



# 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

## Criterion 6- Governance, Leadership and Management

### Key Indicator- 6.1 Institutional Vision and Leadership

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

*Shaheed Bhagat Singh Evening College is committed towards development of an equitable, vibrant and an inclusive environment through which students become socially responsible citizens of the country and are culturally aware of their responsibilities and duties which will help them in taking a step forward towards building a responsible society and a nation.*

*Our mission is to foster equitable education for all strata of society, create effective student-teacher mechanisms, and adopt the methods and mode of education that will take us towards Sustainable development and create a holistic picture of the future. We want to send back students to the society and paint a better picture of the society.*

*The institution's activities are overseen by the Governing Body of the College and it is collectively responsible in giving its future direction and creating an environment through which institutional mission is achieved. It helps in framing plans for the future. In order to execute the plans, participative decision making is encouraged and the matters are discussed in the staff council meetings wherein all the faculty members present their opinions and decisions are finalized by majority votes.*

*The college management, administration and faculty members have been working hard in order to adapt to the tremendously changing scenario and implement upgraded technology.*

*The college has well equipped laboratories, societies that look into cultural, educational and extra-curricular aspects of the overall growth of students. Faculty members from different departments take up the roles of conveners, co-conveners and members on a rotational basis.*

*All these steps ensure the mission and vision of the Institution are achieved.*

Link: <https://sbsec.org/visionandmission.aspx>



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

*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. Students' union committee at the University of Delhi is responsible for maintaining a decent political culture and an ambience of open debates on the campus. Students are kept informed by the committee about every essential topic such as the public meetings, discussions and other issues through circulars and notices. It includes four central panel positions which are as follow: President, Vice President, Secretary and Joint-Secretary. 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.*

Link: <https://sbsec.org/administration.aspx?id=10>

[https://sbsec.org/NAAC/AQAR\\_2020-21/CRITERIA%206/6.1.2.pdf](https://sbsec.org/NAAC/AQAR_2020-21/CRITERIA%206/6.1.2.pdf)



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### Key Indicator- 6.2 Strategy Development and Deployment

#### 6.2.1 The institutional Strategic/ perspective plan is effectively deployed

*Keeping in view the rapidly changing scenario, it is imperative for an educational institution to adapt to the changes in the environment and work in the direction which will be immensely beneficial for students who are going to take up their career prospects and strive to be responsible citizens of the country. Keeping the growth of the students to be of utmost importance, it is necessary that they get the right amount of exposure of the industry whether they wish to take up jobs in the future or if they want to create their own start-ups. It is also important to make them understand the relevance of research in their academic career. Keeping these points under consideration, the college has encouraged the setting up of societies like The Student Entrepreneurship Cell, The Placement Cell, Finance and Investment Cell to ensure industry collaboration and participation are achieved and organizing events like National Young Economist Conclave to inculcate the importance of research among students.*

*The Placement Cell SBSEC was founded with the goal to provide employment & internship opportunities to the students of the college in some of the reputed organizations. It acts as an interface between the industry and the students to enable them to select their career path. Students are provided assistance and counselling for choosing a suitable career. The college has seen a rise in the number of students placed through on-campus recruitment drives and is becoming the destination choice for recruiters steadily.*

*The Student Entrepreneurship Cell is dedicated to promoting the spirit of Entrepreneurship among students. The basic aim of the cell is to encourage college level students to start their own enterprise. The society not only provides the budding entrepreneurs with a platform to convert their dreams into reality, but also organizes activities and events within the college for its students which brings out their entrepreneurial skills.*

*Finance and Investment Cell, a student-driven initiative, working with the goal to assist young minds in grasping knowledge catering to financial and merchandising affairs in college and the University as a whole. The society lines up in organizing stimulating events that invigorate participation and analysis in a wide range of issues that influence the Indian Economy. The cell looks beyond the theoretical concepts to develop an understanding of the real world of finance and therefore research is a major activity of FIC.*

*'National Young Economists Conclave' organized by the Department of Economics provides undergraduate students a platform to showcase their research skills and analytical views on economic issues.*



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

*The organogram of the college reflects shared responsibilities and decentralization of the institution which help in smooth functioning of the college.*

*The Governing Body looks after the financial management and the general administration aspect following the mandate prescribed by the University of Delhi and the major directions are decided in the Governing Body Meetings.*

*The principal provides the supervision and oversees the overall functioning of the college. He is responsible to ensure day to day responsibilities are fulfilled and college administration is working effectively and efficiently.*

*The Teacher in Charges of respective departments coordinate with the Principal to ensure the accomplishment of departmental academic, extra-curricular and financial requirements.*

*The Bursar assists the Principal for financial management of the college.*

*The IQAC is responsible for ensuring quality in teaching-learning-evaluation process. The librarian is in-charge of the library and ensures its proper working and supervises the library assistants and attendants in ensuring daily activities are orderly fulfilled.*

*The administrative staff follows an organizational structure in accordance with the norms of University of Delhi and UGC norms.*

Link to Organogram of the Institution webpage - <https://sbsec.org/administration.aspx?id=1165>

File Upload: [https://sbsec.org/NAAC/AQAR\\_2020-21/CRITERIA%206/Criteria%206.2.2.pdf](https://sbsec.org/NAAC/AQAR_2020-21/CRITERIA%206/Criteria%206.2.2.pdf)



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## 6.2.3. Implementation of e-governance in areas of operation

*The College follows e-governance in the following areas of operation:*

*1.Administration*

*2.Finance and Accounts*

*3.Student Admission and Support*

*4.Examination*

Data Requirements: [https://sbsec.org/NAAC/AQAR\\_2020-21/CRITERIA%206/Criteria%206.2.3.xlsx](https://sbsec.org/NAAC/AQAR_2020-21/CRITERIA%206/Criteria%206.2.3.xlsx)

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## Key Indicator- 6.3 Faculty Empowerment Strategies

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

*Welfare measures for teaching and non-teaching staff:*

- *Teaching and non-teaching staff members are entitled to PF, Gratuity, Group Insurance, Leave Encashment, Children Education Allowance, Leave Travel Concession, College provides advance for Medical Reimbursements as per Delhi University norms.*
- *Various kinds of leaves: Earned Leave, Child Care Leave, Casual Leave, Sabbatical, Study Leave etc. are given to the faculty members. They are also entitled to admissions of their wards as per university guidelines.*
- *Wi-Fi, domain email address, Bank facility, Library access to books and journals are some of the other support facilities.*

6.3.2 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year - 0

6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year - 0

6.3.3 Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year - 3

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

Year 2020-21

Number 3



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Data requirement for year: [https://sbsec.org/NAAC/AQAR\\_2020-21/CRITERIA%206/6.3.3.xlsx](https://sbsec.org/NAAC/AQAR_2020-21/CRITERIA%206/6.3.3.xlsx)

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6.3.4 Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year

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

Year 2020-21

Number 51

Data requirement for year: [https://sbsec.org/NAAC/AQAR\\_2020-21/CRITERIA%206/6.3.4.xlsx](https://sbsec.org/NAAC/AQAR_2020-21/CRITERIA%206/6.3.4.xlsx)

File Description: [https://sbsec.org/NAAC/AQAR\\_2020-21/PART%20A/IQAC%20notification%20%26%20minutes.pdf](https://sbsec.org/NAAC/AQAR_2020-21/PART%20A/IQAC%20notification%20%26%20minutes.pdf)

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

*Performance Appraisal for the teaching staff:*

- *As per the University Guidelines, faculty members are required to submit the Annual Performance Appraisal Report (APAR) proforma duly filled for the respective years as a mandate for seeking promotion. The APAR form under UGC-CAS guidelines requires the details of the faculty related to the progress made during the year.*
- *The teaching-learning assessment activities are enlisted, contribution of the faculty member towards research and academics like curriculum development, evaluation, assistance provided in administrative work, participation in extra-curricular activities of the college by the individual teachers.*
- *IQAC and the appraisal/selection committee appointed by the Principal review the APAR form submitted in accordance with the UGC CAS criteria and forward the cases for promotion. The college has completed the process of promotions from Assistant Professor to Associate Professor and Professor.*

*Appraisal for non-teaching staff:*



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- *As per the University guidelines, administrative staff of the college is required to submit Annual Performance Assessment Report (APAR) form duly filled wherein the details of their progress during the year is specified. The feedback about the employee is collected from the immediate superior and reported to the reporting officer. The feedback is reviewed by the Principal who is also the reviewing officer. The feedback is kept confidential and released to be made available for the members after a stipulated time period.*





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## Key Indicator- 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

*Yes, the internal and external financial audits are conducted regularly by the College.*

*The internal financial audit of the college is conducted by duly selected Chartered Accountant who is approved by the Governing Body of the college and the University. The finance related documents like balance sheet, income and expenditure statement for all the transactions are audited. Thereafter, the external financial audit is conducted by the Comptroller and Auditor General, Government of India as per the schedule given by them.*

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

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

N/A

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

*College receives 100% funds from University Grants Commission. Budgetary allocation of funds is done for the various activities with due approval of the competent authority for the smooth functioning of the college. The teacher in charges of the respective departments put forward their budgets for the events and activities to be organized during the year and approval is given keeping the efficient and effective utilization of available funds to be most important. Budgets are also decided well in advance for the maintenance and upgradation of library, laboratories, classrooms, equipment and various other facilities. All the bills and other financial documents are processed by the Accounts section, Bursar and the Principal of the college. It is ensured that there is an optimal utilization of resources and students get maximum benefit from the available resources.*



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## Key Indicator- 6.5 Internal Quality Assurance System

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

*Practices institutionalized to ensure quality initiatives*

- Allocation of research projects to ensure that research is integrated in the teaching learning process.
- Performance appraisal of the teaching full time staff on the basis of Annual Performance Appraisal Report (APAR).
- Performance appraisal of permanent non-teaching staff on the basis of Annual Performance Assessment Report (APAR).
- Organization of professional development and training courses for the teaching and non-teaching staff.
- Association with NIRF and AISHE committees.
- Encouragement to the departments for organization of academic activities that are beneficial for the students as well as faculty members.
- E-governance mechanism encouraged and followed in the administration of the college.
- Organization of quality initiatives like Collaboration and MoU, decentralization, participative management, workshops, FDPs and webinars.

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6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities.

*The institution has been continuously reviewing the teaching learning activities by undertaking various measures enumerated below:*

- Departments are required to conduct their meetings regularly and prepare a plan of action to be followed in the academic year. Accordingly, strategies are made and implemented to ensure the achievement of the targets timely for the benefit of the students and enhance the quality of teaching-learning process.
- Timely upload of all the required information to be made available to the students is



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*being done. Data like time table, notice regarding events, forms are done on a regular basis to ensure maximum participation of the students.*

- *Experiential learning is encouraged through organization of field trips, educational excursions.*
- *IQAC has been continuously working to develop gender neutral campus following professional ethics.*

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6.5.3 Quality assurance initiatives of the institution include:

1. *Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements*
2. *Collaborative quality initiatives with other institution(s)*
3. *Participation in NIRF*

Web-link: [https://sbsec.org/NAAC/AQAR\\_2020-21/CRITERIA%206/6.5.3.xlsx](https://sbsec.org/NAAC/AQAR_2020-21/CRITERIA%206/6.5.3.xlsx)

Quality initiatives-

File Description:

- Web link of Annual reports of Institution - <https://sbsec.org/annualreport.aspx>
- Upload e-copies of the accreditations and certifications - [https://sbsec.org/NAAC/AQAR\\_2020-21/CRITERIA%206/6.5.3.pdf](https://sbsec.org/NAAC/AQAR_2020-21/CRITERIA%206/6.5.3.pdf)
- NIRF - <https://sbsec.org/Statutes.aspx?id=47>