



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

RAJDHANI COLLEGE

**RAJA GARDEN, RING ROAD, NEW DELHI - 110015
110015**

www.rajdhanicollege.ac.in

SSR SUBMITTED DATE: 17-12-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Rajdhani College was established in 1964 by the Delhi Administration in Kirti Nagar, New Delhi under the name of 'Government College' and was renamed as 'Rajdhani College' when the Delhi administration vested its governance in an autonomous Governing Body. Rajdhani College is a constituent college of the University of Delhi and has completed 50 glorious years of academic excellence.

The College is situated in West Delhi on Mahatma Gandhi Marg (Ring Road) near Raja Garden, New Delhi and is accessible from all corners of Delhi; the closest metro stations being Ramesh Nagar and Rajouri Garden. Academic excellence combined with the strategic location makes the college much sought after amongst the knowledge seekers. The College attracts media attention for its unparalleled spirit of organization and participation in various intra and inter-college activities.

Initially, the college was started in a school building at Kirti Nagar with limited facilities but with the efforts of the Governing Body, faculty and administrative staff, the college has scaled new heights and become one of the premier institutes of Delhi. To cater to the increasing number of students, a beautiful and spacious college building was constructed in 1976-77 which was inaugurated by the then President of India Sh. Fakhruddin Ali Ahmed. Recently, a new academic block has been built to accommodate the ever-increasing number of students. The double storey New Block has eight new classrooms, one computer lab and one biology lab along with a lift. The college complex has an air-conditioned Seminar/ Conference Room, an air-conditioned Auditorium, a well-stocked Library with Computer & Internet facility along with access to more than one lac scholarly books and e-books on various subjects. The college has well-equipped Science Laboratories, as well as Mathematics and Computer Laboratories.

Vision

The vision of Rajdhani college is to inculcate the spirit of service among its stakeholders along with a sense of professional and skill-oriented development. It further believes in empowering the society by inculcating deep roots of education, and by nurturing a sense of innovative research. The objective of the college has always been to create and provide such an atmosphere where talent is created for leadership and national development. The College aims to achieve brilliance in all spheres of education and aspires to become a renowned institution of higher education by providing a healthy and hospitable academic environment. The college maintains a balance between innovation and tradition, which reflects the ethos to transform with changing times.

Located in the western part of Delhi, the vision for empowering students in general and the weaker section of the society, in particular, continues to be the key thrust of the College. In keeping with the institutional motto 'Tejaswi Naav Adhiitam Astu', with a literal translation of "May our Study be Enlightening", the college strives to groom the students not only in academics but in all aspects of life such that they move closer to the true essence of life. It is indeed a matter of pride for us that the motto of Rajdhani College focuses and emphasizes the need of collective education where the teacher and students are seen as part and participant of the larger train of knowledge and are constantly drawing from and contributing into the greater ocean of

knowledge.

The college remains committed to inculcating a sense of responsibility towards society and the nation among the youth of the country who in future must display an extraordinary skill and talent while encountering the external world. The college believes in developing creative and critical thinking among its students so that they are prepared to handle ordinary /extraordinary situations in life with great ease. Rajdhani College is committed to building a strong foundation of core values of social justice, veracity and service to guide and mould students to achieve sustainability and excellence in all spheres of life.

Mission

Rajdhani College always strives to be an institution of excellence through a constant and continuous investment in the matters of academic growth and development. Over the last five decades, it has proved and provided its academic journey through a golden trajectory of excellence in the form of achievements achieved by its students, teachers and other administrative staff who have moved upward nationally and internationally. The mission of this college has been to promote the ideals and values of fraternity, equality and a sense of justice among the youth of country along with a spirit of healthy competition to achieve and prove their moral and intellectual strength. To translate the same in terms of result-oriented parameters we provide a good list of achievers from students and teachers.

Rajdhani College believes in accomplishing curricular and extra-curricular brilliance simultaneously. The college is well equipped with amenities like laboratories, computers, projectors, auditorium, and canteen. Due to the emphasis given to precision, knowledge and enthusiasm, our students try to move beyond the confines of the regular courses. The impulse to apply theoretical knowledge upon practical situations is also reinforced by the college. The interdisciplinary approach of education is well integrated with the current system of education where under the CBCS scheme of education Rajdhani College encourages its students to interact and participate in multiple types of courses available in the college. In order to strengthen the same, the college offers various remedial and add-on courses to students of all streams, faculty development programs for its teachers and training programs for the administrative and laboratory staff.

The college aims to promote the ideals of liberty, equality, and fraternity. It also makes concerted efforts to instill a sense of justice amongst the students so as to encourage them to participate in all kinds of college activities and contribute to a competitive environment

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The strength of Rajdhani College is its greater and wider belief in humanism. We believe in the pursuit of knowledge and character building by emphasizing ethical, empathetic and compassionate living, on a micro level and on a macro level, we emphasize on the spirit of selfless service so that the society and in turn nation may attain optimum benefit. With a spiritual vision, we constantly engage in creating and maintaining a culture and atmosphere of benevolence, mutual help and caring attitude towards the needy in society. We strictly follow the work ethics and adhere to professional culture; lectures, laboratory activities, and tutorials are held as per schedule and the college administration is completely transparent in admissions, appointments and all matters.

A Robotics laboratory in collaboration with e-Yantra, IIT Bombay has been established in the academic year 2014-15. It was formally inaugurated on 16th January 2015. This lab is also a part of an initiative of the Ministry of Human Resource Development (MHRD) through National Mission on Education through ICT (NMEICT), to promote education in embedded systems and robotics throughout the country. To facilitate recreation the college has a beautiful playground for outdoor sports activities like cricket, football, hockey, volleyball, etc.

With the help of its dynamic staff, the college strives for excellence in curricular and co-curricular activities. Our college today is looked upon by the academic community of Delhi as one of the better institutions for its progressive outlook towards teaching, learning and co-curricular activities.

The college offers honors courses in Commerce, English, Hindi, Sanskrit, History, Political Science, Economics, Chemistry, Physics, Mathematics, and Electronics. Apart from that College also offers two more courses; BA Program and B Sc Program. The college also offers postgraduate courses in English, Hindi, History, and Commerce and mentors have been assigned to students for all aspects of guidance.

Institutional Weakness

The intake of students in some of the courses sometimes exceeds the availability of infrastructure, as the college has a limited scope of infrastructure expansion, hence the classrooms are overcrowded with students. In order to reach every student in terms of availability of laboratory equipment, laboratory space, tutorial rooms, library and other essential facilities the college, the college faculty, and administrative team work painstakingly to meet the additional workload.

The college although offers a wide range of courses but some important courses in the field of Science, and Humanities like Botany, Zoology, Biotechnology, Psychology and Geography. B. Com Programme and courses that cater to Modern Indian Languages, other than Hindi and Sanskrit, are not offered. The Auditorium lacks sufficient space to accommodate the total number of students and staff and the college does not provide accommodation to any of its students, teaching and non-teaching staff. The smooth functioning of the sewer system has been having some issues but work has begun for fixing this issue. The location of the college is an advantage on one hand and a disadvantage on the other as it often results in traffic jams near the college.

Institutional Opportunity

The collective and collaborative efforts to raise the standards of education are realized well by the college through different courses and activities dedicated in this direction. For the overall development of the students co-curricular activities are organised through various societies. Every department has its own society which conducts regular academic programmes and events relating to its subject area. Apart from the departmental societies like the Economics Society, English Literary Association (ELA), Physics and Electronics Society, Robotics Society, there are other societies and committees in the college. The Debating Society aims on developing a sharp and logical mind and organises debates on stimulating contemporary topics of social-cultural and national significance so that our youth may channelize their talent and energy in a formative way. The Cultural Committee organises various cultural activities so that the students remain deeply rooted in their culture and respect and value different cultures. Abhivyakti specializes in promoting dance and drama and thus

it provides an exclusive space for expression to the students. It also acts as a catalyst to bring out the hidden talents of the students. Trekking, Mountaineering and Environmental Protection Club offers students opportunities for personality development and enrichment by means of promoting environmental appreciation, awareness and understanding. Kaavyanjali engages the emergent creative talent through different sessions of poetry recitation and students participate in large numbers with their original composition. The Photography club provides opportunity to young photographers to display their talent in photography. Rangat is a new initiative by the college to encourage the student with skill in painting and allied arts. It organizes painting sessions and exhibition of those paintings. The Gandhi Study Circle and Ambedkar Study Circle are greater initiatives to orient the students of Rajdhani College towards the ideals of Mahatma Gandhi and Babasaheb Dr. Bhim Rao Ambedkar respectively. Women Development Centre is an organization with an orientation to sensitize the students towards gender equality.

Institutional Challenge

It is a great challenge for the teachers and staff of this college to work in a resource constrained environment. The postgraduate teaching and research carried out by the faculty members along with writing of the text books and publication of research papers, with limited facility and funding from the college is a hindrance in the making of a conducive academic environment.

The college teachers do not get promotion beyond a point, it further discourages them in their career. Despite all the odds and impediments, teachers try to deliver the best as they could to balance between contemporary challenges and the pedagogy.

India being a multilingual country requires to make teaching/ learning materials available in languages other than English (Indian Languages). Whereas majority of teaching material of higher education is available in English only. In such a situation it is a great challenge to communicate and teach those students who have had their schooling in a non -English medium school. However, teachers continue to strive to work and overcome the issue of communication and try their best to inculcate the morals of service, social justice, professional integrity and excellence in all spheres of life.

It requires a lot of effort to maintain a position once achieved. Rajdhani College enjoys its academic popularity by adhering to the standards and procedures that it has set for itself. The shortage of space and inadequate facilities are some of the other challenges that the college undergoes every time and always struggle to overcome it. With an increase in the number of vehicles managing parking space is a challenge. Students always complain about the parking space, however the college administration is trying their best to look for a better solution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum is an extremely significant part of any educational institution. It provides the academic content

for meaningfully engaging the students in the teaching-learning processes. Rajdhani College places, therefore, a great deal of importance on the updated curriculum for teaching and mentoring students using state of the art technology in a meaningful way. Moreover, the bridge between the college world and the larger society is mediated through various kind of curricular and co-curricular programs facilitated by different committees constituted by the Staff Council for the smooth functioning of the college activities throughout the year.

The college makes tremendous efforts to promote research for that purpose, it ensures that online journals and magazines are easily available for both students and teachers. Our library is one of the most functional ones in the university. Books and other academic resources are continuously added to enhance the quality of the library.

By and large, all our endeavors are targeted towards establishing harmony between theoretical assumptions and practical outcomes, focussing on various fields of teaching-learning programs with a specific objective to make education an ethical and socially productive practice.

Teaching-learning and Evaluation

Rajdhani College ensures the regular, rigorous classroom teaching with innovative pedagogical methods. And it keeps a particular focus on the progress of teaching-learning activities. For the effective dissemination of academic content during the teaching-learning process, state of the art technology is used. This includes the use of projectors, internet facilities to have easy access to e- journals, e- materials for ILL, and also to cutting-edge access from digital libraries like JSTOR, ARTSTOR and Project Muse. Students are constantly motivated to engage themselves in participating methods of teaching- Learning activities. Teachers encourage them to participate proactively in co-curricular activities of the College.

A highly effective framework that governs the system of evaluation consisting of tests, assignments, projects etc. has been put in place by the collective efforts of the teaching faculties to ensure genuine assessment of the students so as to make them aware of their strengths, skills and even weaknesses in terms of both perception and articulation.

Research, Innovations and Extension

Research and teaching are equally important and indeed inextricably intermixed aspects of higher education. For the desirable growth of an academic institution, both of them should grow in tandem with each other. So our college ensures that a continuous improvement in the quality of research and teaching takes place without any roadblocks.

The Research Affairs Committee endeavors to promote the culture of research in the college by all possible means. It particularly encourages young fertile minds to engage themselves in serious kind of academic research in their own respective fields for the benefit of themselves, their students, institution and the entire nation.

Infrastructure and Learning Resources

The College has always sincerely endeavored to meet the infrastructural needs of the academic and other equally important engagements of the teaching, non-teaching staff and students. There are separate Teacher's

room, spacious air-conditioned Staff room, spacious and well- furnished classrooms (44 rooms) with essential teaching aids such as, display boards and ICT facility separate boys and girls NCC rooms, Girls common room, huge sports ground, spacious Library, Reading room, Computer Laboratory, Mathematics Laboratory and Science Laboratories (12 Laboratories in total), air-conditioned Seminar room and fully air-conditioned Auditorium to provide space for various curricular and co-curricular activities. The College is Wi-Fi enabled to keep students updated about latest developments in their fields and to offer a technologically advanced experience to all engaged in academia.

The campus is spread over 10.22 acres. 5 acres is used for academic purposes and 5.22 acres as the sports complex. The total built-up area of teaching (Arts, Science and New Block) and administrative block measures 11,737 sqm.

The College Library has over 1 lakh books including journals, periodicals, and magazines. It also offers OPAC facility and provides access to various online academic portals. The College also has a Library Committee with one member from each Department to keep the study material updated by ordering latest publications on a variety of subjects. It also provides reading material and assistance to visually impaired students.

In addition to academics and research work initiatives, the College also focuses on the multidimensional development of the students through co-curricular activities and to serve that purpose the College has Cultural Committee, Sports Committee, Women Development Cell, Dramatics Society- Tryambakam, Debating Society, Trekking, Mountaineering and Environmental Protection Club, NCC, NSS, ECO Club that provide the platform to the students to showcase their varied skills and also serve to sensitize them towards various issues related to different aspects of life.

The placement cell of the college does it fairly well by inviting numerous companies and other similar agencies to hire the undergraduate students on the basis of their skills and qualifications.

Student Support and Progression

The College is extremely student-friendly. So it aims at the holistic development of its students; focusing not only on academic achievements but also personality development through extra- curricular activities. The College publishes its updated prospectus annually which provides complete information about the college and admits students from all social backgrounds and empowers them through intensive counseling to face the challenges of life and become responsible citizens of the country. Various societies of the College spread awareness and brief the student community about socially relevant issues. Faculty members are available within the College premises and students can approach them with their personal, academic and career related issues. The equal opportunity cell pays special attention to the welfare of the differently abled students. Financial assistance is provided to the needy students and various types of Scholarships are provided for meritorious students.

The College provides special support to slow learners and those who need additional help through a variety of means such as remedial and extra classes. The Grievance Redressal Committee, Anti-Ragging Committee, and Women development Cell ensure a favorable and secure environment for growth and development of students. The College publishes its annual magazine-RAKA, with a substantial contribution from the students. Rajdhani College Alumni Committee has formally registered our Alumni association called as the 'Rajdhani College Alumni Association'.

Governance, Leadership and Management

The Governing Body is the supreme decision-making body of the college. It gives full freedom to the Principal and the staff to formulate effective mechanism for the running and betterment of the institute.

The Principal of the college supervises the execution of all the financial, academic and, cultural aspects of the college. He also interacts with the students and their guardians and takes their view on the various aspects of education and development to improve the functioning of the college. The Principal is supported by the Teachers-in-Charge of all the departments by providing information and insight about the better ways of running the college. Teachers and students maintain a very formal and dignified relationship with each other.

The IQAC cell of the college contributes to the consistent improvement of the academic and administrative activities. This body has members from internal and external stakeholders who give their valuable insights for the overall improvement of the institute.

Rajdhani College strives towards achieving the overall development of the nation through academic excellence and holistic character building of its students. This encourages the students to take up various social and professional responsibilities in the outside world.

Institutional Values and Best Practices

Following interdisciplinary approaches and utilizing technological tools, Rajdhani College has been consistently charting an academic trajectory that is impressive by any standards and which indeed enabled it to bag the second prize for Good academic and innovative practices from the University of Delhi during its annual cultural festival called Antardhawani. Equipped with the highly qualified and experienced staff, this college is entirely focused to make the teaching- learning processes enjoyable to prepare the students not only get meaningful employment but also contribute productively to India's growth story. For this purpose, various programmes such as conferences, seminars, and activities related to energy conservation, renewable energy, water harvesting, plantation, hazardous management and waste management are organised to ensure learning process become holistic and fruitful for all students coming from different economic backgrounds. Commemorating the 100th year of the return of Mahatma Gandhi by organising an event in collaboration with All India Radio, signing an agreement on academic exchange with University of Tokyo, Japan, conducting Inspire Internship, 2013 and similar other initiatives including Swachh Bharat Abhiyan, the college with its well-lit classrooms, state of the art laboratories, technologically advanced staff room and office has clearly established that it is completely dedicated to the advancement of academics along with contributing to the project of nation building.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RAJDHANI COLLEGE
Address	RAJA GARDEN, RING ROAD, NEW DELHI - 110015
City	NEW DELHI
State	Delhi
Pin	110015
Website	www.rajdhanicollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	RAJESH GIRI	011-25930752	7982615859	011-25116988	naac@rajdhani.du.ac.in
Associate Professor	AMIT JAIN	011-26434455	9871656465	-	amit.jain@rajdhani.du.ac.in

Status of the Institution	
Institution Status	Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1964

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Delhi	University of Delhi	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	06-07-1964	View Document
12B of UGC	06-07-1964	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	RAJA GARDEN, RING ROAD, NEW DELHI - 110015	Urban	10.12	20234.3

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	XII PASSED	English	46	46
UG	BA,English	36	XII PASSED	English + Hindi	185	185
UG	BA,Hindi	36	XII PASSED	Hindi	46	46
UG	BA,Sanskrit	36	XII PASSED	Hindi	46	46
UG	BA,Political Science	36	XII PASSED	English + Hindi	46	46
UG	BA,History	36	XII PASSED	English,Hindi	46	46
UG	BA,Economics	36	XII PASSED	English + Hindi	46	46
UG	BCom,Commerce	36	XII PASSED	English + Hindi	123	123
UG	BSc,Physics And Electronics	36	XII PASSED	English	31	31
UG	BSc,Physics And Electronics	36	XII PASSED	English	62	62
UG	BSc,Chemistry	36	XII PASSED	English	62	62
UG	BSc,Chemistry	36	XII PASSED	English	31	31

UG	BSc,Mathematics	36	XII PASSED	English	62	62
UG	BSc,Computer Science	36	XII PASSED	English	123	123
PG	MA,English	24	GRADUATE	English	15	15
PG	MA,Hindi	24	GRADUATE	Hindi	15	15
PG	MA,History	24	GRADUATE	English + Hindi	15	15
PG	MCom,Commerce	24	GRADUATE	English + Hindi	23	23

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				154			
Recruited	0	0	0	0	0	0	0	0	49	41	0	90
Yet to Recruit	0				0				64			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				66
Recruited	37	10	0	47
Yet to Recruit				19
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				42
Recruited	21	1	0	22
Yet to Recruit				20
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	17	13	0	17	14	0	61
M.Phil.	0	0	0	0	4	0	6	5	0	15
PG	0	0	0	1	0	0	8	5	0	14

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	19	22	0	41
M.Phil.	0	0	0	0	0	0	3	4	0	7
PG	0	0	0	0	0	0	14	12	0	26

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	4	0	8
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	2	0	3

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	5	7	0	12

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	175	859	0	7	1041
	Female	105	329	0	5	439
	Others	0	0	0	0	0
PG	Male	15	18	0	2	35
	Female	15	3	0	1	19
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	176	255	131	232
	Female	63	123	64	66
	Others	0	0	0	0
ST	Male	40	60	44	48
	Female	8	22	9	16
	Others	0	0	0	0
OBC	Male	230	380	310	371
	Female	79	118	80	99
	Others	0	0	0	0
General	Male	390	740	498	478
	Female	212	326	283	280
	Others	0	0	0	0
Others	Male	10	26	11	9
	Female	0	12	5	2
	Others	0	0	0	0
Total		1208	2062	1435	1601

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 726

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	18	18	18	16

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3482	3964	3885	3853	3139

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
498	498	498	498	498

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1023	865	748	1120	1010

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
161	164	155	164	168
File Description	Document			
Institutional Data in Prescribed Format	View Document			

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
154	154	154	154	154
File Description	Document			
Institutional data in prescribed format	View Document			

3.4 Institution

Total number of classrooms and seminar halls

Response: 44

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
787.7	494.0	465.4	148.8	263.0

Number of computers

Response: 1218

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Rajdhani College ensures effective designing and delivery of curriculum through a well-planned and documented process. All academic activities of the college are formulated and governed by the Staff Council of the college. Staff council constitutes different committees that work towards the effective delivery of the curriculum to the students. The prospectus of the college appraises the inducted students with the courses, curriculum, fee structure, anti-ragging, equal opportunity cell etc. for each academic year.

The thrust of the institution is to impart multi-dimensional, holistic education to the students with curriculum delivery. The college believes in student centric-teaching learning environment. The academic year commences with an Orientation Program which is open for both newly admitted students and their parents. In this Programme, the students get familiarized with the faculty members. The students are appraised about various societies and committees of college such as Dramatics society, Women Development cell, NCC, NSS, Eco Club and so on. Students are also informed about various facilities available in the college like the library, laboratories, girls common room etc. At the beginning of every semester, the first week is dedicated to Bridge Course, which facilitates the students to accomplish the essential level of assumed knowledge. Classes are regularly conducted and are well augmented with practical laboratory sessions and tutorials. The internal assessment of students is carried out periodically and the final examination is held in accordance with the regulations set by the university. Even guest faculties are invited to augment the curriculum delivery. One of the features of our institution is Remedial Coaching which is provided by all the departments on a consistent basis. Remedial coaching hopes to augment the academic competence of the students, who wish to improve their performance and hence brighten their future.

The college library has an extensive collection of more than one lakh books across the varied disciplines. The library has subscribed to over fifty periodicals, popular magazines, encyclopedia, journals, and newspapers. The library has an online Public Access Catalogue (OPAC) and availed the membership of INFLIBNET, which provides one lakh e-books and 6000 e-journals. Students are provided Wi-Fi logins to access the e-journals. College also provides well-equipped science laboratories, state-of-the-art computer labs and so on. The college auditorium, which is fully air-conditioned, with a state-of-the-art audio-visual system, stage lighting arrangements and a seating capacity of around 250 people, gives the appropriate space to the various departments, to organize activities, programs, and seminars. Two photocopying machines are available within the college premises and students get their reading material photocopied at subsidized rates. Most of the classrooms in the college have LCD Projectors, to assist the audio-visual mode of teaching. The college website is updated regularly under the guidance of the website committee. It carries all information about academic as well as extracurricular activities.

File Description	Document
Any additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 17.24

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	09	07	00	02

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 92.7

1.2.1.1 How many new courses are introduced within the last five years

Response: 673

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 88.89

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 16

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0.66

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
115	0	0	0	0

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

1.3 Curriculum Enrichment

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

Response:

Duly recognizing the fact that imparting holistic education requires integration of cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics, the University of Delhi has designed and introduced several courses in the curriculum. While some of these are aimed at the overall growth and competence of the students in terms of professional attitude and ethics, others are aimed at inculcating value-based approach to life and surroundings in terms of gender sensitivity, social-ethical and human value, and environmental responsibility. Following the aims and vision of the Delhi University in regard to the same, Rajdhani College offers a number of courses/papers to its students under various programs.

Gender Sensitivity:

To fulfill the obligation of gender sensitization and construct a gender subtle environment within the institution and across society, the college offers a number of gender-associated course in various programs

Through these courses, students are not only encouraged to imbibe theoretical and practical understanding of the gender issues, but they are also readied to face the reality of the situation and work towards greater gender equity at the societal levels.

Human Values and Professional Ethics

In order to inculcate human values and professional ethics, the courses that are offered to the students by the college are self-management in Geeta, Art of Balanced Living, Reading Gandhi, Integrated Mind Body and Heart, Peace and Conflict Resolution, Citizenship in the Globalising World to name a few.

Apart from getting a conceptual and theoretical knowledge and understanding about Human values through these papers/courses, students are also encouraged to participate in various activities which are organised by various staff council committees like: Health & Hygiene, Trekking Mountaineering and Environmental Protection, Disaster Management etc. in association with the college unit of NSS and NCC.

To accomplish the aim and vision of professional ethics and code of conduct, the college offers some relevant papers to its students under B.Com (H) and M.Com courses like Auditing and Corporate Governance, which includes Ethics, Governance and Corporate Social Responsibility. Soft Skills, a paper in English (H) aims to train the students in certain skills and enables them to work in harmony and interact more efficiently in the professional sphere.

Environment studies

In order to sensitize students about the environment and sustainability issues, a course in environmental studies has been introduced. This course educates students about pollution, eco-system, recycling, and cost of neglecting the environmental impact of our deeds. To evolve the understanding about the environment and sustainability issues, college organized a number of activities such as seminars, guest lectures,

workshops, industrial visits, nature walk and field excursion for students of all programs. Wetland Day, Environment Day, Water Day, Ozone Day is celebrated every year, where students actively participate. Students of different programs are also enrolled with various NGOs such as Delhi Greens, Go Get Garbage, Green Bandhu, Koshish etc.

File Description	Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 3.68

1.3.3.1 Number of students undertaking field projects or internships

Response: 128

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 11.98

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
475	391	491	544	302

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 143.8

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1210	2062	1435	1601	1078

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1023	1023	1023	1023	1053

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
498	498	498	498	498

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The learning level of the students of any educational institution is the key indicator of the success of that institution. The college has student community from diverse geographical regions/ethnicity and provides adequate support to cater to their varied learning needs. During the admission process, a separate Admission Committee for admission to each course is set up to interact with the prospective students and guide them regarding the choice of courses, the curriculum and to discuss the needs and aspirations of the candidates. In the very beginning of the academic session an Orientation Programme is organized by the college to familiarize the students about the college and the various societies and committees of the college such as Dramatics Society, Triyambakam (so named in 2015 before which it was known as Abhivyakti), WDC (Women Development Cell), NCC (National Cadet Corps), NSS (National Service Scheme), Eco Club, TMEPC (Trekking Mountaineering and the Environmental Protection Committee), Tasveer (Photography Committee), NESWC (North-East Students' Welfare Committee), B. A. Programme Committee etc.

In laboratory classes the students are asked to work in groups. The groups are allocated in such a way as to allow academically bright students to help the weak students. In tutorials, the specific problems and progress of students are addressed by the teachers. The teachers also encourage the students to contact them during their free time, in case, any student requires extra guidance. Appropriate readings are suggested to help them clear their basic concepts. Students interact with one another through group discussions and presentations thereby enhancing peer learning. The college conducts proficiency assessments and offers remedial courses, guided self-study courses to support slow learners. In 2017-18, special classes were held in the College for 'SC/ST/OBCs (non-creamy layer) and Minority communities' students to prepare them to get through various competitive exams. The basic objective of the coaching

scheme is to prepare the students to get gainful employment in Group 'A', 'B' or 'C' Central services, State services or equivalent positions in the private sector. Many teachers from the college taught these classes and trained the students. Various Capacity Building Programmes are organized in a regular manner to help the weak students come at par with others. The college also conducted an English Language Proficiency Course (Remedial Classes) for the students. The departmental committees regularly invite Specialized Resource Persons to deliver lectures and share their expertise and skills with the students. The advanced learners get a chance to interact with the eminent personalities of their field of interest and learn from them. Advanced learners are encouraged to engage in scholarly activities within and across the colleges and universities. They are encouraged to take part in various conferences and present their ideas in form of posters etc. The advanced learners also get a chance to work as the organizing team of various Committees of the college. Apart from that various advanced learners of our College are working as an integral part of the Delhi University (DU) Beat, Delhi University Magazine Committee etc.

2.2.2 Student - Full time teacher ratio

Response: 21.63

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.23

2.2.3.1 Number of differently abled students on rolls

Response: 43

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The institute believes in student-centric teaching-learning environment. The faculty ensures active participation on the part of the students in all academic and non-academic activities. The faculty aims to equip the students with skills and strategies to explore the subject focusing on all its aspects and also to enable them to find appropriate medium to share their knowledge. With this objective, the faculty uses the best teaching methods available that ensure students' active participation in teaching-learning process. The teachers use technology and internet to make teaching-learning experience more meaningful and effective. The use of audio-visual media helps the students learn about their subject better in all its aspects. The material available on the internet widens the scope of discussion and also inspires the students to do an

extensive and intensive study to understand the various perspectives available online on a particular topic or issue.. Students also make interesting suggestions relating to the topics that can be discussed as part of a programme and about the ways to evaluate their knowledge of a subject. References to real life situations also help the students learn in a more effective manner and it also helps them realize the interrelation between theory and application. As the institute offers opportunities to students from different regional and cultural backgrounds, it becomes imperative that the varied academic needs of the students are fulfilled in the best possible way. So the faculty conducts classes bilingually whenever needed and focuses more on the learning outcome than the medium adopted. As part of the curriculum, students are supposed to do assignments, projects, and presentations and also appear for tests at regular intervals that apart from being evaluative also ensure that students' participation in the teaching-learning process is not merely as receivers. As part of classroom activities and internal assessment tasks, the students are engaged in reading certain case studies that help them analyze the topics from various perspectives. Students are offered an open space in terms of applying their critical thinking on a subject so that they can explore the subject with all its dimensions and possibilities. This objective is served through interactive sessions, lectures by the experts, lab-experiments, use of worksheets and project work etc. Presentations are a good medium through which students' approach and understanding of a subject are highlighted. Classroom discussions provide a good platform to the students to enhance their knowledge of the subject by familiarizing others with their viewpoint on one hand and analyzing and understanding others' viewpoint on the other. Tutorials also offer the environment where students' queries relating to a particular subject are addressed and, that also ensures more engagement of the students with the subject. The faculty adopts a formative approach to ascertain that students understand the objectives of the academic experience and be keen to realize those objectives through hard work and practice. Department Associations, various Cells, and Societies of the college organize events such as group discussions and quizzes etc. which help the students gain interest in the subject.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 74.53

2.3.2.1 Number of teachers using ICT

Response: 120

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 21.1

2.3.3.1 Number of mentors

Response: 165

2.3.4 Innovation and creativity in teaching-learning

Response:

Across the programmes, a range of teaching methods are used by the faculty. These include the traditional lecture methods, use of audio-visual aids including Power-Point presentations and videos/ films as well as documentaries. In all the programmes, the relevant field exposure is consciously brought in for enhancing the learning of students. To realize this end, different programmes use the methods of field exposure, guided field interactions, visits to museums, libraries, archives, parliament and other historical places etc. Teaching methods are not just designed to provide information to students but are also aimed at increasing core competencies. Therefore, class room debates, guided reading exercises, film critiquing, “hands on” workshops on puppet making, storytelling etc. are also included. Group discussions, debates, book reviews and interactive sessions are aimed at enhancing skills in analysis and articulation. Lastly the teaching methods are also aimed at conscientiousness and absorption of values required in professional life. To fulfil this motive, journals for reflective practice, role plays, simulation exercise for value building have been organised. Thus the teaching methods are designed to further knowledge building, facilitate attitude formation and realisation of values, as well as to sharpen the skill set among students ensuring that the programme objectives are constantly met and learning outcomes are monitored.

Extension Activities:

Nature Walk by TMEPC & Photography Club, participation of NSS students in ‘Save Yamuna Campaign’, Rally for Rivers, Swachhh Bharat Abhiyaan, Tree Plantation Programme and Field Work and Experiential Learning Programmes have direct involvement of faculty and students in the society and agencies working in these areas. Sometimes, joint initiatives on conflicts and community-based concerns, by students and faculty. Some of the faculty members and students constantly engage the civil society and NGO as members to increase awareness and sensitivity or to push hands on right based approaches with different groups like the members of the Gandhi Study Circle, EOC, NSS, Political Science Society “Discourse” Departmental Societies.

Students led workshops on interest areas of the students are organized. Organizational and institutional visits are conducted in groups with faculty in-charge to understand the practices and real situations of organizational interventions. Students are also encouraged to prepare projects on various socio-economic and political issues, participate in academic seminars, workshops and sessions, organize issue based awareness programmes based on their areas of interest. Discussions, debates on current issues, film screening initiated by faculties and students and web-based interactions etc. are encouraged by the various Departments and the Literary Association, Discourse (Political Science Society) and the Debating Society “Chaitanya”. The students have various extracurricular activities through Debating Society “Chaitanya” and English Literary Association which conduct various programmes. Students also participate in street plays on several social issues as members of “Triyambakam”. Students of Political Science Society, “Discourse” participate in various Youth Programmes held across the Country. The Physics and Chemistry Societies have undertaken challenging projects and the Project on Robotics (made by the students of Physics & Electronics Society) got wide appreciation and awards at the University level.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 105.45

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 55.87

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
105	98	87	85	78

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 9.36

2.4.3.1 Total experience of full-time teachers

Response: 1507

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 6.16

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from

Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	1	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 28.57

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	47	43	41	39

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Internal evaluation system is an integral part of students' academic curriculum. With time, continuous internal evaluation (CIE) system changed as course structures were revised at the University level. Our Institution as part of University of Delhi follows the University guidelines regarding the internal evaluation system.

Different forms of Examination System followed over the years

Annual Mode of examination system

During the **Annual Mode of examination system**, house examinations were held after the winter break. The total marks of a paper were divided as 25% of the maximum marks were assigned for Internal Assessment and the remaining 75% marks for the annual University Examination.

The distribution of Internal Assessment marks were as follows:

1. Attendance (Lectures including Interactive Periods and Tutorials): 5%
2. Written assignments/ project reports: 10%
3. House Examinations: 10%

Semester mode of examination system

In 2010, University of Delhi introduced the **Semester System** in all undergraduate courses at the college level. In the semester system, again, the total marks were divided as 25% of the maximum marks in each paper were assigned for Internal Assessment and the remaining 75% marks for the End Semester Examination. Under this system there was no provision for house examination.

The distribution of Internal Assessment marks was as follows:

Attendance (Lectures including Interactive Periods and Tutorials): 5%

Written assignments/ project reports/ seminars: 10%

Class Test(s) / Quiz(s): 10%

Four Year Under-Graduate Program (FYUP)

FYUP was introduced by the Delhi University in 2013 for all the undergraduate programs. Under FYUP, the paper scheme was divided into some categories such as Foundation Course, Discipline-I, Discipline-II, Applied Course, and IMBH/NCC/NSS/CA. The foundation course was carrying the maximum 75 marks for each paper, while discipline papers were carrying the maximum 100 marks for each paper and papers under applied course were also of maximum 75 marks for each paper. There is no marking scheme for IMBH/NCC/NSS/CA.

University had provided following guidelines regarding Internal Assessment under FYUP as:

1. Internal assessment (25 marks in DC-I or DC-II papers) shall consist of Group presentation for 15 marks and Class test shall consist of 10 marks. Each group of 8 -10 students in a class shall make their presentation during the semester.
2. Evaluation of group presentations should be based on consideration of factors such as effectiveness in communication, content, and ability to deal with questions/ observations raised by the teachers.
3. There shall be no internal assessment in practical papers.
4. There shall be no reappearance in Internal Assessment /practical examination.

Choice Based Credit System

At present, the University is still following the semester system under **Choice Based Credit System (CBCS)** which was introduced in 2015. Under CBCS also the scheme of internal assessment is the same as that for the Semester system. In this scheme, the students have to continuously engage themselves with the subjects in order to gain good scores.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**Response:**

Assessing students' performance is an essential part of classroom teaching. Without a proper internal assessment mechanism, all teaching efforts may go in vain. Internal assessment of students gives an idea about their performance and it is also the reflection of teachers' efforts. So, the internal assessment mechanism should be transparent and robust so that it can cover various aspects of students knowledge and must be helpful in enhancing their learning and writing skills.

Since our College is a constituent college of the University of Delhi, we abide by the University norms. As per the Delhi University guidelines, the internal assessment of students is prepared on the basis of the assignments they submit, their performance in class test and as per their attendance record. Laboratory practicals are also a part of internal assessment, especially in Science Stream and in some Commerce papers. In some practical exams, an external examiner is also called, which is also as per the University guidelines for conducting fair and transparent laboratory practical. According to University guidelines, an internal assessment comprises of 25 marks which is bifurcated into 10 marks for practical or assignments, 10 marks for class test and 5 marks for attendance. Besides these methods of internal assessment, teachers also follow their own methods they deem suitable. Teachers generally take classroom presentations or power point presentations through projectors, model buildings or viva-voce in some cases. All these assessment works are done through active student participation and are done at regular intervals.

To ensure transparency, University has made the provision of displaying of internal assessment to every student personally before it is finally submitted. If students have any queries or corrections they can approach their respective teachers. Besides the University provisions, teachers also generally show the corrected assignments and tests to the students to bring maximum transparency in internal assessment process. Further, students are also informed about their attendance records at regular intervals. Clear bifurcation of attendance marks is also provided. Students carrying attendance of 67% but less than 70% will get one mark, attendance of above 70% but less than 75% will get two marks, attendance of above 75% but less than 80% will get three marks, attendance of above 80% but less than 85% will get four marks and those students having above 85% attendance will get five marks. Thus, no attendance marks will be provided to those students who are carrying less than 67% attendance. Thus, we can ensure that transparency is maintained in every aspect of students' internal assessment process.

Thus, our institution follows all the University guidelines regarding internal assessment and also takes the necessary steps at its own level so that internal assessment covers all aspects of students' performance with the main focus on their learning and also ensures maximum transparency. Further, our institution also gives liberty to the teachers to use their discretion to use innovative methods for enhancing students' skills.

File Description	Document
Any additional information	View Document

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

Response:

The final semester examinations are held centrally by the University. Common date sheet is displayed for students of all courses by the University on its website. Students have to fill in the examination forms in a time bound manner. The time limit is specified by the University. Students generally have queries related to examination forms, issuing of hall tickets, mismatch of papers mentioned in hall ticket and the ones they filled in examination form, provisions to be followed in case of shortage of attendance and so on. Sometimes, there is a mismatch of papers mentioned in hall ticket and those filled in examination form by students. CBCS offers a lot of choices of inter-disciplinary papers to students which may sometimes lead to such errors. These are corrected as soon as they are brought to the notice of concerned authorities. Students also have queries regarding their attendance. If a student's attendance is short then they are required to fill an attendance bond, which states that the student will cover up for the short attendance and will also maintain the required attendance in next semester, as per University rules.

In case, there are problems in Question Papers such as the questions are out of syllabus or there is some error in any question, the University is contacted for proper resolution of the problems. Corrective measures are taken by the University and the college implements the steps as directed by the University. During examinations, sometimes cases of cheating are also encountered. Such cases are dealt with according to the rules prescribed by the University.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE**Response:**

Rajdhani College is a constituent college of University of Delhi, so it adheres to the academic calendar and examination schedules provided by the University. The University's academic calendar specifies the date for commencement of the academic session, holidays, mid-semester break period, date for dispersal of classes and practical examinations and dates for theory examinations etc. The University calendar provides the timeframe for conducting practical exams also which is generally after the dispersal of classes but dates can be set by the institution in case any restrictions are imposed by the scarcity of infrastructure. In the past few years, the examination system has undergone a lot of changes and the college has kept pace with the changes. Rajdhani College also conducts its Continuous Internal Evaluation (CIE) in adherence to the academic calendar. Although University's academic calendar does not provide any specific dates for the conduct of CIE, the institution completes its CIE work within the session period. The attendance records and internal assessment marks of the students are submitted by the faculty members as per the specified schedules by the college which forms a part of the college academic calendar. The internal evaluation includes the students' record regarding their performance in assignments and class tests and their marks in attendance. Faculty members also innovate across the evaluation mechanism to enhance the learning process. The whole process is transparent and the students have an easy access to their records. In case of any discrepancies, they can get suitable corrections made in their internal evaluation scores. Thus, continuous internal evaluation (CIE) work is conducted throughout the session with adherence to the academic calendar.

File Description	Document
Any additional information	View Document

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 on website and communicated to teachers and students

Response:

The essence of any learning outcome is in providing the nation, competent and ethical professionals with a concern for the society. All the planning and execution is directed toward meeting these objectives. Every program has a set of program outcomes which also reflect the essential ethos in context to the concerned subject. Certain program outcomes help them achieve curricular goals and some are meant for holistic development of students such as, **Communication skills, presentation skills, soft skills, complete human traits, emotional intelligence skills, and leadership qualities** etc to name a few. Also one of the goals is to make them competent graduates with human values to serve society.

Every program is governed by certain Program Outcomes encompassing the academic and overall knowledge that needs to be imparted by the faculty to the students pursuing that program. Essentially, they describe the end result of a program. Further to this, the Course Outcomes of various subjects are the detailed academic direction that a course is meant to traverse. The program outcomes and course outcomes for all the courses being taught in the college are duly displayed on the **College Website**. These have been prepared as per the broad guidelines of the University. All faculty members strive to communicate the outcomes to the students' through dedicated lectures, presentations, evaluation, seminar etc.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Keeping in mind the academic needs and requirements of our undergraduate students, our college has devised an effective mechanism to evaluate the ways in which students are taught and mentored to attain certain well-defined Programme Outcomes as well as Course Outcomes. They are enabled for the attainment of these outcomes by regular, rigorous classroom teaching in increasingly innovative pedagogical methods. Teachers have access to state of the art technological assistance whenever required, to prepare and deliver their lectures. They focus on motivating students to engage themselves proactively

in participatory ways of teaching-learning processes. Numerous co-curricular activities such as seminars, conferences, invited lectures, debates and discussions on topical issues contribute very meaningfully to the attainment of expected outcomes. An extremely adequate framework that governs the system of internal assessment comprising tests, assignments and projects has been put in place to ensure the genuine assessment of student's performance for the sake of making them aware of their strengths and weaknesses in terms of both perception and anticipation. By and large, the exclusive focus is on meeting specific Programme Outcomes and specific Course Outcomes within the stipulated time through all these ways, methods and activities already mentioned above.

2.6.3 Average pass percentage of Students

Response: 87.92

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1084

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1233

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 23

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	4	0	13	6

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 4.97

3.1.2.1 Number of teachers recognised as research guides

Response: 8

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.13

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 4

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 160		
File Description	Document	
Any additional information	View Document	
Funding agency website URL	View Document	

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

To motivate students to develop an interest in research and innovation the college has a laboratory named as '**Centre for Information Innovation and Research (CIIR)**'. This centre is helpful for transforming the vibrant ideas of students into application part. Our faculties support the ideas of students and try to bring those ideas into effective action plans. College has a separate **Seminar Hall** also to conduct lectures on career guidance and for job opportunities in various industrial institutions. To promote research and innovation ideas our curriculum and courses include important **skill enhancement courses** such as **Weather forecasting** and **Robotics**. Under the Weather forecasting subject students are encouraged to learn different climatic conditions and day to day variation in weather system. Also, they learn the simulation of various atmospheric processes which is the need for the society to have that instant information. For instance, during summer dust storms are common features, these now can be predicted with accuracy and this save lives and properties of the people. In addition, arrangement is also made for the students to learn Robotics and its various applications in day to day life. Basic training is also provided to the students so that they can take up this specialized area in their future studies. Along with, encouraging the students to think rationally and gain the skills required for doing research, the students are also taught about the free software packages such as Latex and Gnuplot which are one of the preferred mediums for writing research papers and data plotting tools, respectively. Further, especially the science stream students are encouraged to learn air quality measurement so that they can contribute to curb the air pollution in the city and also in their neighbourhood areas in which they are residing. A field experiment was conducted by our students with the help of mentors (faculty members and guest scientists from abroad, this time from Nagoya University, Japan) to measure PM 2.5 at different locations in the city. This has brought awareness among students and faculty in the college. Our cyber centre has become a central place of attraction for the students to do innovations, and have interactions with the mentors freely. We are encouraging all streams students to learn their most fascinating topics and their applications in the society. Under programs of various departmental societies, programs are conducted for students to present the papers on the recent topics of interest and these activities are conducted in the presence of mentors (guest teachers) and faculty members. This kind of arrangement brings competitiveness among students which promotes the desire to learn more effectively.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**Response: 1**

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response: Yes**

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response: Yes**

File Description	Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response: 1.88**

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 15

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 8

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 1.13

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
21	26	39	53	45

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 0.42

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	23	9	12	14

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Several activities are conducted in the college premises for enhancing social awareness and to inculcate a sense of responsibility among the students and staff. Various programs organized by Women Development Committee (WDC) have been of great importance. To cite a few, high level *dignitaries* such as IPS officer Ms. Vimla Mehra (then DG Tihar prisons), Nutritionist Dr. Ishi Khosla (Psychologist), Mr. Muzzamil Karim, and Prof. Vedkumari (Law Centre) had delivered lectures on different themes. Another important program was also conducted in which chief guest Ms. Vinita Sawra Nangia (senior editor times of India) gave awareness and advisory on the sexual harassment of women at workplace. During the same activity a career *counseling* session was organized for the benefit of girl students; also W.D.C career booklet 'Udaan' was released. *Occasionally* programs such as stage shows were conducted for the upliftment of girl students coming from remote area. WDC in collaboration with NGO (Ek Kaam Desh Ke Naam) and Delhi police organized a program for the promotion of self-defense in girl students using 'Himmath App'. Based on the campaign of the Government of India such as 'Beti Bachao, Beti Padhao', 'Swachh Bharat Mission' and awareness on gendercide, NGO – 'Salt Initiatives' conducted programs like "Let her Live" and "Safe Home and Safe city". Messages on the themes such as "Betiya ko Jeeno Do", "Be a man, respect Women", "Real Men respect women" were spread among students and staff members. NCC, NSS, Eco-club and IQAC also promoted these activities in society. An exclusive program called DIVA for adolescent girls and female members was conducted to disseminate valuable information related to PCOs, PMS, Anemia and Dysmenorrhea. On the occasion of international women day 8th March 2016, the members of Rajdhani College very enthusiastically signed the pledge "We shall all work towards gender empowerment together". In addition, WDC also organized the events to create awareness on sexual harassment and Right to Information. Prof. Renu Chugh (MDU University, Rohtak), delivered lecture on "Be the change you wish to see in the world" (for sexual harassment awareness) and Prof. Anjana Rani (MDU university, Rohtak) discussed the practical aspect of Right to Information. Asmita theatre group on 7th September 2017 performed a street play "MARD" in the college to make the audience learn the real meaning of being a man and how we can endeavor towards creating an egalitarian society and promoting gender equality. Dramatic society organized the Diwali Mela to stimulate the cultural values. NSS also spread the awareness regarding diseases such as Dengue, Malaria, and Chikungunya etc. in the society at different locations in Delhi.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 8

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	1	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 149

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	32	22	23	30

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 17.88

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-

wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1561	110	504	500	498

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 6

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	2	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 2

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	1	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The infrastructure of Rajdhani College is well endowed with resources required for academic as well as for the extra-curricular development. The college has a large number of teaching classrooms and well-equipped laboratories. The college infrastructure has been developed with the aim of developing the overall personality of the student as well as that of faculty by providing them the resources that they would require in terms of education and extra-curricular activities. It aims at the amalgamation of both tradition and innovation which makes it unique. The college has suitable infrastructure for extra-curricular activities like sports, IT labs, science laboratories, projector rooms & sports playground that encourages the intellectual as well as physical development of both students and faculty. Its vision is to achieve overall growth and brilliance at par. With the advent of seminar rooms and an auditorium, Rajdhani College organizes seminars and workshops that provides platform for our student to interact with eminent personalities & speakers and experts from academics, sports & media. It also has a vibrant and well-equipped canteen which is able to cater under the most hygienic conditions.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The college lays a lot of emphasis on sports and other extracurricular activities for the students. Over the past few years, our students have gathered accolades from other academic institutions all over India for their exceptional achievements in sports and cultural activities. It is indeed a matter of pride and distinction for the college. The students are given full training support from the college to participate in inter-college activities and competitions. The college lays stress on extra-curricular activities in addition to that on curricular activities by providing them the best possible resources to make use of. The college has constituted many societies dedicated to bringing out the best in students in varied aspects. In particular, activities like dramatics, debate, music, dance, photography, mountaineering & trekking, NCC and NSS strive to polish the skills of students. Some specific facilities are enumerated below.

1. The college has a well-maintained amphitheater which encourages hosting "Nukkad-Nataks", that involve both intra-college and inter-college participation and make students more informed towards current social issues. The amphitheater is also used for many other activities such as speeches by the students, dance performances etc.

2. The college also has a well maintained recreational room that encourages indoor games like Ludo and Chess.

3. The college has one of the largest sports ground in the University of Delhi with an area of 5 acres. It comprises a Cricket field, a Volleyball court, a Handball court, etc. The ground is an invaluable asset to the college where many different sporting events are routinely hosted.

4. The college also provides playing kits to its players to represent the institute at various sports tournaments at national and international events.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 61.36

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 27

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 21.47

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
71.8	49.9	80.4	53.3	92.2

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The library at Rajdhani College is a resource centre where students as well as teachers can find the material required for their perusal. The library has a stock of millions of books, along with newspapers, magazines, e-books and e-journals. Access to online resources is provided through N-LIST.

The library is situated centrally which is easily accessible to students from all courses. The building of the library is infra structurally well laid-out. Each Department has an individual section allotted to them where students can access the required books easily. A well-maintained **Reference Section** is open to all, where anyone can go and refer to the available resources. Students can browse and access the collection of books in the library through OPAC.

The library building also has a centrally air-conditioned, well lit **Reading Room** for students and teachers which enables serious and quiet study.

- Name of the ILMS software- **LIBWARE**
- Nature of automation- **Partially**
- Version- **Latest**
- Year of automation- **2016**

File Description	Document
Any additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Rajdhani College boasts of a wide range of resources available to all knowledge seekers. A detailed listing of the rare books, manuscripts etc. is as follows:

Sr. No.	Name of the Book	Name of the Publisher	Name of the Author	Year of Publication

1.	Encyclopaedia Britannica	Encyclopaedia Britannica Pub		1965
2.	Encyclopaedia of Religion and Ethics	T & T Clark	Hastings, James, Ed	1964
3.	Mahabharat Part III- A	Bhandarker O. R. I	Sukthankar	1954
4.	Encyclopaedia Asiatica	Cosmo Pub.	Balfour, Edward	1976
5.	CRC Handbook of Chemistry and Physics	C. R. C	Weast, Robert C.	1977
6.	Oxford Companion to the Bible	O. U. P	Metzger, Bruce M., Ed.	1993
7.	Guinness World Records 2001	Guinness World Records Ltd.		2000
8.	Encyclopedia of Science and Technology	McGraw Hill		1997
9.	Yoga Tradition	Bhawana Books and Prints	Feuerstein, George	2001
10	Encyclopedia of the Indian Biography (L-N)	A P H Publication	Singh, Narendra Kr., Ed.	2000
11.	Lexicon Universal Encyclopaedia	Lexicon Inc.		1996
12.	Encyclopedia of District Gazetteers of India (Supplement Volume)	Gyan Pub	Bhatt, S C, Ed.	1999
13.	Encyclopaedia Britannica	Encyclopaedia Britannica		2008
14.	Oxford Companion to English Literature	O. U. P	Birch, Dinah	2009
15.	Cambridge Encyclopaedia of Language	C. U. P	Crystal, David	2010
16.	Mapping the World	Narosa Publishing House	Schuler, C. J.	2014

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above**Response:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 18.62

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
17.63	19.32	20.63	18.35	17.16

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 12.35

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 450

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi**Response:**

The college facilitates the use of ICT facilities by providing laptops to the teaching and non-teaching staff. The projectors are placed in all labs, seminar room and auditorium to provide computer aided teaching facilities to develop qualitative education. E-journals, e-book databases and other e-resources are made available to the students through the library and CCL. Online lectures organised by University of Delhi are made accessible to students through wi-fi service provided by college. In college Auditorium and seminar room audio-visual facility has been provided for helping students and faculty to give their AV PPTs easily. The Mathematics Department of the college has a licensed software Mathematica 9.00 and Libware. Licensed software is also available in the college library. All operating system (Windows) are up to date. Most of the systems are installed with Windows 7 Professional and Windows 10.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 2.86

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes		
File Description	Document	
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document	
Link to photographs	View Document	

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 10.06

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
12.8	11.3	14.7	9.4	97.1

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Rajdhani College has established procedures for maintaining and utilizing physical, academic, and support facilities. Standard operating procedures for different facilities such as laboratory, library, sports complex, computers, classrooms etc. are followed in the college. Being a part of the University of Delhi, the admissions procedure and the examinations procedure are as per the University guidelines. The procedures involving the purchase, usage, and maintenance for various laboratories such as Chemistry, Physics, Electronics, Computer Science and Mathematics are well laid out. The college library which is a treasure trove of knowledge for the seeker has standardized procedures for purchase, filing, and circulation of books. The stock verification of books is carried out according to well laid out norms. Financial matters such as purchase, maintenance, repair, awarding of AMC etc are carried out strictly as per the laid out procedures. Procedures are also in place for the prevention of sexual harassment, anti-ragging, and other grievances. Issues related to physically challenged students are also addressed as per the norms. In

fact, all the aspects of college life follow standardized procedures. The college has scaled new heights due to the discipline put in place due to these procedures.

File Description	Document
Any additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 5.01

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
112	142	143	349	173

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 5.4

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
221	175	179	202	200

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 11.63

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
725	515	342	599	000

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 2.5**5.1.5.1 Number of students attending VET year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
100	56	47	79	156

File Description**Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 13.98

5.2.2.1 Number of outgoing students progressing to higher education

Response: 143

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 9.4

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	5	8	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
100	100	100	100	100

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 88

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	20	20	5	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The students of Rajdhani College elect two Central Counsellors every year who become members of Delhi University Students Union's (DUSU) Elective Council. All the students of the college are eligible to vote and participate in the democratic process of election for the post of President, Vice-President, Secretary and Joint Secretary of DUSU. Every year, two students are elected to become members of the Grievance Redressal Committee to further the issues raised by students. The students of the college actively participate in committees such as Cultural Committee, Debating, NSS, NCC, Trekking Mountaineering and Environmental Protection Club (TMEPC) of the college.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**Response:** 21.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	25	23	15	18

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years****Response:**

College has registered Alumni Association registered under society act. Alumni meetings are held in the college regularly. This forum serves as an interface between the current students and the alumni. It is a platform which strengthens personal as well as professional interaction. Alumni Association invites alumnus of college for lectures and seminars. College is planning to launch a drive to engage a larger number of alumni such that institution can benefit through financial and non-financial means.

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)**? 5 Lakhs****4 Lakhs - 5 Lakhs****3 Lakhs - 4 Lakhs****1 Lakh - 3 Lakhs**

Response: 4 Lakhs - 5 Lakhs

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The governance of the Institution is reflective of an effective leadership and is in tune with the Vision and Mission of the Institute. The Vision and Mission statements of Rajdhani College outline the manner in which the college seeks to address the needs of students and society at large.

Vision: Rajdhani College aims to achieve brilliance in all the spheres and aspires to become a renowned institution of higher education, by generating healthy and hospitable academic environment. In keeping with the institutional motto 'Tejaswi Naav Adhiitam Astu', with a literal translation of "May our Study be Enlightening", the college strives to groom the students not only in academics but in all aspects of life such that they move closer to the true essence of life.

Mission: Rajdhani College believes in accomplishing curricular and extra-curricular brilliance simultaneously. The college strives to offer educational brilliance in the fields of science, commerce and humanities. The spirit of analysis, innovation and research is encouraged and both, the faculty and students strive to excel in these areas. The college has amenities like laboratories, computers, projectors, auditorium, canteen etc.

The **nature of governance** of Rajdhani College is decentralized and participative in nature and seeks to involve all stakeholders in the process of governance. A hierarchical distribution of responsibilities ensures the smooth functioning of the college in all its varied dimensions. The Governing body of Rajdhani College lays the path and roadmap to be followed by the college under the leadership of the Principal. Due consultation and guidance are periodically provided by the Governing body to the Principal on the design and implementation of the **perspective plans** that are laid out. All teachers are members of the Staff Council which is headed by the Principal as its Chairman. A faculty member functions as the Secretary, Staff Council. The Staff Council constitutes various committees for the implementation of the set policies and plans for admission, timetable, planning, purchase, library, examination, research affairs, environmental related issues, college website, ICT, sports, cultural activities, disaster preparedness etc. The teachers are encouraged to give their options regarding the choice of committee wherein they wish to contribute. Each committee is headed by a Convenor with various teachers as its members. Teaching, non-teaching staff members as well as students are involved in the successful outcome of the objectives set out for various committees. In addition to staff council committees, certain other committees such as the Women's Development Cell, Internal Complaints Committee etc. are also constituted. Further, a Liaison Officer, Public Information Officer and Professional Counsellor etc is appointed.

Quality of teaching-learning is enhanced by promoting leadership spirit amongst the students. An effort is made to identify potential leaders who can take forward the tradition of accomplishing challenging assignments and set a benchmark for others. The faculty and other staff members also continually strive to upgrade their knowledge and skills to meet the latest requirements and challenges of curriculum and the society at large.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The **admission procedure** followed by the college is an example of decentralized and participative management. The procedure followed by Rajdhani college in the larger framework of the University of Delhi is now outlined.

At the end of every academic year, each Department forms their admission committees that take care of the admission processes related to all the courses offered by that department. These committees are duly communicated to the staff council and listed in the college prospectus. Around the same time, the University of Delhi announces the schedule for admission for the current academic year, wherein, the deadlines for filling up the admission forms, the dates for the various cut-off lists and date for closure of admission are notified. Any other guidelines are also announced.

The students apply online on the University of Delhi Admissions portal to the college and course of their choice within the stipulated period. At this time, they register with a unique ID and password. The students also upload the scanned images of all the certificates. Online data is transferred by the University to the respective college. Under the leadership of a teacher representative working as the Coordinator of admissions, various departmental admission committees formulate the cut-offs and other criterion for different courses and categories of students. In this way, the First List is arrived at in the college, and communicated to the University. If the student fulfils the admission criterion of his chosen college and stream, he now downloads the admission form. After this, the eligible candidates approach the concerned admission committee of the college. The admission committee checks the marks and certificates of the candidates and ensures that the student fulfils the admission criteria. Forms complete in all respects are now sent by the admission committees to the coordinator of admissions. After the coordinator is satisfied that all admission criteria have been adhered to, the forms are sent to the college office. The non-teaching staff again examines the students form and physically verifies the certificates. The students' candidature is once again checked on the University portal and the admission is confirmed. The confirmation of admission is duly notified to the candidate via a telephonic message as well as e-mail. The student then submits the fees online and is now considered admitted provisionally to the college. If the college is unable to fill up the allotted seats for any course, a second cut-off is announced. The same procedure is followed for the second and subsequent other cut-offs. This is the procedure of admissions followed by the college. The online process involves the University of Delhi, Rajdhani college and the student. This example brings out the **decentralization and participative management** carried out in the college.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Rajdhani college has well laid out plans encompassing all areas of college life. The college strives towards the improvement of infrastructure facilities and has come up with a new academic block, many laboratories, improved sports facilities amongst many such initiatives. All academic and extracurricular activities are executed according to structured schedules. The college hopes to nurture the students and harness their strengths for optimal holistic growth. As an example, in the year 2014, a strategic plan was laid out to help the students coming from the North East in facing the challenges of the new environment and realize their true potential. The college started organizing functions and activities formally for the overall welfare of North East students of the college under the North East Students Welfare Committee (NESWC) from the session 2014-2015. Since its inception, the committee has worked tirelessly to help the students coming from the North East of India feel comfortable and cared for in their new environment.

An “Orientation cum Interaction Programme” was held on 12th August 2014. Students were apprised on the various aspects of the University system such as course structure and progression, prospects of different courses etc. The session boosted the confidence of the students in understanding their surroundings and planning for the future.

NESWC organized the annual function ‘Prism 2015-2016’ on 9th March 2016 and Professor Bhagat Oinam of JNU spoke briefly about the psychological pressures faced by the students from the North East who are studying in Delhi. He gave a very positive outlook to the whole scenario and the students were helped immensely by the talk. The students felt motivated and better equipped to achieve their goals.

The annual function ‘Prism 2016-2017’ was held on 28th March 2017 in the presence of Dr. Grace Nemchin from IGNOU, New Delhi. She shared her personal experiences, here at Delhi, since her student days. She shared how she too had faced many hurdles but had the strong determination to reach an enviable position. The lecture motivated the students and filled them with positive energy to take on the challenges of life.

The orientation programme ‘Prism 2017-2018’ was held on 28th August 2017 for the North-East Students. The principal of the college shared the opportunities provided by the college and he listened to the grievances put up by the students and sorted them out expeditiously.

The students from the North-East region gave stage performances to showcase the cultural richness and traditions of the North East. Manipuri Jagoi, Tangkhul Pheizak Laa, Bamboo Dance, songs, couple show etc has been presented. The students have got an opportunity to showcase North East India to the college community and bridge the differences between the cultures.

Organizing such functions and activities, the North-East students of the college are being equipped to handle the pressures of successfully handling a new environment. These activities have also helped them in the all-round development of their personality and hence in contributing meaningfully to the Society.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Rajdhani College is a constituent college of the University of Delhi. The internal organizational structure is laid down as per the Rules, Regulations and Statutes of the University of Delhi. The hierarchical structure is as per the attached organogram and is briefly described below:

The college is governed by the Governing Body as per the Acts and Statute laid down in the ordinance. The college Governing Body is the ultimate decision-making body of the institute. The powers and duties of the Governing Body are as per the statutes and ordinances of the University of Delhi. All decisions regarding the institute such as appointments, leaves granted to employees, infrastructure upgradation and other policy matters are taken by the Governing Body.

The Principal is the chief executive and academic officer of the college. The Principal is responsible for administration and organization of teaching, administrative activities and extra-curricular activities in the college.

The Principal is assisted in this task by a duly appointed Administrative Officer who in turn has a slew of staff working under him/ her. The Bursar is the financial advisor of the Principal and is a member of the teaching faculty. The Bursar along with the Accounts Section takes care of the financial aspects of the functioning of the college. All Teachers, the Librarian, the Director of Physical Education are members of the Staff Council. A duly elected Secretary oversees the functioning of the Staff Council. The Council constitutes various committees that look into the realization of academic and non-academic aspects of the college. All decisions in the matters of Staff Council Committees are taken as per the provisions of the act, statutes and ordinances of the parent University. The faculty through the Staff Council formulates recommendations on the introduction of new teaching posts in the departments as well as the introduction of new courses. The Public Information Officer, also selected from one amongst the teaching faculty, handles issues related to the RTI act and other public dealings.

Each Department has a Teacher- in- Charge who acts as a bridge between the administration and the teaching faculty. All academic activities, extra-curricular activities, purchases, infrastructure upgradation

etc. for that Department are the responsibilities of the Teacher-in-Charge.

In addition to the above, the college has a grievance redressal mechanism. The college has an Anti-Ragging committee, an Internal Complaints Cell (ICC), a duly appointed Nodal Public Grievance Officer etc. through which the various grievances of students as well as faculty members are addressed.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The college forms various bodies/ cells/ committees to handle different aspects related to the smooth functioning of the college. The committees hold regular meetings and the minutes of these meetings are duly prepared. The decisions taken therein are duly executed. As a demonstrative example,

we now give the details of the working of the Library Automation Committee.

The library plays an important role to provide education to the students particularly in the learning and teaching process that needs the automation of the college library for the updated facilities. A committee was constituted for the execution of automation of the college library with the college librarian as its convener. The committee had several meetings for rigorous discussion and worked extensively for the automation of the Library.

The committee worked for the purchase of library software (LIBWARE) and hardware through inviting quotations and recommended to purchase the same from M/S Kaptron Pvt. Ltd, Lado Sarai, New Delhi 110030 and M/S Digital Dreamzz IT Engineer Pvt. Ltd., Vikas Puri, New Delhi 110018 respectively through a detailed comparative study of the received quotations. The committee also worked for the online public access catalog that clearly identified where the books and other reading material of the library were located. It helped a lot to search a book or any other reading material in the library. The status of these tasks was discussed by the committee in its meetings and coordinated between the college administration and the companies and the tasks were completed within the stipulated time.

Further, the committee resolved in its meeting for student's Identity card cum Library barcoded card and invited quotations. Quotations from 15 vendors were received and only 5 vendors appeared before the committee with their sample I-Card/experience certificate. M/S Persuasion, 1560, RR Block, Navin Shahadra, Delhi 32 and M/S O Group, 1619/36, Naveen Shahadra, Delhi 32 were asked to appear again before the committee after going through the samples/experience certificates by the committee for the same. After the second meeting with both vendors, the order was placed to M/S O Group, 1619/36, Naveen Shahadra, Delhi 32 after thoroughly examining the quality and rate of the barcode card. The committee discussed the progress of the work in its meetings and coordinated well between the college administration and the vendor such that the work was completed within the stipulated time and with the prescribed standard.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The College has several welfare schemes for its faculty and non-teaching staff members as per the policies of University of Delhi in conjunction with those of Government of India. These are listed below:

Medical Reimbursement is provided to the faculty members as per the norms set by the University of Delhi and UGC.

- Leave Travel Concession/ Home Town Concession is given to teaching and non-teaching staff of the college.
- For primary treatment, employees have access to the Health center situated in the college and University campus.
- Faculty members have an easy access to the e-infrastructure of the college, computer, library and other facilities available in the college campus.
- The college has a well-maintained pantry for the teaching staff located near the staff room.
- The college adheres to all the rules of the University of Delhi catering to the Sabbatical, study and Child Care Leaves etc.
- Apart from this, Group Insurance Scheme is available to all the members.
- As per the University rules, the institute provides children education allowance to all the staff members of the college. Washing allowance and Uniform allowance is also given to Class-IV staff.
- Thrift and credit society is another very active society of the college.
- The college provides an opportunity to the wards of staff members having minimum eligibility marks to get an admission in the college on supernumerary basis. They are also exempted from the college fee.
- To provide the financial security after retirement employees are provided the benefit of Pension and NPS Scheme as per Government rules.
- Twenty-five books per faculty can be issued to the teaching staff and six books per faculty to the non-teaching staff.
- All staff members are entitled to Gratuity benefits as per the norms of the UGC.
- The faculty members and non-teaching staff are having dedicated rooms & workstations wherein they can perform their duties effectively
- College is having well-functioned Teacher's welfare fund.
- Yoga classes have been undertaken in the college premises and all interested members have taken advantage of this facility.
- The campus is wi-fi enabled and all stakeholders can use it freely use it to enhance their work output.
- The college hosts the Central Bank of India which efficiently takes care of all banking needs.
- Additional need-based financial support is provided to the faculty members under urgent medical conditions after due consideration in the Staff Council meetings.

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0.73

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	3	2

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 5

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	2	5	3	7

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 16.09

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	38	26	28	31

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The self-appraisal form is filled by the teaching faculty for career advancement scheme (CAS) as per DU directives and UGC guidelines. The DU proforma for APAR is followed for non-teaching staffs which are evaluated by their reporting officer/ the Principal. They are mandatory for their promotions. All promotions are subject to the rules, regulations and scheme introduced by University of Delhi. The records of the faculty members are maintained in service books. This book contains information of significant improvements made by the faculties in both the academic as well as administrative fields. This is evaluated by a team of experts at the time of promotion. The respective Supervisors fill the performance report of their lab assistants and the reports of the performance of technical assistants are filled by the departmental HODs. The data is maintained and analyzed regularly. All the performance appraisal systems followed by the college are mandatory and are useful at the time of promotion and also in improving the standard of working of the college.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has a mechanism for internal and external audits, both, at routine level. Internal Auditors are appointed for three financial years who conduct audit every year. External Auditors are appointed by Delhi Government for two financial years who conduct audit every year. Comptroller and Auditor General of India (CAG) has also started auditing the entire receipts and expenditure of the college from the year January 2018. The audit period was from 2012-2017. Audit reports are sent to respective bodies for compliance.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 19

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.4	1.7	8.3	3.7	2.9

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College is mainly receiving funds from the UGC, Government of Delhi and from the fees collected from students.

The accounts section prepares the budget taking the recurring and non-recurring expenditures into consideration with the consultation of the Accounts Officer, Bursar, and the Principal.

The allocated funds are mainly utilized for meeting the expenses on salaries and infrastructure, and to purchase equipment and books, consumables, organize guest lectures, seminars, workshops and conferences, and other events. The account books are audited by Directorate of Audit, Govt. of Delhi and CAG. The Principal/Bursar is responsible for maintaining the accounts of income and expenditures.

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

Response:

The Internal Quality Assurance Cell (IQAC) has been established in the year 2017 and has contributed

significantly for institutionalizing the quality assurance strategies and processes. It has striven to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. The IQAC has been the driving force for spearheading a slew of initiatives in the college.

In particular, regular feedback from all students regarding curriculum, the institution, library, and faculty has been undertaken. The feedback is being assessed and suitable improvisations are being implemented. An Academic Appraisal Committee has also been constituted by the Staff Council in consultation with the IQAC. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles have been undertaken. Academic and Administrative audits have been carried out for the college by external agencies. The IQAC is also working towards improved documentation of the various programs /activities held in the college leading to quality improvement.

Various certificate courses encompassing academic growth as well as value added training have been undertaken. Faculty Development Programmes for the teaching as well as non-teaching staff have been successfully organized. Development and utilization of e-content have also become a thrust area for improvement on age-old teaching methodologies. The faculty has always been involved with the mentoring of students at all levels. To further improve upon existing procedures, the mentorship programme has been formalized under the IQAC.

In this way, the IQAC is working tirelessly to improve upon the various quality parameters of higher education.

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

Response:

The institution reviews and implements teaching-learning processes, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC. Some such processes are outlined below:

- 1.Feedback from stakeholders: The IQAC has initiated the process of taking feedback from different stakeholders. Reforms are being introduced to bridge the gaps identified in the teaching-learning process. In this way, the college strives towards providing an optimal learning experience to the students.
- 2.Faculty Development Programs: The IQAC has initiated the process of hosting Faculty Development Programs to broaden the horizons of the teaching as well as non-teaching members. The Department of Physics and Electronics conducted the first Faculty Development Program of Rajdhani College in December 2017. In January 2018, an FDP on the Internet of Things (IOT) was held in collaboration with ICT academy. The Department of chemistry organized a Faculty Development Program for the non-teaching members.
- 3.Certificate Courses: Certificate courses to enrich the teaching-learning process have been initiated by the IQAC. Five courses on academic enrichment and two value-added courses imparting life skills have been introduced in the current academic year.
- 4.E-content push: Usage of existing e-content and development of new e-content has been formalized.

5. Mentorship program has been formalized across all courses.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The college has scaled new heights in the past five years. The college has many computer laboratories and students have a very liberal access to the numerous ICT facilities. Open source softwares are being used across the campus. The Library has also undergone an automation process and the students enjoy the ease with which books can now be located. The entire campus is wi-fi enabled.

The college boasts of an extremely dynamic interaction forum with stalwarts from different areas of life, routinely visiting the college to deliver lectures and interact with the faculty and teachers. Innumerable such interaction sessions have been organized by the different departments, different societies and bodies such as the NCC, NSS etc. These sessions have increased manifold over the past five years and all stakeholders have benefited immensely from it.

The college has relentlessly been pursuing the green initiative. Various measures are steadfastly being undertaken to make the campus environment-friendly.

In addition, the IQAC has initiated the following :

1. Formal Feedback Process
2. Mentorship Program
2. Certificate Courses
4. Faculty Development Program
5. E- content Development

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 31

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	8	6	6

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

The institution shows gender sensitivity in providing various facilities to the students. Gender inequality is a widespread social evil that our country encounters and tries to mitigate in all possible ways. Providing equal platforms, opportunities and education to the girl student is what our college intends to initiate as the basic step to achieve gender sensitisation towards gender equality.

Rajdhani College is a co-education institution and emphasizes on giving importance to non-discrimination and equality within the institution. Discrimination on the basis of class and gender is intolerable. The **Women's Development Cell, Equal Opportunity Cell** and **Grievance Redressal Cell** work together to ensure that the female staff and students are treated in an honorable and respectable manner within the college environment. The college is sensitive towards the requirements of the students and tries to resolve conflicts then and there, if any. The **Anti-ragging Committee** and **Internal Complaints Committee (ICC)** ensure a healthy and safe environment for growth and development of students and staff of the college to keep on moving smoothly while finding themselves in a conducive environment for studies and work.

In order to ensure general security, College always maintains an uninterrupted supply of power in all the classrooms, laboratories, library, and office premises. Security guards are appointed on every floor and **CCTV cameras** are installed at all important places in the campus. Moreover, the Principal, administrative staff and teachers periodically take rounds of the building to check each classroom and laboratory so that proper safety for all students is ensured. The **Proctorial Board** of the college has the responsibility of maintaining discipline in the college by resolving issues, if any, related to the matter of discipline.

In addition to this, the WDC, NCC Girls Wing and NSS committee conduct **Self Defence Workshops** in the college to strengthen especially the girl students and boost their confidence. A spacious room with restrooms is earmarked as the **Girls' Common Room** for the use of girl students. A **Sanitary Napkin Dispenser** is installed in the Girls' Common Room. Here the girl students can avail sanitary napkins at a very nominal charge of Rs. 5/- per napkin.

Although the Principal, teachers, non-teaching staff are always ready to help and guide the students besides, a Counsellor is also appointed in the college to aid and assist the students. The Admission Committee conducts academic counseling at the time of undergraduate admissions regarding the choice of stream, subjects and multiple academic options offered by the college.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 87120

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 30.3

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 26400

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 87120

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

The need of the hour is to minimize waste which we diligently practice in our college. The office has been working towards a paperless office and has minimized the usage of paper by carrying out most of its functions using the computer facilities. Reusable plates are used in the canteen. Due to the well-lit work spaces, power requirements have been minimized. The waste created is managed through in-house techniques and processes. Green and blue dustbins have been installed throughout the college where biodegradable and non-biodegradable waste is segregated. All stakeholders of the college premises are educated in the appropriate use of these bins. The NSS team of the college conducts awareness programs for that matter. A Composting Unit has been installed in the college where the biodegradable (wet) waste is managed. At least 25 kg of wet waste is converted into compost every day. The leaf litter of the college is managed through the same process. The compost so created is used for various gardening activities in the college. The use of plastic, as such is banned on the college premises and the campus has been declared as a "No Plastic Zone". Collaboration with various organizations has given birth to long-term projects contributing to the welfare of society. These projects are the paper recycling campaign and the e-waste collection drives. In the year 2014, 1100 kg of paper waste was successfully recycled and students participated by giving up old books and notebooks for the cause. Again, in the year 2018, 1500 kg paper was successfully recycled in collaboration with the NGO Jaagruti and notebooks created from the process were distributed among slum children. The students were taken on a tour to the Airport Authority of India and learnt the functionality of the Paper Recycling Unit. Many students participated in the recycling process operating inside the plant. They were also shown two composting units in the same campus. A visit to Zakir Husain Delhi College was also organized to show and train the students of a natural vermicomposting unit. In the college, students and staff are also trained for handling and disposal for hazardous chemicals in the laboratories following the standard procedures. Initiating a week-long cleaning drive, the Clean India Campaign, was also launched and saw active participation from all members of the Rajdhani family. The college staff does not undertake research work on hazardous substances. The college also practices recycling e-waste through various scrap dealers and knackers for appropriate reuse.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college has a well arranged drainage system for water harvesting purpose. There is a proper arrangement through which rain water directly drains to the surrounding vegetation and the pit area. In addition to this, there is a water tank for storage of rain water. Vegetation cover spread in the college campus acts as a natural way of water harvesting and recharge. Most of the rain water percolates through the soil. These arrangements maintain the ground water level. The existing rain harvesting is under renovation. Tender for new rain water harvesting system has already been floated.

7.1.7 Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

As a responsible organization, Rajdhani College has initiated a host of green practices. The students and staff are encouraged to undertake eco-friendly techniques. Students and staff members are encouraged to use bicycles and public transport as a means of commuting. Inside the campus, tactile pavements have been constructed for ease of use of the visually impaired. The use of plastic bags is prohibited in the campus and the entire campus has been declared as a No-Plastic Zone. The use of plastic cups, plates and other disposables is reduced in the canteen. Instead, the use of recycled paper cups is promoted. The office is largely automated. Most routine transactions like Fee submission, Examination form submission, etc. are carried out online.

Students and teachers are issued laptops to reduce paper consumption.

The use of ICT is encouraged in Class Rooms, Computer Labs and Library. Also, students are asked to submit assignments and curricular projects online through the mail to their respective teachers.

During various college functions, plant saplings are presented to guests and dignitaries in order to show case our endeavour to save/ grow and conserve the environment.

The College has a 24 acre campus out of which 12 acres is built-up area and the rest of the campus can be categorized as Playground, Lawns, and Gardens. About 50% of the entire area exists as a green landscape.

The college has a Gardening Committee, Campus Beautification Committee, Eco Club, TMEPC (Trekking Mountaineering and Environment Protection Club) which undertakes various activities related to creating

environmental consciousness in the college campus such as Regular Tree Plantation and Nature Preservation Drives, Nature walks.

The college has employed seven gardeners who work under the direct supervision of the Principal and Convener of the Gardening committee for the maintenance of flora and the aesthetic beautification of the college campus. The green cover on the campus is carefully nurtured, no trees are cut and cementing is minimized to facilitate water percolation. The lawns in the college have been visibly beautified by the Gardening committee. Various seasonal flowers and plants like Salvia, Hollyhock, Alyssum, Calendula, Pansattiya, Marigold, Single Dehlia, Double Dehlia, etc were sown in the college campus to make it more beautiful.

We have a herbal garden in which various medicinal, as well as herbal plants, are grown. A tree census report has been prepared where each tree in the campus is identified through its location on GPS. The same has been uploaded onto the college website.

Cutting of trees and plants is prohibited. When a new block was constructed in 2013, special consideration is given to this point and the structure is built around the planted trees so that new construction may not disrupt any plantations in the college.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.75

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
6.8	1.5	1.6	2.3	1.8

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 130

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	19	26	07	28

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 40

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	12	04	04	01

File Description**Document**

Report of the event

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff****Response:** Yes**File Description****Document**

Any additional information

[View Document](#)

URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics

[View Document](#)**7.1.13 Display of core values in the institution and on its website****Response:** Yes**File Description****Document**

Any additional information

[View Document](#)

Provide URL of website that displays core values

[View Document](#)**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 118

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
49	30	15	16	8

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The institution organizes national festivals and birth/ death anniversaries of great Indian personalities. These are listed as under:

YEAR 2013 - 14

1. In remembrance of Swami Vivekananda- 4th March, 2014- Lecture on the topic, Vedantic Vision: Art of Living In modern Times- 150 –Sanskrit - Prof. Bal Ram Singh, reputed scientist of Bio-chemistry and Chemistry and Director of Indic Studies, University of Massachusetts, Dartmouth, USA.
2. National Science Day: 28th Feb 2014 - Visit to Inter-University Accelerator Centre,
3. Republic day: 25th January

YEAR 2014- 15

1. 450th Birth Anniversary of William Shakespeare-23rd September 2014
2. Gandhi Jayanti: 25th Sept-1st Oct 2014-Swach Bharat Abhiyan
3. Vasant-Panchami : 4th Feb 2014-Ritu Raj
4. World Forest Day: 21st March 2014

YEAR 2015 – 16

1. Vasant – Panchami: 24th January 2015 – Ritu Raj
2. Swami Vivekanand's Birth Anniversary: 12-Jan-15 - NSS
3. International Women's Day: 8th March 2016 - WDC
4. Khadi Day Celebration: 14th August 2015
5. Gandhi Jayanti: 28th September to 1st October 2015 - Swachhta Abhiyan

YEAR 2016 – 17

1. Dr. Sarvepalli Radhakrishnan Birthday: 5th September 2016: Teacher's Day
2. Hindi Diwas: 14-Sep-16 - Lectures on Hindi Diwas and Hindi and Social Media - Shri Krishan Menon, Associate Director, Rajya Sabha, Parliament of India, New Delhi, Shri Prashant Tandon, Social Media Expert and Shri Dilip Khan, Senior Correspondent, Rajya Sabha T.V. were guest speakers
3. Vasant Panchami: 12-Feb-16 -Ritu Raj
4. World Forest day: 21 March, 2017 - Eco Club - A lecture on "Ecosystem Health and Human Well-

Being: Returning to the lost Home by Prof. R.S Sharma, Department of Environmental Studies, Delhi University

5. International Yoga Day: 21-Jun-16 – NSS - Yoga and Asanas were performed under the guidance of Yoga instructor Mr. Mallik from Bhartiya Yoga Sansthan.
6. NSS Day: 21st September, 2016 - Theme: "Ill effects of Drug Addiction – Students - NSS
7. 126th Birth Anniversary of Baba Saheb Ambedkar - 12-Apr-17
8. Diwali: 28th October 2016- Diwali Mela
9. International Women's Day: 8th March 2017 - A Signature Campaign for 'Gender equality' -WDC

YEAR 2017 – 18

1. Dr. Sarvepalli Radhakrishnan Birthday: 5th September 2017- Teacher's Day
2. National Science Day: 28-Feb-18 - NSD2018 – 25 - Physics and Electronics - Dr. Satyapal Singh, Union Minister, Water Resources, function held at INSA
3. Vasant Panchami: 23-Jan-18 - Ritu Raj
4. World Health Day: 6th April 2018- FREE HEALTH CAMP
5. International Women's Day - 8th March 2018

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

College maintains complete transparency in its academics, administrative and auxiliary functions.

Notices inviting applications for students wishing to avail scholarship are duly displayed on notice boards. Applications are scrutinized by a committee comprising of teachers. Names of suitable candidates are displayed on the notice boards.

The students apply online on the University of Delhi Admissions portal selecting the college and course. The students also upload their scanned documents. Various departmental admission committees formulate the cut-offs and other criterion for different courses and categories of students. First List is communicated in newspapers and the University and College websites. The eligible candidates then approach the college. The admission committee verifies marks and certificates ensuring the fulfilment of the admission criteria. These forms are further scrutinized by Admission co-ordinator and office staff. The students' candidature is once again checked on the University portal and the admission is confirmed. The student submits the fees online and is now considered admitted provisionally to the college. If the college is unable to fill up the allotted seats for any course, a second cut-off is announced. The same procedure is followed for the second and subsequent other cut-offs.

All students are informed about their attendance records and Internal assessment marks secured in each course.

Regarding Examinations, all enrolled/ admitted students fill up the examination forms along with the examination fees. The University provides the examination date-sheet on its website well in advance. Before exams, admit cards duly signed by the principal are distributed. Deputy superintendents are appointed by the Principal before the scheduled examinations to ensure their smooth conduct. The answer sheets are duly collected and sent to the University on session basis. The examination branch of the University provides the material and other facilities as well as financial aid towards the smooth conduct of the exams.

All Purchases/ Maintenance/ Repair work is carried out by following the financial procedures as laid out by the University. The steps followed are:

Requisition/ Proposal of work; Constitution of committee; Approval of work by competent authority; Sanction of amount by competent authority; Permission/ Notice for obtaining/inviting quotations/ floating tenders*; Opening of quotations; Recommendations of the committee along with comparative statements; Order/ Award letter; Completion of work to the satisfaction of the committee; Receiving and Verification of bill by the committee; Stock entry if required and submission of bill to the office.; Note of account section stating therein regarding scrutiny of the bill and their proper order.

* GFR - 2017 will be referred for the above process/ procedure.

For amounts less than Rs. 25,000/-, no tenders/quotations are needed. For amounts ranging between Rs. 25,000/- and Rs. 2.5 Lacs, open market or tender is floated. For amounts greater than Rs. 2.5 lacs, e-tender must be advertised on the central purchase and procuring portal.

Alternatively, direct purchases upto Rs 50,000/- maybe made directly through GEM. For amounts ranging between Rs. 50,000/- to Rs. 30 lacs purchases can be carried out directly through bidding or reverse bidding through GeM.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Rajdhani college strives to carry out all activities to perfection. In particular, tremendous work has been done in the areas of Information and Communication Technology (ICT) and inculcating Universal Values. These two thrust areas can be considered in the ambit of the two best practices. The work done in these two areas is now described.

Title of the first Best Practice: Information and Communication Technology (ICT)

Objective: To introduce and apply the scope abundant field of technology, in order to strengthen the theoretical and practical knowledge of the students, for the benefit of society.

The Context: The need of the hour is that the students should remain updated in this era of day to day ascending advancements in technology that could also help them in research & development activities of scientific institutions and industry. To accomplish the stated, various lectures, seminars, workshops are conducted throughout the year to keep students informed about the developments in the industry and academics.

Robotics society: Robotics Laboratory in the College was established in collaboration with e-Yantra IIT, Bombay as a part of the National Mission initiated by the Ministry of Human Resource Development (MHRD) on Education through ICT (NMEICT).

The Practice: Lectures, seminars, and workshops are regularly organized in the college by various departments. Experts from both national and international organizations are invited to share their expertise with the students. Alumni are actively associated in guiding the ongoing batch of students. Robotics Society has organized various technical events to promote inter-college student interaction and healthy competition. Students also undergo summer training, internships and participate in projects in institutes of repute and industry. The lectures, seminars and workshops organized by the society are as follows:

Invited Lectures: A lecture on “The past accomplishments and future of Robotics” was conducted in the college premises on March 2, 2017 by Dr. N Vijayan, author of the famous book “Programming and Customizing the AVR microcontroller”.

Prof. D.V. Gadre delivered an amazing lecture on “Embedded systems and Microcontrollers”.

Projects undertaken:

Exoskeleton arm using EMG signals: The Exo-Arm is a non-invasive method to control the outer framework that can be worn on a biological arm which can provide assistance or increase the strength of the biological arm. This is based on the principle of utilizing the nerve potential with the help of Electromyography (EMG) electrodes. A very high torque servo motor, EVAL ADuCM360 PRECISION analog devices microcontroller and KIEL uVision 4 software were used to develop the prototype. The project helped the college to bag Second prize and a winning amount of Rupees 7 lakh in Delhi University organized inter-college competition ANTARDHVANI 2015.

Gesture controlled robot: A wireless robot made with the help of accelerometer, ATmega-2560 microcontroller, servo motors and a Bluetooth module. The robot could perform specific tasks by sensing the hand gestures of the human controller. The bot was coded using C++ for the communication of the transmitter and receiver. The project was presented at the Inter-college Robotics Competition held at Solid State Physics Laboratory, DRDO where it was appreciated by the judges and various visiting DRDO personnel.

Line following robot: This is an autonomous robot, that follows a line (white or black) with the help of IR

Sensors. The project was developed and implemented by using a special algorithm in C++, with the help of Arduino IDE software, that enabled the LFR to save the path in the first run in a random maze and curtail the path to the shortest one, when run again. The project was presented in IIT Bombay's TECHFEST-2016 where it successfully completed the task allotted.

Automated and secured home system using IoT: Formulated the idea of an effective hybrid model, which can provide security solutions, as well as, control home appliances, without any range limitation (the problem with the currently available solutions in the market). A fully functional model was created with the help of Internet of Things Technology and Wi-Fi Module.

Exoskeleton arm using EEG signals: an exoskeleton arm using brain waves which benefit the mankind including weak or healthy people. The exoskeleton arm may help differently abled persons and can be used in warehouses and industries for heavy lifting. This work includes acquiring the raw EEG signal using Mind Wave headset in the MATLAB environment.

Workshops: A workshop was organized in collaboration with Cetpa pvt. Ltd. on MATLAB..Another workshop on Labview was conducted in association with National Instruments.

5. Evidence of Success:

- The college bagged Second prize and a won an amount of Rupees 7 lakh in ANTARDHVANI.
- College's team reached the final of the Anveshan Fellowship Programme by Analog Devices held at Bangaluru. Second Runners up in the Inter-college Robotics Competition held at Solid State Physics Laboratory, DRDO, Delhi.
- Secured Runners up position in the Technical Power Point Presentation Competition, White Collars, held at Institute of Informatics & Communication, University Of Delhi, South Campus.
- Successful participation in IIT Bombay's TECHFEST, in various robotics events (Maze Runner & Magneto Competition).
- Successfull participation by a team of 4 students, in e-yantra robotics Competition.
- Organized National Level Inter college technical Festival named as Tech Hertz .
- Won First prize at Sri Aurobindo College (University Of Delhi) in the Technical Power Point Presentation Competition
- Selected students got a chance to attend a workshop on robotics organized by IIT Delhi in their technical festival – TRYST.

6. Problems Encountered and Resources Required: The financial resources required to buy and maintain high-end electronic instruments are a challenge. The Robotics Lab Infrastructure has its own limits.

Title of the second Best Practice: Universal Values

2. Objectives of the Practice: The main purpose is of spreading values like truth, non-violence, peace, equality promoting a feeling of National pride and patriotic culture, enhancing communication skills and instilling confidence, eagerness to be of use to the society, sensitization to gender justice and gender

equality issues.

3. The Context: In a society which is marching blindly towards individualism and materialism, it becomes imperative to inculcate a strong value system, inter-dependence and overall wellbeing of the society, especially among the youth of today so that they may become an asset to the nation. To address these issues various events are organized in the college - talks and lecture series under Gandhi study circle, social service programs and healthy team spirit through NSS, patriotic value based programs and discipline through NCC, Gender sensitization programs and equality through WDC, environment consciousness through nature walks and trekking programs are some efforts in this direction.

All these activities prove to provide an umbrella under which all students of different social and economic background, culture and traditions mingle and contribute to National progress.

4. The Practice: Gandhi Study Circle of the college organized the following lectures:

- 27th to 29th September 2018, three-day lecture series on three different subjects related to Mahatma Gandhi and his ideology (Gandhi-Bhagat Singh, Gandhi-Ambedkar, and Gandhi-His Relevance) was organized. Padam Shri Ram Bahadur Rai, Chairman of Indira Gandhi National Centre (IGNCA), was invited by Gandhi Study Circle.
- On 27th January 2018, well known Gandhian scholar Radha Behan Bhatt, Ex Chairperson, Gandhi Peace Foundation, was present for a talk on “Jal-Jangal-Jameen.”
- A group of students of the college attended four day All India University Camp, Wardha from 27-30 December 2017.

NSS wing of the college organizes the following programs on an yearly basis:

- Swatchta Abhiyan
- Blood donation camps
- Road safety camps
- Course on Human Values
- Dengue awareness program
- Visit to NGOs like Sehyog, Apna Ghar, Rain Basera, etc.

NCC wing organizes the following activities:

- Yoga camp
- Republic day camp
- Thal Sainik camp
- Mountaineering camp
- All India Adventure Trekking camp
- PM Rally camp
- Army attachment camp etc.
- NCC fest - ‘Green Berets – 2016’ where more than 500 students from 26 different DU colleges participated in various events like Drill, Guard of Honour, Quiz-Debate, Run etc.

WDC and NCWEB have organized the following events :

- Self-defence programs

- Debates
- Plays, workshops, and fairs
- Talks by several women activists renowned in their field of work
- Celebration of International Women's Day

Eco Club has organized the following:

- One day educational trip to Yamuna Biodiversity Park
- Five days Trekking Trip to Jhanjheli valley in Himachal Pradesh where 39 students and 08 teachers participated.
- Manali(elevation 6730 ft.) trekking trip was organized in October 2014. A group of 50 people including both teachers and students participated.
- Awareness and sensitization on environmental issues like Air pollution, poor management of waste, growing water scarcity, falling groundwater levels, water pollution, preservation and quality of forests, biodiversity loss, and land/soil degradation.
- Tree plantation drive in order to protect our surroundings and society.
- On World Forest Day, March 21, 2014, the initiative of planting medicinal plants such as Ocimum basilicum (Basil), Cinnamomum camphora (Camphor), Rauvolfia serpentina (Indian snakeroot), Cymbopogon sp. (Lemon grass), Lavandula sp.(Lavender), Bryophyllum, Ephedra, Bacopa monnieri (Indianpennywort), etc. in the college campus was undertaken.
- For the separation of biodegradable waste and non-biodegradable waste, dustbins were kept in the campus.

Cultural and Debating Society have organized the following:

- Inculcating talents and skills to promote a well-endowed personality
- Inter-college as well as Intra-college competitions
- Workshops for training students by professionals from NSD
- Performance and presentations by renowned artists
- Enhancing Communication Skills and instilling confidence via healthy debates
- Foster an environment of reasoned argument, tolerance for divergent points of view and rigorous self-examination
- Organizing National debates

5. Evidence of Success:

- One of our NCC cadets Ashish received 'Bravery Award' from President of India.
- Sachin Sharma won the best cadet competition at National Level.
- NSS volunteers presented Nukkad Natak on theme Adhura Bachpan which raised an alarm on the issue of Child Labour.
- Tryambakam, the Dramatics Society made the college proud by bagging First Position for its play 'Jai Hind' that highlighted the bravery and valor of Indian Army in Madari '18 organized by Rashtriya Kala Manch at Arts Faculty, University of Delhi.
- Kavyanjali – the Poetry society promotes the genre of creative writing and slam poetry.
- On 16th February 2018, a workshop 'Kavita ki Karyashala' was organized where an overwhelming response was received.
- Jhanvi Sharma received first position in SGTB Khalsa College for her slam poetry.
- Rahul Awasthi won distinctions for slam poetry in Janaki Devi College, Kirori Mal College,

Shivaji College, Kalindi College, S.G.N.D Khalsa College, Bhaskaracharya College, Maharaja Agrasen College and 10 other colleges and brought laurels to the college.

- Virendra Vikram Singh received distinctions in Ramjas College, D.D.U College and NDIM.
- Abhishek Tiwari bagged first prize in SGTB Khalsa College and third prize in Gargi college.

6. Problems Encountered and Resources Required: Amidst a plethora of activities, it becomes a difficult task for the student to prioritize and choose an activity and balance his/her academics. Within the time frame of 9 am to 5 pm, where various activities are held along with classes, practicals, tutorials, it becomes a difficult choice of participation for students.

- With a large number of committees, activities, departments, the availability of the Seminar room and Auditorium becomes tricky.
- Due to the large participation of students, size of the Seminar room and Auditorium becomes an issue of concern.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The thrust of the institution is to impart multi-dimensional, holistic education, and mould students as good citizens with an eagerness to serve the society. We aim to provide the youth with an education which, while cultivating their intelligence, will also equip them with the physical and mental disciplines needed for drawing upon their own strengths.

As an Educational institution the main emphasis lies on imparting education in the most effective manner. Classes are regularly conducted and are well augmented with Practical Laboratory sessions and Tutorials. Remedial classes are arranged based on student's request. The syllabus is regularly updated to match current market trends. Projectors are installed in classrooms to promote the use of ICT. E-content of various subjects is uploaded for the ease of students. Certificate courses to promote Multi-disciplinary Education are provided to the students widen the horizon of learning. The college feels proud to have many students who have achieved University positions in various streams.

Combined with academic excellence, the college provides a holistic framework for inculcating inter-personal development of students.

A healthy mind dwells only in a healthy body. Extra-curricular activities and sports are the healthiest means of recreation and refreshment. They fill one with joy, zeal, vitality and enthusiasm which helps a person in facing life situations with creativity and optimism. Students are encouraged to participate in various activities like Sports, Cultural, Debating, Enactus and Entrepreneurship skills etc.

The **Sports Department** identifies students with potential and provides training. The college has well

developed infrastructure for sports including a huge well-maintained Sports Ground with lush green grass. In the previous five years we have developed a Football court, a Handball court, two Cricket pitches for matches, two practice Cricket nets (cemented and turf), 200-meter standard six lane track, a standard Long Jump pit, one Throwing Circle, one Javelin throw Arena. Coaching is provided for Cricket, Handball and Volleyball. Students from other colleges under Delhi University also use these facilities. Students have won many prizes at University, National and International level and have brought laurels to the college.

The **Cultural Society** provides an active platform to students to enhance and polish their creative skills and talents. **Trayambakam**, The Dramatics Society, **Evince**, The Dance group, **Rubaiyat**, Music Society, **Rangat**, The Painting society of Rajdhani College are some of the major platforms available to the students to express and cultivate creativity. Every year the College organizes its Cultural Fest where students participate in various competitions. The Cultural Committee works throughout the year in grooming students through Workshops, Stage plays, performances by renowned Theatre groups and artists. The students do the college proud by bagging prizes in various competitions at College, Inter-college, Inter- University level.

Chaitanya - The Debating Society of Rajdhani College, provides an active forum to develop articulation and eloquence. Conducting debate sessions on recent and relevant topics, invited talks by eminent speakers, extempore debate competitions, Inter-College and National Level debates are some of the major initiatives undertaken by this society.

Enactus Rajdhani is youth-led non-profit organization working under the prestigious Enactus International Organisation. It was formed in the year 2016. The projects undertaken provide a platform to the young social entrepreneurs to think out of the box and develop entrepreneurship skills. The projects aim to provide a triple-tier impact i.e. Economic, Social and Environmental, on the society. **Project Junoon** is an initiative to provide underprivileged and unskilled women with a chance to become independent and financially stable by engaging them in the manufacturing of tote bags and pouches. **Project Falhal** aims to provide financial advice to the fruit and vegetable sellers and hawkers so that they may be able to utilize their income judiciously. Another upcoming project is **Mohalla Clinic** - an initiative by Delhi Government. Mohalla Clinic(s) is a primary health centre(s) that offers a basic package of essential health services including medicines, diagnostics and consultation free of cost.

The Entrepreneurship and skill development cell of Rajdhani College aims at inculcating Entrepreneurship skills and the business ethics among students of the college. One of the key objectives of E-cell is to promote and encourage entrepreneurship by acting as a bridge between start-ups and investors. Students are provided with useful internships according to their preferences and sent to various colleges of Delhi NCR to participate in different Corporate World related competitions. This way students get a good opportunity to articulate their ideas, present that idea to potential investors and gaining seed funding and hence build confidence in their capabilities.

Environmental Awareness – The college conducts **Swatch Bharat Abhiyan** from time to time to promote cleanliness and hygiene. Students volunteer to help clean the campus and also visit nearby slums and spread awareness about hygiene.

Waste is properly segregated by installing **Green and Blue dustbins** at various places in the campus. A **Composting unit** is also installed and functions to convert bio-degradable waste into compost.

A **Tree Census Report** is also prepared by the students which contains information about the geographical location of various trees in the campus.

The **Trekking, Mountaineering and Environment Protection Committee** organizes Nature Walks and Treks to places of ecological importance. The students learn to appreciate nature and are sensitized towards it's preservation. All these projects involve active participation by students from all streams.

All these activities help to equip students for the role of future leaders of India, as persons of integrity and character. The aim is to mould students into well-rounded holistic individuals – professionally sound and socially responsible who embody noble values and a right attitude that caters to the physical, intellectual, emotional and psychological dimensions of the human personality.

The concept of integral education is willingly pursued by all teachers, staff and students. This helps students develop a wholesome and balanced personality, one where academic competence is supplemented with good character.

Hardwork, self discipline and dedication are the stepping stones towards success - this verily explains the motto of the college.

5. CONCLUSION

Additional Information :

Rajdhani college is progressing towards academic interactions with several institutions at national and international level. This will help the students and faculty of the college to develop a broader perspective and serve the society in a larger measure. College has introduced number of certificate/add-on courses to improve overall learning experience of students.

Concluding Remarks :

In conclusion, Rajdhani college is a dynamic college offering a host of opportunities to students as well as the faculty members. Regular, rigorous classroom teaching with innovative pedagogical methods ensure that the academic environment is conducive for student growth. For the desirable growth of any academic institution, research forms an integral part. The congenial atmosphere existing within the college encourages the faculty members to forge ahead with their research pursuits. The college has got an excellent infrastructure and strives to improve upon it continuously. The students from the college have reached great heights and continue to win laurels for the college. The students and faculty are encouraged to organize and attend guest lectures workshops, seminars, conferences, Faculty Development Programs etc. In addition, the college has taken some stellar initiatives such as the green initiative, thrust to Information and Computer Technology and above all inculcating moral values in the students such that they can contribute meaningfully to the society at large.