Newspaper	Magazines & Newspapers (44)	Rs. 90001.00	NIL	Rs. 90001.00
e-journals	N-LIST Network and DU Network	N-LIST Rs. 5900.00 and DU NETWORK free Access	NIL	N-LIST Rs. 5900.00
e-books	N-LIST Network and DU Network	Through N-LIST and DU Network	NIL	N/A
e-ShodhSindhu	Yes	Through N-LIST and DU Network	N/A	N/A
Shodhganga	Yes	Through N-LIST and DU Network	N/A	N/A
Databases	Yes	Through DU Network	N/A	N/A
Local and/ or Remote access to e-resources (Specify)	Yes	Through N-LIST	N/A	N/A

4.2.4		No. of usage of library by teachers and students
		2018-19
No. of Physical users accessing library		39950

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| No. of Users using Library through e-access (N-LIST) | | | | | | | *117* | |

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	*80*	*40*	*10+8 Mbps*	*NA*	*0*	*19*	*13 (geo. lab)*	*18 Mbps*	*8 (Library)*
Added	*NA*	*-*	*-*	*-*	*-*	*-*	*-*	*-*	*-*
Total	*80*	*40*	*18Mbps*	*NA*	*0*	*19*	*13*	*18 Mbps*	*8*

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

NA

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	*NA*

4.3.4 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
NA	*NA*	*NA*	*NA*

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
-	*486972*	*-*	*1615354*

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc

The College ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipment together with SBSC morning college. Both the colleges share this responsibility together. The upkeep of library is done by the staff of library. The security of the College is maintained by the security guards. A number of CCTV cameras have been installed to monitor the infrastructure. The computer lab is maintained by the IT department and

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the geography lab is under the care of the Geography department. Electrical equipment is switched off after use and classrooms/labs are locked in the evening. Students are oriented to take care of the college property. Computers are password protected and are to be used only for academic purposes. No software outside the curriculum is allowed to be downloaded. Computers are shut down after use. Laptops / desktops, licensed software, CCTVs, and ACs are maintained/upgraded based on annual maintenance contracts. Fire extinguishers are installed and are checked every year.

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	Student Aid Fund	*98*	*260000*
Financial support from other sources			
a) National	*Central Sector Scheme of Scholarships for College and University Students; Post Matric Scholarship Schemes Minorities CS; Post Matric Scholarship for ST Students-Manipur; Umbrella Scheme for Education of ST Children - Post Matric Scholarship (PPM) for ST Students-Tripura; Post Matric Scholarship for Students with Disabilities; Ishan Uday Special Scholarship Scheme for NER; PMSSS AICTE*	*34*	*776630*
b) International	Nil	Nil	Nil

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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.,

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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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in thecompetitive exam	Number of students placed
2018 – 19	*The Placement Cell*	650	650	337	68

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	No. of grievances redressed	Average number of days for grievance redressal
3	3	7

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	Number of Students Placed

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5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduatedfrom	Department graduated from	Name of institution joined	Name of Programme admitted to

File Upload: *https://sbsec.org/NAAC/AQAR%202018-19/5.2.2.xlsx*

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	No. of Students selected /	Registration number / roll number for the exam

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	qualifying	
NET		
SET		
SLET		
GATE	*8*	
GMAT		
CAT	*48*	
GRE		
TOFEL	*28*	
Civil Services		
State Government Services		
Any Other	*35*	

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

Activity	Level	Participants
Goonj'19	*Institutional*	*600*
MUKAAM	*Institutional*	*800*

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	Sports	Cultural	Student ID number	Name of the student

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5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution

Students' participation in college societies and events are essential for their personality development and future. SBSEC provides a broader platform to the students to participate in various administrative and cultural bodies in the college. Extracurricular activities are essential not only for their enjoyment but also for the development of their socio and political understanding. It enhances their skill of decision making and develops their perspective of analysis and understanding. They participate in various committees to represent student's interests. College nominates students' union members after thorough discussion with candidates. In various Clubs and Committees students are elected to participate in decision making, arrangements of various events and maintaining decorum in the college. Name of various societies and clubs in the college are given here; However, their details are given in the additional files.
1) Areopagitica;
2) Department of English-Carpe Diem;
3) The Fine Art Society-Creador;
4) Enactus;

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5) *Finance and Investment Cell;*
6) *Geography Society;*
7) *HISTORY-ASSOCIATION-YUGABD;*
8) *Innoverz- The Dance Society;*
9) *MALHAR- The Music Society*
10) *North East Society;*
11) *Debating Society-Nuke;*
12) *The Placement Cell;*
13) *Reflection-The Photography Society;*
14) *SANGH-KRITI THE INTERCULTURAL SOCIETY;*
15) *Sangharsh-The Dramatics Society;*
16) *Sustainable Development Centre;*
17) *The BA Programme Association;*
18) *The Economics Society;*
19) *Women Development Centre;*
20) *Varico;*
21) *ANUKRITI*

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5.4 Alumni Engagement
5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details
NO
5.4.2 No. of registered Alumni:
NA
5.4.3 Alumni contribution during the year (in Rupees):
NA
5.4.4 Meetings/activities organized by Alumni Association:
The college has Alumni networks at the college level and department level, which organize their annual meet regularly. However, the college is soon registering the Alumni association to strengthen the association with the alumni and expand opportunities to the present student to draw support and inspiration from former students.   *The Alumni network offers extensive support to students. It offers a platform that facilitates better opportunities for growth and holistic development of the students by enhancing their skills set through interactive sessions and activities conducted around the year. In addition, every department organized a department-level alumni gathering which allowed for more effective interaction between current batch students and alumni. All the events witnessed the enthusiastic participation of students. Alumni speakers shared their expertise on key development areas such as soft skill development, career growth, management of stress and anxiety, and several other relevant topics. SBSEC is committed to strengthening its ties with its former students. Every year present batches of students take the lead in all possible ways to make the college's alumni association more robust and efficient.*

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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

We at Shaheed Bhagat Singh Evening College believe in encouraging decentralization and participative management and the decision are taken collectively. We are following various practices to ensure that there is participative decision making. Staff council is the representative body of the faculty members and all the major decisions are taken after discussing the same with the faculty and majority votes. Periodic meetings are held to ensure that the matters are taken up timely. Various committees are constituted in a democratic manner in the staff council to take up the various functions of the college. Faculty members from various departments take up the positions like conveners, co-conveners and members on a rotational basis to ensure fair participation of all the members in the smooth functioning of the college. Some of the Committees constituted by the Council are Dramatics Society, Fine Arts Society, Website Committee, Purchase Committee to name a few. Teacher in charge - Every faculty member is appointed as a teacher in charge for a period of one year on rotational basis on the basis of seniority. The teacher in charges manage the departmental functions and activities and also hold periodic meetings with the Head of the institution on various matters that relate to workload, time table and departmental activities. The decisions are then taken up and discussed in the departmental meetings held on a periodic basis. Student Council – The college has a Student Union duly elected in a democratic manner by the students to take up matters related to students' grievances and interest and communicate them to the administration. Various departments have their own societies constituted for the purpose of holding educational events like annual festivals, seminars, talks. Collective decision making and participative management are also evident from the fact that we have teacher representatives in the Governing body of the college and all the major decisions are taken in the Governing Body Meetings and executed at the College level.

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

Partial

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following

❖ *Curriculum Development*
   Being a constituent college of the University of Delhi, we are following the curriculum prescribed by the University. Faculty members from the various departments like Geography, Political Science are involved in the syllabus revision committees and have been actively involved in giving suggestive points related to the syllabus finalization prescribed under the courses. The faculty members of the department have actively contributed in activities related to curriculum development and assessment. Faculty members have also been involved in setting of the question papers for the subjective courses.

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❖ *Teaching and Learning*

Teaching learning process of the college has been in sync with the curriculum of the University. Various techniques are used for effective curriculum delivery like project-based learning, use of audio-visual tools in course delivery, group activities, debates, creative writing, quizzes, workshops, presentations, documentary plays, talks and field trips. Guest lectures by eminent experts from various fields from across the world are organized to supplement the teaching process and provide experiential learning.

❖ *Examination and Evaluation*

The university guidelines related to examination and assessment are followed by the college. The Continuous Internal Evaluation System has been adopted wherein the ratio of 25:75 is applicable for internal and external evaluation. Evaluations are done on the basis of tests, assignments, presentations, group discussions, projects and group activities. Weightage is given to attendance and class participation while grading the student. Teachers employ a combination of these depending on the class requirements.

❖ *Research and Development*

We at Shaheed Bhagat Singh Evening College understand the importance of research and faculty members are encouraged to pursue research. Faculty members from respective departments are working as PhD guides and have PhD students enrolled under them. Teachers have presented papers in conferences and published papers in UGC and peer reviewed journals as well as books and book chapters. The departments have been keen in the organization of seminars and workshops to gain knowledge from the latest happenings in the field of research. In the context of students, the faculty is actively engaged in making the students learn the importance and the process of conducting research through the projects entitled to the students as a part of the curriculum. Teachers make students work on projects for the assessment and guide them on carrying out thorough research for fulfilment of the same.

❖ *Library, ICT and Physical Infrastructure / Instrumentation*

The library is a learning resource which has a collection of books, journals, newspapers and magazines. The library has an access to LIBWARE software version 3.0.3 since 2013. The library resources purchased during the year include 652 Volumes of books, 57 journals, 31 magazines and 13 newspapers. In the academic session, 39492 students and 458 faculty members visited the library. 8 classrooms, seminar rooms and laboratories are equipped with projectors. The laboratories are upgraded on a regular basis. Wi-fi facility is available in the college 24 by 7. The college campus is disabled friendly with proper ramps at various places.

❖ *Human Resource Management*

Teaching and administrative staff are considered to be the strength of the college. Suggestions and various points of view of the faculty members are considered in the staff council. They are encouraged to participate in the various committees constituted for smooth functioning of the college. They are also encouraged to participate in various conferences, training programs and FDPs.

❖ *Industry Interaction / Collaboration*

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The Placement Cell of the college has been working really hard in promoting industry interaction and collaboration. The Cell has been able to connect the students to various companies like Ernst & Young, Grant Thornton, NIIT, Royal Bank of Scotland, FIS Global, Cvent, L & T, Concentrix to name a few for the employability of the students.

❖ *Admission of Students*
Shaheed Bhagat Singh Evening College being a constituent college of University of Delhi follows the norms and procedures laid down by the university for the admission process. The college ensures that the process is smooth and well conducted by constituting an Admission Committee and Grievance Redressal committee to look into the admission process as well as to address the queries raised by the students. Teaching and administrative staff are actively engaged in the admission process.

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

❖ *Planning and Development*
Information to be communicated to the students is done by uploading the important notices on the college website. Time table is also uploaded on the college website and the website is updated regularly. CCTV cameras are installed in the college premises to ensure discipline is maintained at all times for the safety and security of the students and faculty in the college.

❖ *Administration*
The administration staff of the college is actively involved in making the data entries for the examination forms, internal assessment using MS-Office software and into the University portal as per the University Norms.

❖ *Finance and Accounts*
Tally software is used by Finance and Accounts department that looks into all the aspects of payroll and accounts of the College. Salaries of the teaching and administrative staff are calculated on the basis of salary packages.

❖ *Student Admission and Support*
The entire process of admissions is as per the University guidelines. Admissions are registered using University's admissions portal.

❖ *Examination*
Internal assessments entries are made by the administrative staff. Declaration of results is online. Examination forms are filled manually by the students and registered by the administrative staff.

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	Name of the professional body for which membership fee is provided	Amount of support

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		for which financial support provided			

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 staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019	*NA*	*"Improving Office Services" organized by Internal Quality Assurance Cell*	*14th January 2019*	*NA*	*18*

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 Program	Number of teachers who attended	Date and Duration (From – to)
Research Summer School on "Empirical Finance and Accounting Research" organized by Indian Institute of Management Calcutta (IIM-C)	*1*	*2nd May 2018 – 9th May 2018*
One week Faculty Development Program on Data Analysis using SEM; Panel Data, organized by Maharaja Agrasen Institute of Management Studies	*1*	*11th June 2018 – 17th June 2018*
7 Days Workshop on Mahatma Gandhi and his Motivational movements in India organized by GANDHIAN STUDY CENTRE	*1*	*26th September 2018 – 2nd October 2018*
Refresher course in Business Management organized by UGC-HRDC BPS Mahila Vishwavidyala, Khanpur Sonepat Haryana – Sonepat Haryana sponsored by UGC	*2*	*20th November 2018 – 11th December 2018*
Two weeks FDP on Teaching and Learning in Digital Era organized by the TLC, Ramanujan College, University of Delhi, Internal Quality Assurance Cell SBSC(DU) sponsored by MHRD	*2*	*15th December 2018 – 27th December 2018*

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One Day workshop on "A LEARNING WORKSHOP ON HOW TO FRAME A RESEARCH PAPER"	*1*	*22nd January 2019*
Three-week, UGC- HRDC, Jamia Milia Islamia, New Delhi, UGC sponsored 16th Refresher course in Commerce and Management Studies organized by Jamia Milia Islamia, New Delhi	*1*	*28th January 2019 – 16th February 2019*

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

Teaching		Non-teaching	
Permanent 0	Fulltime 0	Permanent 0	Fulltime 0

6.3.5 Welfare schemes for

Teaching	*PF, Gratuity, Group Insurance, Leave Encashment, Children Education Allowance, Leave Travel Concession, College provides advance for Medical Reimbursements as per Delhi University norms.*
Non-teaching	*PF, Gratuity, Group Insurance, Leave Encashment, Children Education Allowance, Leave Travel Concession, College provides advance for Medical Reimbursements as per Delhi University norms.*
Students	*Fee Waiver and Fee Concession is provided to the students on recommendation of the Committee constituted for the Purpose, Counselling*

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Yes, the institution conducts internal and external financial audits. This is done as per the University norms on a regular basis.

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/ Grants received in Rs.	Purpose
0	0	NA

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done? *No*

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दिल्ली विश्वविद्यालय (University of Delhi)
NAAC द्वारा 'A' श्रेणी प्राप्त NAAC Accredited 'A' Grade
शेख सराय फेस–2 (त्रिवेणी) , नई दिल्ली–110017
Sheikh Sarai Phase - II, (Triveni) New Delhi-110017
Phone : 29253430, Tele/Fax : 011-29257826, Website : www.sbsec.org, E-mail: principal.sbsec@gmail.com

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

6.5.2 Activities and support from the Parent – Teacher Association

During the process of admission parents are required to accompany their ward and complete the formalities which might also include personal interaction with the parents in case the admission committee feels the need to do so. Parents are also invited for the various events organized by the societies of the college like the Dramatics Society and witness the growth of their child in the activities they are involved in.

6.5.3 Development programmes for support staff

NA

6.5.4 Post Accreditation initiative(s)

- *Academic enrichment through organization of various seminars and conferences and enhance the process of learning amongst faculty members and the students.*
- *Feedback collection from the various stakeholders.*
- *Increased emphasis on the process of research and facilitating the faculty members and students by undertaking various initiatives like setting up of incubation centers etc.*

6.5.5

a. Submission of Data for AISHE portal   :   *Yes*
b. Participation in NIRF   :   *Yes*
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 activity	Duration	Number of participants

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-to)	Participants	
		Female	Male
Poster Making & Slogan Writing	*September 20, 2018*		
Self-Defence Training Programme	*13th Februray 2019 – 22nd February 2019*		

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Astitva	*5th and 8th of March 2019*		

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails	*Yes*	
Braille Software/facilities		
Rest Rooms	*Yes*	
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration	Number of participants
Swacchta Pakwara	*1-15 August, 2018*	
Cleanliness drive	*2nd October 2018*	
Swatchhta hi Sewa	*2nd October 2018*	
Door to door awareness on cleanliness	*24th September 2018*	
Road Safety awareness campaign	*13th-19 February, 2019*	
Voter awareness program	*5th and 8th April, 2019*	*156*

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

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- *The NSS unit of the college, under the guidance of Dr. V.S.Negi, the NSS Programme officer, initiated the NSS activities in the college with the plantation of the saplings of "Peepal" and "Neem" in the college sports ground. At this event, 186 new volunteers joined NSS.*

7.2 Best Practices

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

- *NSS Unit organised a donation drive in the college premises and nearby areas for "Kerala Flood Victims" from 27-31 August, 2018. An amount of Rs. 20,500 was collected and remitted to the PM Relief Fund on behalf of NSS Unit of the College.*

- *NSS unit also organised a workshop on "Role of Youth in Society" on NSS Day on 24 September, 2018. NSS volunteers from other colleges shared their innovative initiatives that they took for the welfare of the society. Two volunteers from "Youth for Sewa" shared their initiatives and experiences during the interaction.*

- *On the eve of 111th Birth Anniversary of Saheede-Azam- Shaheed Bhagat Singh, NSS Unit organised a workshop on "Yuvawo me Nashe ka Badhta Parichalan: Samaj k liye ek Khatra" on 27 September, 2018 to create awareness about the negative impacts of drug abuse among youths. The talk was graced by the presence of Dr. Vinod Kumar Yadav from ministry of Ayush who gave the answers of all the queries from student's side. One friendly football match between SBSEC and DCAC was also organized to promote games among students so they don't get distracted towards drugs, alcohol, smoking, etc. Besides a poster making competition with two themes-Indian Army and Drug Abuse were also organized.*

- *NSS unit of the College celebrated "Surgical Strike Day" in the college premises on 29 September, 2018. On this occasion Major Anirudh of India Army (the Chief Guest), Subedar Ashok Jaglan (Guest Speaker) narrated the Kargil war situation in front of NCC cadets of Shaheed Bhagat Singh College (Morning & Evening) and NSS Volunteers of SBSEC. The narration was spellbound and has created great enthusiasm among the volunteers and cadets.*

- *NSS Volunteers with other students of the college celebrated "Rashtriya Ekta Diwas", also known as "National Unity Day", on October 31, 2018, to commemorate the 143rd birth anniversary of Sardar Vallabh Bhai Patel Ji, the Iron Man of India. Students also took pledge for "Unity" and participated in large numbers in "Run for Unity" to pay homage to Sardar Vallabh Bhai Patel. Volunteers also took pledge to work extensively against alcohol consumption, untouchability, caste discrimination and for women empowerment which were the dreams of our respected Sardar Vallabh Bhai Patel Ji.*

- *NSS Unit organised old clothes donation collection drive in the college campus for seven days from 11-17 January, 2019. The clothes collected were washed and ironed properly before donating at a slum near Okhla Railway Station. Over hundred clothes, stationery*

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items, and miscellaneous items including footwear and other articles of daily use were donated.

- *NSS unit of the College observed and celebrated Women's Day in the college 8th March, 2019. Various games were organised for the female volunteers of NSS, female staffs from teaching and non-teaching. Volunteers also took pledge to sensitize others to say no to eve teasing, women harassment and do respect women.*

7.3 Institutional Distinctiveness
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words

8. **Future Plans of action for next academic year (500 words)**

Shaheed Bhagat Singh Evening College provides students with quality educational experiences and support services that lead to the successful completion of degrees, education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

Shaheed Bhagat Singh Evening College is driven to provide excellent educational opportunities that are responsive to the needs of our students, and empower them to meet and exceed challenges as active participants in shaping the future of our world. The College envisages achieving its set goals of creating such eco system in which students can achieve a variety of goals with excellence. While maintaining a high academic standard of integrity, the college will continue to strive to get a state of art infrastructure, basic amenities for a conducive teaching learning process. It further aims at fostering and promoting interdisciplinary education, innovation, diverse values and goals that would be for personal growth of the students in tune with the vision and mission of National Education Policy 2020.Incucating ethical values, self-reliance, sense of community service would be major thrust areas, Centre for Innovative Research for Grant of Projects started in 2021 involving students and faculty would be further strengthened to promote research and innovations among teachers and students at college level. The Centre would be further enriched with collaborative initiatives with industries and communities for better results. We intend to create such vibrant centre of learning, recognising the cognitive abilities of our students, their interests and cherished goals which would promote independent critical thinking for personal growth. To cope up with the changing world, to meet the updated technological challenges, we plant to equip our college with the updated technological and logistics support. In a world where communication plays a vital role, we plan to equip our college

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with a language laboratory and an auditorium. Down the lines five years hence, we look forward to giving our college competitive edge with the best institutions of the country.

Name ___Prof. C. S. Dubey___

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Signature of the Coordinator, IQAC

Name ___Prof. S. K. Sinha___

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Signature of the Chairperson, IQAC

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