

Annual Quality Assurance Report
for the year
2017-18



Internal Quality Assurance Cell
Maitreyi College
(University of Delhi)
Chanakyapuri, New Delhi-110021

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution Maitreyi College
- Name of the Head of the institution: Dr. Savita M. Datta (till 30.08.2017) and Dr. Haritma Chopra (Acting Principal from 31.08.2017 onwards)
 - Designation: Principal
 - Does the institution function from own campus: Yes
 - Phone no./Alternate phone no.: 01124673815
 - Mobile no.: 9891919997
 - Registered e-mail: maitreyi1967@yahoo.co.in
 - Alternate e-mail : iqac.maitreyi@gmail.com
 - Address : Maitreyi College Bapu Dham, Chanakyapuri, New Delhi, Delhi 110021
 - City/Town : New Delhi
 - State/UT : Delhi
 - Pin Code : 110021
2. Institutional status:
- Affiliated / Constituent: Constituent
 - Type of Institution: Co-education/Men/Women Woman
 - Location : Rural/Semi-urban/Urban: Urban
 - Financial Status: Grants-in aid/ UGC 2f and 12 (B)/
(please specify) Central

- Name of the Affiliating University: University Of Delhi
- Name of the IQAC Co-ordinator : Dr. Pardeep Rai
- Phone no. : 01124121494
Alternate phone no.
- Mobile: 9899359373
- IQAC e-mail address: iqac.maitreyi@gmail.com
- Alternate Email address: maitreyi1967@yahoo.co.in

3. Website address: www.maitreyi.ac.in

Web-link of the AQAR: (Previous Academic Year):

<http://maitreyi.ac.in/DataFiles/Tender/NWM277AQAR.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Web link: <http://maitreyi.ac.in/DataFiles/CMS/Prospectus/prospectusMaitreyicollege.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	A	3.11	2016	from:2016 to: Nov. 2021
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 14/04/2015

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
a. Workshop on Team Building for technical and non-teaching staff	27.09.2017	94+17 (contractual staff)
b. "Youth for Health" Interactive session with Dr. Sue Desmond-Hellmann , CEO, Bill & Melinda Gates Foundation	05.04.2018	300+

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount(Rs.)
MAITREYI COLLEGE	Construction of Girls Hostel	Delhi Administration	2017-18	60,00,000
MAITREYI COLLEGE	Construction of Girls Hostel	UGC	2017-18	44,16,000
MAITREYI COLLEGE	New Science Block Construction	UGC	2017-18	2,00,00,000
MAITREYI COLLEGE	DBT Project (Dr. Brototi Roy)	DBT	2017-18	18,87,488
MAITREYI COLLEGE	Dev. Asst. XIIth Plan	UGC	2017-18	3,60,000
MAITREYI COLLEGE	Dev. Asst. XIth Plan	UGC	2017-18	1,18,270
MAITREYI COLLEGE	Environment Club	Delhi Govt.	2017-18	20,000
MAITREYI COLLEGE	Scholarship	World Brotherhood Org.	2017-18	37,190
MAITREYI COLLEGE	Travel Grant	UGC	2017-18	1,72,037

	(Ms. Manju Bhardwaj)			
MAITREYI COLLEGE	Maintenance Grant	UGC	2017-18	32,35,49,000
MAITREYI COLLEGE	Maintenance Grant	Delhi Administration	2017-18	33,00,000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC: Yes

10. No. of IQAC meetings held during the year: 08

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes: - No: No

If yes, mention the amount: - Year: -

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

*** Teaching Review and Feedback Mechanism**

The IQAC successfully put in place a feedback mechanism from the students through Google forms to ensure improved teaching methods and better learning outcomes. All departments were further advised to follow a periodic review method to ensure a more effective learning exercise.

*** Cleanliness and Green Practices**

The IQAC strives to ensure an active cleanliness and environment consciousness in the college. Several initiatives are undertaken to ensure not only a clean campus but also spreading awareness in the neighbouring localities. Several ideas were circulated to avoid paper wastage, to recycle more, to move from disposables to eco-friendly material in cafeteria. While a cent per cent execution of these ideas could not take place there is a robust concern in the entire college community about environment due to many discussions around this effort.

*** Mental and Physical Health**

Acknowledging the importance of overall health periodic health camps are organised in the college to give students and teachers access to basic health check-ups. This is over and above the visiting doctor and nurse who are available in the college infirmary to address any medical issues.

*** Community Work**

The IQAC encourages both the student and teacher body to participate in community work. Besides an active NSS that undertakes various activities throughout the year, Enactus, a separate student body works independently and in consonance with other organisations as well to contribute to the community in many ways. The faculty is also encouraged to write on several social and public issues.

* Addressing Special Needs and Creating an Inclusive Environment

The IQAC understands the importance of an inclusive environment and the need to address special needs of students and staff. To create sensitivity towards special needs, the college has taken various initiatives to help the disabled. The IQAC also supports the Enabling Unit of the college in all manners possible to overcome any accessibility challenges that might be there.

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

Plan of Action	Achievements/Outcomes
To prepare and submit the AQAR for the previous year	Prepared and submitted
Inclusive Learning Environment to ensure that no student is left behind and any special learning needs of students with any form of disability are addressed and learning outcomes achieved.	Development of audio book bank for visually impaired students and teachers with the help of the writer and reader bank. A student with multiple disabilities obtained a 10 CGPA in Sanskrit in University Exam.
Planned and periodically reviewed teaching methods to ensure timely delivery of curriculum while allowing time for research, cultural and curriculum enhancing activities.	The academic calendar was strictly adhered to. All cultural and extra-curricular activities were meticulously planned in advance to facilitate smooth conduct of classes and tutorials round the year.
Interdisciplinary and inter departmental activities to allow cross currents in academic and research activities	National seminar co organized by the Departments of English and Hindi. Other departments also plan to collaborate and undertake academic projects and field work.
Establishing a technology assisted student feedback method to improve teaching learning outcomes	The student feedback is collected through an online Google form. We further plan to streamline the feedback mechanism and translate the feedback into better teaching methods and learning outcome reviews.
Conducting talks, seminars, student oriented research events to ensure early exposure to research climate.	Several Talks, seminars, workshops were organized successfully. Many departments conducted student research programs seminars.
Creating a digital archive of all academic activities organized in the college to enhance accessibility and improve learning	All departments were encouraged to record and archive talks and seminars that were organized in the college. This was achieved partially. We further plan to create a complete digital archive of all research/academic activities of the college.
Employability objectives	The college Placement Cell has provided various

	opportunities to improve on and off campus recruitments and create a support base for our students to make a smooth transition from student to professional life.
Mentoring of students to ensure a wholesome growth and grooming	It was suggested that students in the college would be allocated a mentor who could be approached by the student during designated contact hours to ensure holistic growth of the students.
Skill enhancement and advanced learning support systems	A set of Add on courses were floated for bettering the employability skills of our students. Two foreign language courses were successfully run. We have proposed a set of new add on courses to be started from the next academic session.
Student support structure for vulnerable sections	Financial assistance is offered to students EWS. A special fund run by our faculty member Mrs Rashmi Verma to provide learning material support to EWS. Remedial classes are conducted for academically weak students.
To ensure a safe and healthy environment for students, clean drinking water and effective communication system.	Achieved through installation of 16 CCTV cameras, RO system and a public address system.
Enhancing skills for community work	A two day training program was organized for NSS volunteers to take care of patients with Alzheimer's disease.
Improving the work culture among the non teaching and administrative staff	A workshop for stress management was conducted for the non teaching staff to improve productivity and work hygiene.
Better financial management of resources	It was suggested that all college procurement be successfully carried out through GEM. This process was initiated. The suggestion for e tendering was also agreed to and the process initiated.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the statutory body: Governing Body Date of meeting(s): 13.04.2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No Date: N.A.

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017-18 Date of Submission: 04.03.2018

17. Does the Institution have Management Information System?

Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

The Modules of Management Information System used by the College is given below:

- ❖ **Tally ERP-9**: The College is using tally EPR-9 to perform the financial analysis and financial management. It helps us in maintaining simple classification of accounts, Balance Sheet, Income & Expenditure Account, Receipts and Payments Account, General Ledger, Bank Reconciliation etc. It provides information around receivables, turnovers, cash flow statement, activity consolidation and even college accounting. With tally integration, we store all the college accounting data securely in tally server.
- ❖ **Salary Package**: The College is using salary package for calculating the salary in respect of teaching and the non-teaching staff of the college and provide them with their pays timely. We also prepare pension in respect of pensioners of the College from this package.
- ❖ **General Provident Fund Package**: This package of General Provident Fund helps us to maintain the Provident Fund of each and every employee of the college. It also provides the facility to keep a regular check on the balances of the Provident Fund with complete ledger of the employees.
- ❖ **Compu Tax**: The College is using Compu Tax package for depositing TDS salary and Non-salary return of 1st, 2nd, 3rd and 4th quarter to Income Tax Department.
- ❖ **Students Attendance Module**: The College is also having a student's attendance module that the faculty members of the college use to upload the monthly attendance records of each and every student. This module also provides the overall percentage of the attendance of the student at the end of every semester that helps the teachers to give them attendance marks accordingly.
- ❖ **Online Admission Module**: The College is using online admission module provided by Delhi University for conducting the admission in respect of 1st year students of the college.
- ❖ **Online Fee Module**: The College is using online fee module provided by Delhi University for collecting online fee in respect of 1st Year, 2nd Year and 3rd Year students of the College.
- ❖ **Public Financial Management System (PFMS)**: It facilitates sound public financial management system for government by establishing efficient fund flow statement as well as a payment cum accounting network. It also support reports real time expenditure at all levels. It also promotes transparency in the overall management system.
- ❖ **Government eMarket Place (GEM)**: It provides us with the facility to purchase all basic things from GEM portal of Govt. of India. It helps us to compare various vendors selling their goods/services and gives us an opportunity to choose among the best vendors at reasonable prices and quality of product. The college has initiated the process of procurement through GeM.

Part-B

CRITERION I – CURRICULAR ASPECTS**1.1 Curriculum Planning and Implementation**

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

As a constituent college of Delhi University we follow the academic calendar announced by the University and the curriculum designed by it. However the institution takes several measures to ensure well planned and timely delivery of the curriculum. The workload and time table committees work meticulously to make available the requisite number of teachers, teaching rooms, tutorial rooms to ensure smooth conduct of classes and tutorials. All department Teachers-in-charge conduct departmental meetings and consultations before the beginning of the teaching semester to distribute the workload according to faculty areas of specialization to secure implementation of curriculum objectives. The time tables of all departments and individual teachers are uploaded on the website timely. Further, the academic and cultural calendar of the institution is declared at the beginning of the session to allow for a careful planning of curricular and extra-curricular initiatives to further facilitate an unhindered and inclusive dissemination of knowledge throughout the semester.

The faculty plans its lectures to suit the requirements of the class and course objective choosing the appropriate pace and teaching methods. Classroom teaching is supplemented with assignments, class presentations, projects, group discussions spread out through the semester. Regular uploading of attendance on the college website along with all details of activities conducted in the college is the method of documentation of efficacious curricular objective implementation.

Another crucial aspect of ensuring curriculum objectives delivery is an effective feedback mechanism. The institution adopts a student centric approach in all its aspects. Students are participants in many departmental council apart from an elected students' union and offer necessary inputs through both formal and informal channels to sustain a positive teaching-learning environment. Any changes, if necessary, are adopted by the faculty and college administration to bridge the knowledge gap, if any.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

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

1.2 Academic Flexibility**1.2.1 New programmes/courses introduced during the Academic year**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
-	-	-	-

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
-	-	-	-	-	-
Already adopted (mention the year)				2015	

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

	Certificate	Diploma Courses

No of Students	38	-
1.3 Curriculum Enrichment		
1.3.1 Value-added courses imparting transferable and life skills offered during the year		
Value added courses	Date of introduction	Number of students enrolled
-	-	-
1.3.2 Field Projects / Internships under taken during the year		
Project/Programme Title		No. of students enrolled for Field Projects / Internships
BIOPLASTICS: Green alternative for sustainable development		03
Synthesis of magnetic nanoparticles(barium ferrite)		02
Relationship between the molecular properties and the relativeness sweetness of various artificial sweeteners		02
Impact of GST on business and service industry		02
Domestic help in India: a struggle for survival		03
Cost benefit analysis: Uber vs own cars		02
NPAs: bringing the dead out of the grave		02
Can offerings made at religious places, if used economically, result in growth of economy		03
Dharma aur paryavaran		03
Lupthotibhashayn		03
Tribes and transition: a case study of tribes in Jharkhand		03
Partition and women		03
Study of optical absorbance of ZnO nanoparticles and verification of Beer Lamberts law		02
Effect of demonetisation on female labourers		03
Parenting as a cause of gender discrimination		04
Sanskrit mein vigyaan		02
Menstruation: taboos and tribulations- a study of attitudes, beliefs and related to menstruation among young women in urban India		03
Role of social media in mobilising collective action against sexual violence: a case study of the '#metoo' movement in the context of India		02
Data analysis of fee structure for undergraduate programs in University of Delhi		03
RFID technology and its application in real world		03
Contribution of Sri Guru Nanak Dev ji		02
Physiochemical analysis of drinking water		02
Physiochemical study of antioxidant activity of fresh and packed fruit juices		01
Effects of selected medicinal plant leaf extracts on the blood cells		03
Digital Department, Red FM 93.5		01

Equity research	01
Social Media Marketing	01
Internship for Mash Projects	01
Assessment of AOTX indices in Delhi Region	01
Rhythm of Life	01
Red foundation, Dineout	01
Human resource intern with valiance solution	01
Campus ambassador Internship	01

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	No

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

In order to ensure constant growth of the institution and progress of the students we have put an effective feedback mechanism in place that collects, analyses and implements suggestions from the students to make academic, infrastructural and policy improvements in the college. The feedback is collected from the students in a Google form in a standardised format. The feedback is solicited in academic and non-academic areas. Over the last academic session, on the basis of the feedback received from the students, we have installed an RO water purifying plant in the college to provide 24x7 clean and safe drinking water to the students. This step was taken as an improvement over the water dispensers and coolers installed earlier in the college. A Public Address System has been installed in the college to make collective communication possible for the smooth functioning of all community activities in college and facilitate the administrative staff to disseminate necessary information faster and more efficiently. The college has also made many infrastructural improvements to provide bigger, better equipped classrooms to the students and fulfil all necessary requirements of space.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.PROGRAMME	185		218
B.A. (H) ENGLISH	46		44
B.A. (H) HINDI	46		58
B.A. (H) SANSKRIT	31		26
B.A. (H) ECONOMICS	46		33

B.A. (H) HISTORY	46	The applications are received online on centralized basis in the University	46
B.A. (H) POLITICAL SCIENCE	92		101
B.A. (H) SOCIOLOGY	46		42
B.COM. (Hons)	62		59
B.COM.	92		88
B.Sc. (H) MATHEMATICS	39		41
B.Sc. (H) BOTANY	31		35
B.Sc. (H) CHEMISTRY	31		31
B.Sc. (H) PHYSICS	31		36
B.Sc. (H) ZOOLOGY	31		32
B.SC. PHY. SC. (CHEMISTRY)	31		30
B.SC. PHY. SC. (COMPUTER)	31		30
B.SC. LIFE SCIENCES	93		105
M.A (POLITICAL SCIENCE)	31		31
M.A/ M.SC. (MATHEMATICS)	31	10	

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	3541	76	104+58(adhoc)	PG classes are only held in the University	104+58 (adhoc) for UG only

2.3 Teaching - Learning Process

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

Number of teachers on	Number of teachers	ICT tools and resources available	Number of ICT enabled	Number of	E-resources and techniques
-----------------------	--------------------	-----------------------------------	-----------------------	-----------	----------------------------

roll	using ICT (LMS, e- Resources)		classrooms	smart classro oms	used
162	162	10 Ms-Windows Professional, MS- Office, Mathematica, MATLAB, Tally ERP And Free-Ware Softwares	22	2	6500 OER, VLE and NLIST RESOURCES

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

At Maitreyi we believe that the students do not learn only within the confines of the classroom. That a teacher's role extends to ensuring holistic growth and a healthy personality. In order to attain this, in the year 2016-17, we put in place a mentoring system wherein every teacher was assigned 50 students as mentees. These students were provided the contact number and contact hours of the teacher and they could approach her for any form of help, mentoring or counselling. However, we observed that an informal system of mentoring worked more effectively which was then adopted in 2017-18. Students were more comfortable raising concerns with teachers they knew closely and trusted implicitly. We have therefore allowed a more unofficial system of mentoring to flourish since. The teachers are advised to be approachable and aware. Any sudden changes in class performances and behaviour are taken up and addressed personally. Young girls are offered counselling session on career progression, future prospects, application to foreign universities and scholarships etc. Many of our staff members also offer financial help to students unofficially by purchasing textbooks for them. Students connect with their teachers like a family and seek guidance from them on their emotional and psychological issues. Owing to the nature of these issues formal documentation is not maintained. Academic mentorship on curriculum and career guidance takes place in the ratio 1:20. Research projects undertaken by students have a mentorship ratio of 1:2.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
3617	104+58(adhoc)(162)	1:20

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
162	104+58(Adhoc)(162)	00	00	93

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>

2018	Maitreyi College		PLASTIC FREE COLLEGE OF THE YEAR AWARD
2017	Dr. Savita M. Datta	Principal	<ul style="list-style-type: none"> ➤ World Ecology, Environment & Development (WEED) Award 2017 by International Association of Educators for World Peace. ➤ Bharat Ratna Indira Gandhi Gold Medal Award by Global Economic Progress and Research Association ➤ Exceptional Women of Excellence Award by Women Economic Forum
2017	Dr. Manju Bhardwaj	Assistant Professor	Award of travel grant for attending and presenting paper in International conference held in Atlantic City, USA
2017	Ms. Jyotsna Talreja	Assistant Professor	Research grant from the Natural Environment Research Council, University of Liverpool, United

			Kingdom
2017	Dr. Pramod Kumar Singh	Assistant Professor	Antar-Rastriya Sahitya Seva Samman
2017	Dr. Pramod Kumar Singh	Assistant Professor	Hindi Seva Samman
2017	Dr.Anirudh Ojha	Assistant Professor	Hindi Seva Samman
2017	Dr.Anirudh Ojha	Assistant Professor	Sahitya Seva Samman
2017-18	Dr. Pramod Kumar Singh	Assistant Professor	Sanskrit Smaradhak Samman
2017-18	Dr.Rekha	Assistant Professor	Sanskrit Smaradhak Samman
2017-18	Dr.Kumud Rani Garg	Assistant Professor	Sanskrit Smaradhak Samman
2017-18	Ms. Preeti Verma	Assistant Professor	Sanskrit Smaradhak Samman
2017-18	Dr.Anirudh Ojha	Assistant Professor	Sanskrit Smaradhak Samman
2017	Dr. Poonam Juneja	Associate Professor	National Excellence for Innovative Teaching 2017

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
PART-III				
B.SC. (HONS.)- III				
BOTANY	556	VI	18.5.2018	12.7.2018
CHEMISTRY	557	VI	18.5.2018	12.7.2018
MATHS	563	VI	18.5.2018	9.7.2018
PHYSICS	567	VI	18.5.2018	9.7.2018
ZOOLOGY	569	VI	18.5.2018	12.7.2018

B.SC.(PROG.) III				
PHYSICAL SCIENCE	582	VI	26.5.2018	17.7.2018
LIFE SCIENCE	583	VI	26.5.2018	12.7.2018
B.A.(HONS.) III				
ECONOMICS	510	VI	17.5.2018	13.7.2018
ENGLISH	511	VI	17.5.2018	19.7.2018
HINDI	516	VI	17.5.2018	9.7.2018
HISTORY	518	VI	17.5.2018	11.7.2018
POLITICAL SCIENCE	527	VI	17.5.2018	10.7.2018
SANSKRIT	529	VI	17.5.2018	12.7.2018
SOCIOLOGY	530	VI	17.5.2018	10.7.2018
B.COM(HONS.)	504	VI	18.5.2018	9.7.2018
B.COM (PROG)	503	VI	17.5.2018	11.7.2018
B.A. PROG	501	VI	14.5.2018	16.7.2018
PART-II				
B.SC.(HONS.)-II				
BOTANY	556	IV	24.5.2018	18.7.2018
CHEMISTRY	557	IV	24.5.2018	18.7.2018
MATHS	563	IV	24.5.2018	30.7.2018
PHYSICS	567	IV	24.5.2018	24.7.2018
ZOOLOGY	569	IV	24.5.2018	17.7.2018
B.SC.(PROG.) II				
PHYSICAL SCIENCE	582	IV	28.5.2018	30.7.2018
LIFE SCIENCE	583	IV	23.5.2018	23.7.2018
B.A.(HONS.) II				
ECONOMICS	510	IV	23.5.2018	19.7.2018
ENGLISH	511	IV	23.5.2018	23.7.2018
HINDI	516	IV	23.5.2018	17.7.2018
HISTORY	518	IV	23.5.2018	21.7.2018
POLITICAL SCIENCE	527	IV	23.5.2018	24.7.2018
SANSKRIT	529	IV	23.5.2018	19.7.2018
SOCIOLOGY	530	IV	23.5.2018	17.7.2018
B.COM(HONS.)	504	IV	24.5.2018	20.7.2018
B.COM (PROG)	503	IV	19.5.2018	17.7.2018
B.A. PROG	501	IV	18.5.2018	25.7.2018
PART-I				
B.SC.(HONS.)-I				
BOTANY	556	II	22.5.2018	18.7.2018
CHEMISTRY	557	II	22.5.2018	18.7.2018
MATHS	563	II	22.5.2018	19.7.2018
PHYSICS	567	II	22.5.2018	21.7.2018
ZOOLOGY	569	II	22.5.2018	14.7.2018

B.SC.(PROG.) I				
PHYSICAL SCIENCE	582	II	24.5.2018	19.7.2018
LIFE SCIENCE	583	II	22.5.2018	19.7.2018
B.A.(HONS.) I				
ECONOMICS	510	II	22.5.2018	21.7.2018
ENGLISH	511	II	22.5.2018	21.7.2018
HINDI	516	II	22.5.2018	14.7.2018
HISTORY	518	II	22.5.2018	21.7.2018
POLITICAL SCIENCE	527	II	22.5.2018	14.7.2018
SANSKRIT	529	II	22.5.2018	23.7.2018
SOCIOLOGY	530	II	22.5.2018	14.7.2018
B.COM(HONS.)	504	II	22.5.2018	20.7.2018
B.COM (PROG)	503	II	23.5.2018	14.7.2018
B.A. PROG	501	II	24.5.2018	21.7.2018

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

Following the University directive for division of marks for end term evaluation and internal evaluation, we keep 25% weightage for internal evaluation for every paper. The evaluation is based on marks in attendance, class test and projects (surveys, group discussions, empirical data analysis, paper writing and presentations). The class tests are conducted multiple times and in various format (MCQs, viva, comprehension) to ensure best student learning outcomes and identify focus areas for every student. This method also allows for students to be able to take the test in case they miss it due to medical reasons and participation in co-curricular activities outside college. This method ensures commitment of teachers and students as well as close and constant assessment of the students.

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

As a constituent college of the University of Delhi, we follow the academic calendar and semester end examination schedule as declared by the university. In addition, we declare the institutional calendar at the beginning of the academic year which is in consonance with the University academic and examination calendar but also mentions the major institutional events and programs to be carried out during the year. This is to ensure smooth conduct of classes and other activities while ensuring timely delivery of curriculum and avoiding any overlaps or conflicts with the University calendar. This calendar is provided to all new students with the college prospectus.

2.6 Student Performance and Learning Outcomes

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

<http://maitreyi.ac.in/topics.aspx?mid=Undergraduate%20Courses>

-

2.6.2 Pass percentage of students

Progr	Programme name	Number of students	Number of students	Pass
-------	----------------	--------------------	--------------------	------

amme Code		appeared in the final year examination	passed in final semester/year examination	Percentage
	B.SC.(HONS.)- PART III			
556	BOTANY	36	36	100%
557	CHEMISTRY	34	34	100%
563	MATHS	35	35	100%
567	PHYSICS	32	32	100%
569	ZOOLOGY	35	33	94.28%
	B.SC. (PROG.) PART III			
582	PHYSICAL SCIENCE	48	47	98%
583	LIFE SCIENCE	64	64	98%
	B.A. (HONS.) PART III			
510	ECONOMICS	46	45	98%
511	ENGLISH	39	35	89.74%
516	HINDI	53	48	90.56%
518	HISTORY	83	75	90.36%
527	POLITICAL SCIENCE	230	224	97.39%
529	SANSKRIT	25	21	84%
530	SOCIOLOGY	33	26	78.78%
504	B.COM (HONS.)	68	65	95.58%
503	B.COM (PROG)	107	94	88%
501	B.A. PROG	151	134	88.74%

2.7 Student Satisfaction Survey

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

<http://maitreyi.ac.in/topics.aspx?mid=Student%20Feedback>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**3.1 Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	2016-19	DBT	35,84,488	18,87,000
Minor Projects	2017-19	UGC-Startup	24,00,000	24,00,000
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (<i>other than compulsory by the College</i>)				
International Projects				
Any other(Specify)				
Total			59,84,488	42,87,000

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
-	-	-

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

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

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

Incubation Centre	Name	Sponsored by
Maitreyi College	MC-Incubation Cell	Self-Financed

Name of the Start-up	Nature of Start-up	Date of commencement
Gulisthan	Herbal Garden/Nursery	01.01.2018

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-	-

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

Name of the Department	No. of Ph. Ds Awarded

3.3.3 Research Publications in the Journals notified on UGC website during the year			
	Department	No. of Publication	Average Impact Factor, if any
National	Chemistry	1	
	Sanskrit	4	
	Zoology	2	
	TOTAL	7	
International	Chemistry	5	
	Commerce	2	
	Economics	1	
	English	1	
	History	1	
	Physics	3	
	Zoology	2	
	TOTAL	15	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year			
	Department	No. of publication	
	Botany	12	
	Chemistry	2	
	Commerce	2	
	Computer Science	5	
	English	1	
	Hindi	7	
	History	1	
	Pol Science	2	
	Zoology	3	
	TOTAL	35	

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
						DATA NOT COLLECTED
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
				DATA NOT COLLECTED	DATA NOT COLLECTED	
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National Level	State level	Local level		
Attended Seminars/ Workshops	16	24	09	-		
Presented papers	27	46	-	-		
Resource Persons	01	05	05	-		
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of Teachers coordinated such activities	Number of students participated in such activities			
Third International Day of Yoga on June 21, 2017.	NSS Centre, University of Delhi	4	around 50			
Special Electoral Camp on July 27, 2017 in the college campus	SWEEP college campus ambassador appointed by NSS Centre, University of Delhi	1	8			
Special Electoral Camp on July 28, 2017 in the college campus	SWEEP college campus ambassador appointed by NSS Centre, University of Delhi	1	7			
Brief about the concept	NSS Centre, University	3	78			

of cleanliness campaign and the objective of Swachhta Pakhwara and administering of Swachhta Sthapath on August 2, 2017 under Swachhta Pakhwara during August 1, 2017 to August 15, 2017	of Delhi		
Cleaning of the college campus on August 3, 2017 under Swachhta Pakhwara	NSS Centre, University of Delhi	2	40
Visit to local dispensary - cleanliness drive on August 11, 2017 under Swachhta Pakhwara	NSS Centre, University of Delhi	2	14
Cleaning of nearby bus stop, 'Bapu Dham' - cleanliness drive on August 11, 2017 under Swachhta Pakhwara	NSS Centre, University of Delhi	2	14
Rally outside the college with volunteers carrying posters and placards related to cleanliness on August 14, 2017 under Swachhta Pakhwara	NSS Centre, University of Delhi	2	42
Poster-making on August 14, 2017 under Swachhta Pakhwara	NSS Centre, University of Delhi	2	19
New India Pledge on the occasion of the 75th anniversary of the Quit India Movement and 70th Independence Day Celebration on August 9, 2017.	NSS Centre, University of Delhi	1	30

Swachh Bharat rally and Abhiyan organised on September 15, 2017	NCC	01	58
Awareness program regarding saving our rivers on September 21, 2017	NSS Centre, University of Delhi	1	7
Rally for Rivers within the college premises to create awareness about river crisis on September 22, 2017	NSS Centre, University of Delhi	1	24
Rashtriya Ekta Diwas National Unity Day-pledge and unity run on the occasion of birth anniversary of Sardar Vallabhai Patel on October 31, 2017	NSS Centre, University of Delhi	1	33
Photography competition and exhibition on the theme Art and culture of Sikkim on November 3, 2017	Ek Bharat Sreshtha Bharat programme of University of Delhi	4	500+
JetSetVote workshop in the college on the theme, importance of voting on November 8, 2017	Campus watch-Youth Ki Awaaz	1	50
Promotion of Voter ID card registration in the college campus during Special Summary Revision of Photo Electoral Rolls on November 9, 2017	NSS Centre, University of Delhi	1	5
National Youth Day- Film screening and speech to celebrate the	NSS Centre, University of Delhi	1	21

birth anniversary of Swami Vivekananda on January 12, 2018			
National Voters Day - administering Voters Pledge on January 25, 2018	NSS Centre, University of Delhi	10	400 approx.
Nukkad natak on the concept of Earth Hour and the need to save resources 2017	World Wide Fund for Nature Event	6	200+
Integrating the world through Music	Apollonia world music society of Maitreyi college	2	7

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Promotion of the electoral participation across the country	One of the NSS volunteers was appointed as SVEEP College Campus Ambassador	NSS Centre, University of Delhi	200 approx. filled the Voter I-card form
Youth Exchange Programme	Selection	YEP, Singapore	One
Quarter guard competition	First prize	PGDAV College University of Delhi	Eight
Quarter guard competition	Second prize	ARSD College University of Delhi	Eight
Quarter guard competition	Second prize	Deshbandhu College University of Delhi	Eight
Rangoli	First Prize	Shivaji College University of Delhi	One
Photography	First Prize	Jamia Millia	One

		Islamia		
Photography	First Prize	Kirorimal College University of Delhi	One	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
NSS	ARSD College in Collaboration with National Institute of Social Defence NISD, Ministry of Social Justice and Empowerment, Government of India	One-day sensitization programme on Prevention of drug abuse among the youth on September 18, 2017	1	19
NSS	JNU	NSS day on September 24, 2017	1	6
NSS	NSS Centre	Rally for Rivers Training on September 27, 2017	1	18
Rally for Rivers project	Rally for Rivers organized at Indira Gandhi Indoor Stadium, New Delhi	Rally for Rivers on October 2, 2017	1	5
NSS	Facebook, Youth Ki Awaaz & PRIA in association with the Chief	JetSetVote workshop for campus ambassadors on Special Summary	1	3

	Electoral Office, Delhi	Revision of Photo Electoral Rolls, 2018 on October 13, 2017		
NSS	ARSD College in Collaboration with National Institute of Social Defence NISD, Ministry of Social Justice and Empowerment, Government of India	One-day training programme on Substance Abuse, Youth and Higher Education on November 1, 2017	1	11
NSS	All India Institute for Human Values & Resource Development AIIHV&RD	Workshop on Human Value Development on November 13 and 14, 2017	1	1
NSS	Ministry of Youth affairs and Sports, Government of India	Khelo India School Games from January 27, 2018 to February 10, 2018	1	3
NSS	Alzheimer Related Disorder Society of India ARDSI, Delhi Chapter	Training for taking care of patients with Alzheimer disease at Alzheimer Related Disorder Society of India ARDSI, Delhi Chapter on November 16 and 17, 2017	3	12
NSS	Alzheimer Related Disorder Society of India ARDSI, Delhi	Volunteering at ARDSI day care center on November 22,	3	4

	Chapter	2017		
Sankalp se siddhi- Ye India Ka Time Hai	Maitreyi college in collaboration with MHRD	Pathan-a dramatized reading of the poetry by students Dept. of History, Political science and Sociology on the theme-India without fear on September 22 ,2017	5	300+
Sankalp se siddhi- Ye India Ka Time Hai	Maitreyi College in collaboration with MHRD	Manthan a panel discussion on the topic- New India by 2022:challenges and future prospects on September 22 ,2017	3	300+
Sankalp se siddhi- Ye India Ka Time Hai	Maitreyi College in collaboration with MHRD	Photo exhibition on theme of India without fear was put up by Vistas-the photography society of the college on September 22 ,2017	4	500+
Sankalp se siddhi- Ye India Ka Time Hai	Maitreyi College in collaboration with MHRD	Band performance by NASH on patriotic songs on September 22 ,2017	15	500+
Corruption free India	Doordarshan channel in collaboration with Central vigilance commission	Panel discussion held at the Doordarshan Kendra on October 15, 2017	2	20

Vigilance awareness week	Maitreyi College in collaboration with Punjab National Bank	Debate competition on the theme My vision-corruption free India as an activity observing the Vigilance awareness week 02 Nov.,2017	10	160+
My vision corruption free India	Prasar Bharti and Maitreyi College	Debate competition on the theme My vision-corruption free India on October 23,2017	10	140+
Ultra Run of the EME 50 days 50 half Marathons	Maitreyi College in collaboration with Ministry of Defence	Yoga session organised on March 26, 2018	5	100+

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Supervisor and co-supervisor of Doctoral research	04	UGC	-

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

Nature of linkage	Title of the linkage	Name of the partnering institution/industry/research lab with contact details	Duration (From-To)	Participant
Research	Understanding signalling mechanism of Inflammation in teleost Channa punctatus	Zoology Department University of Delhi	02.06.2017-30.12.2018	02

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

Organisation	Date of MoU signed	Purpose and activities	Number of students/teachers participated under MoUs
--------------	--------------------	------------------------	---

Maitreyi College with SGTB Khalsa College and Acharya Narendra Dev College	25.09.2017	International symposium on Ciliate Biology ISCB 2018, April 04-06, 2018 at India Habitat Centre, Lodhi Road, New Delhi	400+
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES			
4.1 Physical Facilities			
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year			
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development		
On actual basis	4,24,35,830		
4.1.2 Details of augmentation in infrastructure facilities during the year			
Facilities	Existing	Newly added	
Campus area	10 Acres	New Science Block, all lies in 10 Acres	
Class rooms	44	10 (Under construction)	
Laboratories	16	9 (Under construction)	
Seminar Halls	01	01 (Under construction)	
Classrooms with LCD facilities	22	10 (Under construction)	
Classrooms with Wi-Fi/ LAN	ALL	ALL	
Seminar halls with ICT facilities	01	01 (Under construction)	
Video Centre	01	-	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		R.O PLANT (Rs. 629070.00) CCTV CAMERAS (Rs.219220.00) P.A SYSTEM (249334.00)	
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 493,300.00	
Others		Within the existing area, newly created area is: New Sci. Block: 700 sq m Girls' Hostel: 675 sq m	

4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS }						
Name of the ILMS software	Nature of automation (fully or partially)		Version		Year of automation	
SOUL	Fully		2.0.0.12		2010	
4.2.1 Library Services:						
	Existing		New added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	96690	15320411	1197	768858	97887	15890235.96
Reference Books						16089269
e-Books	Through N-LIST (6000 + e-journals and 31,35,000 + e-books)					
Journals	62		-1	201315	61	
e-Journals	N-List, DELNET		N-List, DELNET		25370	
Digital Database						
CD & Video	657	0	14	0	671	0
Library automation	ALL COLLECTION IS AUTOMATED AND BARCODED AS WELL AS DATABASE UPDATE AS AND WHEN NEW BOOK ADDED IN THE LIBRARY					
Weeding (Hard & Soft)	23473	1122005.45	5502	262097.30	28975	1384102.75
Others (specify)						

4.3 IT Infrastructure									
4.3.1 Technology Up gradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	171	103 (23 Old systems have been shifted to other departments like maths, physics, office and others are lying with the office for write off)	20	1	1	19	11	100 MBPS	15 Library 3 Enabling Unit
Added	25	25							
Total	196	128	20	1	1	19	11	100	18
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									

Free leased line for Internet connectivity from Delhi University Computer Center North Campus, DU @100 MBPS			
4.3.3 Facility for e-content			
Name of the e-content development facility		Provide the link of the videos and media centre and recording facility	
-		-	
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
Dr Haritma Chopra	Chemical Kinetics	CBSE-UDAAN CLASSES	30.11.2017
Dr Haritma Chopra	Surface Chemistry	CBSE-UDAAN CLASSES	30.11.2017
Dr Haritma Chopra	Electrochemistry	CBSE-UDAAN CLASSES	30.11.2017
Dr Haritma Chopra	Solutions	CBSE-UDAAN CLASSES	30.11.2017
Dr Haritma Chopra	Equilibrium	CBSE-UDAAN CLASSES	30.11.2017
Dr Haritma Chopra	Redox Reactions	CBSE-UDAAN CLASSES	30.11.2017
Dr Meena Yadav	Module16- Nature of Hormone Receptors https://epgp.inflibnet.ac.in/view_f.php?category=1805	ePGPathshala, An MHRD Project- National Mission on Education through ICT NME-ICT	Jan, 2018
Dr Meena Yadav	Module17- Neuroendocrine feedback and Response to varied Stimuli https://epgp.inflibnet.ac.in/view_f.php?category=1805	ePGPathshala, An MHRD Project- National Mission on Education through ICT NME-ICT	Jan, 2018
Dr Meena Yadav	Module 19- Pituitary Hormones https://epgp.inflibnet.ac.in/view_f.php?category=1805	ePGPathshala, An MHRD Project National Mission on Education through ICT NME-ICT	Jan, 2018
Dr Jaspreet Kaur	Cell-cell adhesion and communication- Cell-cell and cell matrix adhesion	ePGPathshala, An MHRD Project- National Mission on Education through ICT NME-ICT	March 30, 2018

Dr Jaspreet Kaur	Cell-cell adhesion and communication- Gap junctions	ePGPathshala, An MHRD Project- National Mission on Education through ICT NME-ICT	March 30, 2018
Dr Jaspreet Kaur	Regulation of transcription and translation of proteins by miRNA	ePGPathshala, An MHRD Project- National Mission on Education through ICT NME-ICT	March 30, 2018
Dr Rakhi Gupta & Dr. Luni	Neuroendocrine physiology - Gastro-intestinal hormones	ePGPathshala, An MHRD Project- National Mission on Education through ICT NME-ICT	March 30, 2018
Dr Rakhi Gupta & Dr Archana Aggarwal	Neuroendocrine physiology- Thyroid and parathyroid hormones	ePGPathshala, An MHRD Project; National Mission on Education through ICT (NME-ICT)	March 30, 2018
Dr Rakhi Gupta	Neuroendocrine physiology- Adrenocorticomedullary hormones	ePGPathshala, An MHRD Project; National Mission on Education through ICT (NME-ICT)	March 30, 2018
Dr Luni & Dr Archana Aggarwal	Neuroendocrine physiology- Reproductive hormones	ePGPathshala, An MHRD Project; National Mission on Education through ICT (NME-ICT)	March 30, 2018
Dr Archana Aggarwal	Neuroendocrine physiology- Pancreatic hormones	ePGPathshala, An MHRD Project; National Mission on Education through ICT (NME-ICT)	March 30, 2018

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
On actual basis	23,10,512	On actual basis	99,21,650

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

The college follows the university regulations in constituting all necessary staff council committees and other statutory bodies that oversee the maintenance and utilization of all resources. These committees oversee the maintenance of college infrastructure, equipment and facilities.

1. The college runs an NCWEB, SOL and CEC centres in its premises to allow optimum use of the college infrastructure throughout the year. The College also caters to National Level competitive exams namely CSIR-NET exam, UGC-NET exam. A faculty superintendent along with a team of faculty members and administrative staff are involved with the running of these centres.
2. The college has a building committee that oversees the maintenance of the college infrastructures. Through meetings conducted throughout the year necessary requisitions are considered, followed up and proposed to the Governing Body for sanctions of funds. All purchases are made and the infrastructural needs met.
3. There are Annual maintenance contracts for the maintenance of computers, electronics, and laboratory equipment in the college.
4. The college owns a Public Address System, CCTV cameras, and an RO water plant for the safety, comfort, and effective communication with the students. Each of this is maintained through an annual maintenance contract which is finalized basis the tenders that are announced online as per the norms of Government of India.
5. The college campus is Wi-Fi enabled, the maintenance of which is done by DU Computer centre.
6. The college library is a member of DELNET and INFLIBNET on annual subscription basis. This membership entitles faculty and students to access 3crore book titles and 6000 e-journals. The library has 37 computers and 8 printers which are maintained through annual maintenance contract at college level.
7. The institution further has annual contracts with the Photocopy shop, Canteen, Bookshop and the Mother Dairy. The services are reviewed every year by the duly constituted committees and the contracts renewed if all expectations are met.
8. We also maintain an annual Pest Control contract for the entire building.
9. The Sports equipment is purchased and maintained by the sports Committee that acquires all requisite services, material and equipment. A stock maintenance is undertaken annually by the Sport Committee to check any lack or wear and tear in equipment and requirements for replacement.
10. The Sports Grounds are maintained by the Physical Education department and Sports Committee and paid for through the sports Fund.
11. The college also caters to services such as AADHAR Card, Polling station for Elections in its premises to make optimum use of the college infrastructure.

<http://maitreyi.ac.in/topics.aspx?mid=Infrastructure%20and%20other%20facilities>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Freeship	22	8360/-

Financial support from other sources					
a) National	Delhi govt., World Brotherhood Organisation		09		197190/-
b) International	-		-		-
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation		Number of students enrolled	Agencies involved
YOGA		1st August,2017		20	Maitreyi College
Remedial coaching for SC,ST students		2 nd August 2017		12	Maitreyi College
Empowerment of Hindi medium PG Students of Political Science		1 st August, 2017		09	In-house Faculty of Maitreyi College
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Dec. 2017	Preparation for PG Entrance exam in Political science	15		05	
2017-18	Career counselling		177		33
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
NIL		NIL		NIL	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Student	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

	s Participated			
ERNST & YOUNG	59	12		33
NIIT		6		
IPAF		0		
GLOBAL ARCUS		0		
GENPACT		11		
FIS		0		
O.P.JINDAL		0		

5.2.2 Student progression to higher education in percentage during the year 22.88%

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	300+	B.Sc Hons. B.Sc Hons. B.Sc (Hons.) B.Sc (Hons.) B.Sc (Hons.) B.Sc (Programme) B.Sc (Programme) B.Com (Hons.) & B.Com (Pass) B.A (Hons.) B.A (Hons.) B.A (Hons.) B.A (Hons.) B.A (Hons.) B.A (Hons.) B.A (Hons.) B.A (Hons.) B.A. (Programme)	Botany Chemistry Physics Zoology Mathematics Life Science Physical Science with Chemistry Commerce Economics English Hindi History Political Science Punjabi Sanskrit	International Institutions :- National University of Singapore Macquarie University, Australia Tribhuvan University, Nepal TEFL Academy, Dublin Ireland National Institutions:- -Jamia Hamdard -Banaras Hindu University -Punjab University -Maharshi Dayanand University -University of Delhi -Dr. B.R Ambedkar University -I.P University -IIT Bombay -Allahabad University -Jamia Milia Islamia University -TERI University -Central University of Punjab -CDLU,Sirsa -Kurukshetra University -Delhi SCERT -Jammu University -IISC, Bangalore -IIT, Roodkee	M.Sc Applied Economics M.A Applied Economics, M.A Sociology TEFL Certification - M.Sc Mathematics - M.Sc Physics - M.Sc Chemistry -M.Sc Botany -M.Sc Zoology -M.Sc Forensic Science - M.Sc Food & Nutrition -M.Sc Plants Sciences - M.Sc Environmental Science -d.el.ed -M.Sc Biotechnology - M.Sc Biochemistry - M.Sc cell and Molecular biology - M.Sc Environment Management - M.Com - M.A History - M.A Political Science

			Sociology	<ul style="list-style-type: none"> -IGNOU -IISER, Tirupati -Amity University -Central University, Hyderabad -NIMS University, Jaipur -Central University, Rajasthan -GGSIPU -SRM University -National Institute of Criminology and forensic Science -J.C Bose University of Science & Technology -YMCA institute of media studies -New Delhi institute of Management -School of open learning, University of Delhi -Fc women's college, Hisar -ICICI Manipal academy, Bangalore -JIMS, Rohini Sector-5 -Khairgarh University -ICFAI Business School -UCD Michel Smurfit Graduate Business School -SGT University -Sharda University -Delhi School of Economics -Sri Arvindo Center for Arts & Communication -IIFT, Kolkata -IIFT, Delhi -Azim Premji University, Bangalore -IMI, New Delhi -NIFT, Delhi -Maharaja Agrasen institute of Technology -University of Management Studies -TISS, Mumbai -Footwear Design & Marketing, FDDI, Delhi -EFFLU, Hyderabad -Campus Law Center, Delhi University -Jindal Global University -NCWEB, Delhi University -Venketheswara college, Sonapat -GD Goenka University, Sohna -Banasthali Vidyapeeth, Rajasthan -Asian college of Journalism, Chennai 	<ul style="list-style-type: none"> - M.A Sociology - M.A Economics -PGDB - PGDM - B.ED - Documentary Photograph Diploma - M,A development - M.A Fashion Management - PG Diploma in Yoga - MA Hindustani Classical Music - MA Diplomat Studies - LLB - PG Diploma - M.A Journalism in Mass Communication - Master in international relation - Master in international Studies -MA Social work -MBA
--	--	--	-----------	--	---

				-Maharaja Soorajmal institute, IP University -Baba Saheb Bhimrav Ambedkar University, Lucknow -B.M Group of Education, Gurugram -Savitri bai Phule, Pune University -Jawahar Lal Nehru University -IIT, Kharagpur -Institute of Mathematics & Application -Gautam Buddh University -Health & Nutrition VLCC, Kirti Nagar, New Delhi -Cherist University, Bangalore -Tata Institute of Social Science, Mumbai -MAAC institute -PDM University, Bahadurgarh, Haryana -Pearl Institute, Mumbai Professional Institutions :- -ICAI -Actuarial Science	
--	--	--	--	--	--

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Data not collected	Data not collected
SET	Data not collected	Data not collected
SLET	Data not collected	Data not collected
GATE	Data not collected	Data not collected
GMAT	Data not collected	Data not collected
CAT	Data not collected	Data not collected
GRE	Data not collected	Data not collected
TOFEL	Data not collected	Data not collected
Civil Services	Data not collected	Data not collected
State Government Services	Data not collected	Data not collected
Any Other	83+	Data was not collected

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

Activity	Level	Participants
----------	-------	--------------

AGAAZ-Intercollege sports festival ➤ Basketball 3X3 (Men) ➤ Ball Badminton (Women) ➤ Soccer 5 a side (Men) ➤ Soccer 5 a side (Women) ➤ Power lifting (women)	Inter College	350
Softball Inter College Tournament	Inter College	120
Basketball Inter College Tournament	Inter College	480
Inter Staff sports Races	College level	100
Inter Class students sports events	College level	500
Golden Jubilee celebration	College level	1200+
RHAPSODY-Inter college cultural festival (17 Competitions were held)	University Level	1000+

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017	Third position	National	Baseball(W)		16/1058	Jyoti
2017	Third position	National	Baseball(W)		16/1011	Himani
2017	Bronze	National	Taekwondo		17/1213	Simran Khurana
2017	Google Asia-Pacific Business	International			14/4904; 14/4518	Prakriti Sharma and Ankita Grewal
2017	First position	National		Stage Production in 2 National events	Team	Abhivyakti Theatre Society
2017-18	A-level Adjudicator	National		English debate	17/850	Oshin Sharma
2017-18	First position	National		Indian Dance performance in 4 National	Team	Nrityakriti (Indian Dance Society of

				events		Maitreyi College)
2017-18	Second position	National		Indian Dance performance in 1 National event	Team	Nrityakriti (Indian Dance Society of Maitreyi College)
2017-18	First position	National		Fashion show	Team	Galore (Fashion Society of Maitreyi College)
2017-18	Second position	National		Fashion show in 2 National events	Team	Galore (Fashion Society of Maitreyi College)

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

Maitreyi has a robust student council that is selected through the fair process of election administered as per University rules and regulations. The Student Council then spearheads a series of cultural and co curricular activities and events throughout the year under the mentoring of staff advisors. Many staff council and cultural committees also have a core student council. This structuring of all committees offers students participation and experience in handling, managing, organizing events and activities at a large scale. This offers double benefits of improving student abilities and exposure as well as keeping all institutional activities transparent, democratic and participative.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

NO

5.3.2 No. of ~~registered~~ enrolled Alumni:

955

5.3.3 Alumni contribution during the year (in Rupees) :

16,400

5.3.4 Meetings/activities organized by Alumni Association :

1. Felicitation of 6 of our alumni by Honourable Vice-President of India Shri M. Venkaiah Naidu during the culmination function of the Golden Jubilee year of Maitreyi College.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
Decentralization and participative management is crucial to creation of a healthy and growing institution. <ol style="list-style-type: none"> 1. The college has a range of staff council committees through which all work is delegated to the staff members and students. All academic, cultural and administrative committees have Staff conveners and Staff members who execute various activities. 2. Our institution believes in an inclusive, participative environment for the holistic growth of all stakeholders. Including students in all organising and decision making bodies is an important method to achieve this end. All cultural committees as well as departmental and cultural societies have a robust student body that participates equally in organisation of all academic and cultural activities in the college. This offers them the necessary exposure to crucial life and organisational skills and managerial experience, and at the same time creates a two tier structure for the execution of all initiatives in the college.
6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:
YES
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
❖ Curriculum Development As a constituent college of university of Delhi the college follows the Curriculum, Academic calendar and examination schedules as announced by the University. We follow the choice based credit system and to better learning outcomes all departments carefully select the General elective and Skill Enhancement Course papers to be offered to students according to specific needs and relevance to the Students interests. The Discipline specific elective are also selected carefully often through a consultative process with the students. Several faculty members are a part of Boards of Studies/Committee of curses and Studies of Delhi University and periodically send feedback on the curriculum. They are further encouraged to attend and participate in workshops and seminars organised by Delhi University, Institute of Life Long Learning for discussions on curriculum modifications. While distributing the workload teaching lessons are assigned keeping the teachers specialisation in mind. Teaching plans are further made to assist in smooth delivery of curricular requirements.
❖ Teaching and Learning At Maitreyi, it is believed that teaching and learning outcomes can be achieved or improved only by realizing teacher-learner equilibrium. This makes classrooms more democratic, stimulating and lively space for ready exchange and creation of ideas and knowledge. <u>Teacher centric methods</u> We strive at providing to our teachers an enabling environment to develop innovating teaching

methodologies and constantly upgrade their skills through several activities. An ICT enabled infrastructure, Wi-Fi enabled campus allows them makes use of non traditional teaching methods. Other than encouraging participation in seminars and workshops the IQAC has encouraged faculty to take excursions, field work to make their teaching process more holistic and also turn it experiential and participative. The teachers are also advised to act as mentors and address any issues faced by the students. The IQAC assists the teachers in procuring funds from different government and non-government agencies for their research and career advancement activities. The active staff council committees allow the teachers to mentor students outside of classrooms through different extra-curricular activities, supervising students as they develop organising and leadership skills while teachers themselves get an opportunity to essay their creative ideas.

Student Centric method

The students find in Maitreyi a wholesome learning environment within and outside classrooms. The classroom space uses interdisciplinary methods, technology, and streamlined assessment and feedback system to ensure smooth delivery of the syllabus. Periodic assessment and feedback allow for special attention to vulnerable students as and when needed. Introduction of projects and presentations also inculcate learning habits among students as they attempt nascent research ideas from the first year of their program. Outside the syllabi structured teaching the students have access to a well-equipped library with a DELNET subscription and access to an immense online database. Frequent interaction with scientists, subject experts, entrepreneurs, industry professional add to the necessary guidance and mentoring that they need to develop employability and life skills. Participation in various cultural societies forms a very significant learning experience for students and leads to their holistic growth.

❖ Examination and Evaluation

The semester end examinations are conducted as per university rules. The internal assessment is carried out in the college adopting the following procedures-

Discussion on the submitted and evaluated assignment in the classroom and on one to one basis if required

Based on the University directive, 25percent weightage is allotted to internal evaluation for every paper. The evaluation is based on marks in attendance, class test and projects surveys, group discussions, empirical data analysis, paper writing and presentations. The class tests are conducted multiple times and in various format MCQs, viva, comprehension to ensure best student learning outcomes and identify focus areas for every student. This method also allows for students to be able to take the test in case they miss it due to medical reasons and participation in co curricular activities outside college. This method ensures commitment of teachers and students as well as close and constant assessment of the students.

❖ Research and Development

The college and the IQAC is attempting to conduct workshops to inform the faculty of various possible funding for research projects. All faculty members are encouraged to research, publish and present papers. Research findings are regularly shared by the faculty though STAR bulletin. The members of the faculty who hold a Ph.D are encouraged to guide younger Ph.D scholars. The college provides requisite infrastructure, environment, study leaves to augment the research output of the faculty. We are also determined to increase research based activities among students. Often

students are attached with teachers working on research projects. The college has started student run research projects funded by the college.

❖ Library, ICT and Physical Infrastructure / Instrumentation

The Library has a good collection of books and every year new books are added with an objective to promote interdisciplinary approach. Such books are beyond the syllabi and enlighten students on the latest developments in modern fields. The library subscribes to e-resources 6,000 plus E-journals and e-books through N-LIST and INFLIBNET. The Library at Maitreyi Library has created its own Institutional Repository using Dspace software. Presently, the repository is provided on intranet and contains information on CBCS syllabus for all existing courses, old syllabi and end semester DU question papers. The process of digitization of college magazines, annual reports and faculty publications to be stored in the repository is also in progress.

Library is automated and taken the membership of Developing Library Network DELNET.

Office is partially computerized.

Internet access and e- library facility given in the library for users.

Medical room is enabled to provide first aid kit

Canteen facility with healthy eatables is available

Utilisation of Infrastructure is optimised by conduct of SOL and NCWEB

Noteworthy improvement of infrastructure and instrumentation facilities.

❖ Human Resource Management

Administrative, Technical and non-technical staff is enthused to upgrade their educational qualifications and technical skills. Following measures are taken for achieving the same-

Staff members attend training courses like orientation, refresher.

Procurement and subsequent training for use of new software of administrative staff.

Faculty is encouraged to undertake various Faculty development programs, Workshops/Seminars/Conferences regularly. Various leaves are granted for the purpose

Study leave is granted to the faculty members for pursuing doctoral research.

Performance appraisal of staff members is done regularly.

Incentives to the staff through various welfare schemes

❖ Industry Interaction / Collaboration

Industrial Visits are organized for students to get practical exposure.

Industry Experts are invited to share their views and expertise with the students.

Placement cell ensures effective collaboration with corporate units and industry.

Collaboration with industries and other noted institutions to organize seminars, workshops.

❖ Admission of Students

Admission Committee is constituted with members from every department. The Committee strictly abides to the admission process formalized by University of Delhi.

Student are aptly counselled for choice of subjects at the time of admission.				
6.2.2 : Implementation of e-governance in areas of operations:				
❖ Planning and Development The College uses its e database and information systems to ensure a data driven approach to decision making. Various stakeholders including students, members of teaching and non teaching staff, alumni are engaged through various electronic channels in the planning and development process of the College. The timetable and other academic communication are uploaded on the website.				
❖ Administration Database and records are maintained in electronic form to streamline the administrative work. Notices and other correspondence pertaining to administration are communicated through electronic channels to respective stakeholders. Notices of appointment of adhoc and guest teachers are uploaded on college website. Statutory information, student related information and other important forms are uploaded on the College website. Further, to ensure convenience of students, the administration promptly responds to email communication sent by students, parents and other stakeholders. Tender notices on all major purchases are uploaded on college website.				
❖ Finance and Accounts To ensure availability of data and long-term storage of records, the accounts department is ensuring digitisation of its records. Further, e-compliance to regulatory authorities is done on a timely basis as and when required.				
❖ Student Admission and Support The admission process in the College is administered and regulated by the University of Delhi. To augment the online admission process of the University, the College has taken several initiatives to improve the timeliness and spread of information dissemination required for greater convenience in the process. The guidelines, bulletins and all relevant information for the applicants are uploaded on the College website. Soft copy College prospectus is also uploaded on the webpage. The contact details of the nodal officers for admission process and the Admission Grievance Committee were also widely publicised. Any query regarding the admission process was appropriately and timely responded to by the nodal officers for admission.				
❖ Examination While the examination schedule is administered by the University of Delhi, the College takes all the possible measures to ensure relevant and timely information dissemination amongst students. Notifications prior to examination such as submission of examination form are timely displayed on College website and notice boards. Information pertaining to collection of admit cards and other examination related formalities are also communicated to students through electronic channels. Further, a list of examination based instructions is also uploaded on the website/notice boards prior to examinations.				
6.3 Faculty Empowerment Strategies				
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year				
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017-18	Dr. Ritu Gaba	National Conference on Nano science- Opportunities and Challenges	Maitreyi College	486

2017-18	Dr. Rakhi Gupta	Orientation Programme (OR-85)	CPDHE	486
2017-18	Ms. Shweta	UGC Sponsored National Seminar on Global Trade Services: A WTO Perspective	Shaheed Bhagat Singh College	486
2017-18	Ms. Neha	FDP on Various Aspects of E Business	Zakir Husain Delhi College	491
2017-18	Ms. Jyotsana	FDP on Various Aspects of E-Business	Zakir Husain Delhi College	491
2017-18	Dr. Archana Aggarwal	Orientation Programme (OR-87)	CPDHE	486
2017-18	Dr. Ritu Dhingra	National Conference on Environmental Sustainability in Wastewater Remediation: Current Status and Future Prospects (ESWR-2017)	Sri Venkateswara College	486
2017-18	Dr. Sadhana Pandey	Workshop on Quantum Physics and Quantum Optics	Dyal Singh College and NASI	200
2017-18	Dr. Hema Bhandari	National Conference on combating industrial pollution for sustainable environment	Gargi College	486
2017-18	Mr. Kamal Sharma	National Conference on combating industrial pollution for sustainable environment	Gargi College	486
2017-18	Dr. Lata Vodwal	National Conference on Environmental Sustainability in Wastewater Remediation: Current Status and Future Prospects (ESWR-2017)	Sri Venkateswara College	486
2017-18	Dr. Amirtha Anand	National Conference on Environmental Sustainability in Wastewater Remediation: Current Status and Future Prospects (ESWR-2017)	Sri Venkateswara College	486
2017-18	Dr. Padma Saxena	National Conference on Environmental Sustainability in Wastewater Remediation: Current Status and Future Prospects (ESWR-2017)	Sri Venkateswara College	486
2017	Dr. Ankita	National Conference on Environmental Sustainability in Wastewater	Sri Venkateswara	486

-18	Chaudhary	Remediation: Current Status and Future Prospects (ESWR-2017)	College	
2017-18	Dr. Gita Batra Narula	National Conference on Environmental Sustainability in Waste water Remediation: Current Status and Future Prospects (ESWR-2017)	Sri Venkateswara College	486
2017-18	Dr. Sandhya Gupta	International Conference of Green Chemistry in Environmental sustainability and Chemical education	Daulat Ram College	486

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017-18	National Level FDP on Time Series Analysis		27-29, November 2017	55	-
2017-18	Bilingual National Seminar on Technologies of the Self-Representation in Cinema and New Media		16, March 2018	45	
2017-18	Inter departmental workshop on A statistical software-R		20, September 2017	08	

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
UGC-sponsored short term course in Research methodology	01	20.03.2018-26.03.2018
UGC-Sponsored Refresher Course in Climate change and disaster management *(ID)	04	09.06.2017-30.06.2017
UGC-Sponsored Refresher Course in Global studies	01	06.09.2017-26.09.2017
UGC-sponsored short term course in Research methodology	02	06.03.2018-10.03.2018

UGC-sponsored National workshop on A trend towards machine learning techniques and applications	02	26.12.2017-01.01.2018	
Participated in the Level 2 of the STEM Teacher Training workshop on Research-based Pedagogical Tools(RBPT)	01	06.12.2017-08.12.2017	
Participated in the seminar on Bhartiya bhasham mein shabdawali kal aaj aur kal	01	03.07.2017-05.07.2017	
Workshop under continuing education program on Contemporary themes in Indias economic development and the economic survey	01	11.06.2017-17.06.2017	
Global initiative of academic networks Indian folk epics- a south Indian perspective	01	02.11.2017-08.11.2017	
Workshop The intertwining strands in physics and mathematics: Fourier analysis	01	19.01.2018-23.01.2018	
UGC-sponsored Orientation programme	01	21.11.2017-19.12.2017	
UGC-sponsored four week Orientation course	01	09.10.2017-03.11.2017	
UGC-sponsored Orientation programme	02	24.08.2017-21.09.2017	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
-	-	-	-
6.3.5 Welfare schemes for			
Teaching	<ol style="list-style-type: none"> Staff members contribute to Provident Fund Medical reimbursement as per Govt. rules Staff quota during admission Annual Medical check up Children education allowance LTC/HTC To create awareness regarding healthy and fit body and soul, faculty is encouraged to involve themselves in sports activities. During annual sports meet games are held where they participate and winners are felicitated with medals and prizes. 		
Non-teaching	<ol style="list-style-type: none"> Uniform Medical reimbursement as per Govt. rules Staff quota during admission Annual Medical check up Children education allowance LTC/HTC Motivating staff to participate in various 		

	workshops/conferences and providing financial assistance for the same. 8. Felicitation of Gardeners during Annual day function 9. To engage staff in paid invigilation duties in University examination. 10. To create awareness regarding healthy and fit body and soul, staff is encouraged to involve themselves in sports activities. During annual sports meet games are held where they participate and winners are felicitated with medals and prizes.
--	--

Students	1. Annual Medical check up 2. Free ship & scholarship schemes 3. Students can avail bus fee concessions 4. Felicitation of achievers/performers 5. Medical room with full time nurse and visiting Doctor 6. R.O. drinking water, food in canteen on subsidised rates
----------	---

6.4 Financial Management and Resource Mobilization

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

Yes, the College conducts internal and external financial audits regularly. An audit is a systematic and independent examination of Books, Accounts, Statutory records, documents and vouchers of the college to ascertain how the financial statement as well as records presents in a true and fare manner. It also attempts to ensure that the books of accounts are properly maintained by the college as required by the law. The audit of the college is carried by the two following agencies-

1. Internal Audit- Chartered Accountant empaneled with Delhi University.
2. External Audit- Directorate of Audit, Govt. of NCT of Delhi

The CA of the college audits the account of the college and provides Audit report with certified copies of all financial statement. Thereafter the auditors of Directorate of Audit, Govt. of NCT of Delhi visit the college and carry out their process of auditing the College accounts and then provide us the Audit Report.

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

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
-	-	-

6.4.2 Total corpus fund generated -

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NA	NO	NA
Administrative	YET TO BE DONE	Directorate of Higher Education, Govt. of NCT of Delhi	YES	M/s Batra and Associates

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

Since parents are important stakeholders in imparting education to our students, the college takes inputs from parents through active feedback from them regarding various issues related to curriculum and personality development of our students.

Concerned parents write emails to the college Principal which are promptly replied to, and their concerns are addressed in the college.

If a student is short of attendance due to medical reasons or otherwise, parents / local guardians are called to college to inform them about the consequences and future corrective action that they need to ensure.

During admission process, teachers and student support staff address all queries of parents.

There is no formal parent teacher association in college.

6.5.3 Development programmes for support staff (at least three)

1. A workshop on Team Building for technical and non-teaching staff was conducted on 27.09.2017 and Dr Indu Arneja was the resource person. This workshop was attended by all the non-teaching staff of the college.
2. Training to procure through GeM
3. Training to procure through CPPP

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

The college believes that enough options and opportunities should be available to all stake holders for their holistic development and therefore number of initiatives was started in 2017-18. These are as follows-

1. In continuation of the research initiatives undertaken by the science departments with the help of grants received from DBT under the Star College status, The Research and Incubation centre was established to promote research climate in all streams- Sciences, Social Sciences, Commerce and Languages. In 2017-18, 24 projects were undertaken by the centre under the mentorship of 48 teachers. These projects were provided financial support from the college and played a strong role in professional grooming of students. The teachers also gained experience from mentoring and guiding research projects.
2. In order to provide a safe, congenial environment with a good communication network for the 4000 students and staff, the college installed RO plant, CCTV and a public address system. These initiatives helped in improving basic infrastructure available in the college premises.
3. The college undertook many initiatives to promote healthy environment since the importance of health cannot be overlooked in current times. The sports department organised a 3 day long inter-college sports carnival and meet, Aagaz, a first of its kind at this level. As a precursor to the event, competitions were held within the college where students, teachers and support staff participated. The enthusiasm continues to grow and now regular sport practices sessions and friendly matches amongst members of teaching, non-teaching staff, and students are regularly held after college hours and during lunch break.

The importance of not just personal health but public health is critically emphasised as the

college believes that a healthy body, a healthy mind and a healthy society should coexist. An interactive session by Dr. Sue Desmond Hellmann, global CEO of Bill and Melinda Gates foundation was organised in the college, her first such interaction in India, where students learnt the critical role of women in health care provision.				
6.5.5				
a. Submission of Data for AISHE portal : (Yes)				
b. Participation in NIRF : (Yes)				
c. ISO Certification : (No)				
d. NBA or any other quality audit : (No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from--- --to-----)	Number of participants
2017	Workshop on Team Building for technical and non-teaching staff	27.09.2017	1 Day	94+17 (contractual staff)
2018	Youth for Health Interactive session with Dr. Sue Desmond-Hellmann , CEO, Bill and Melinda Gates Foundation	05.04.2018	1 Day	300+

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES			
7.1 - Institutional Values and Social Responsibilities			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
		Female	Male
Poster designing competition organised by Internal complaint committee against sexual harassment	27.09.2017	16	00
Collage making competition organised by Internal complaint committee against sexual harassment	27.09.2017	16	00
Inter college debate competition on “There are no exceptions to Gender Equality”	09.11.2017	10	04
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources			
In spite of the extremely rocky areas in and around the campus, the college has been successful in converting it into beautiful lawns and gardens which apart from being aesthetically beautiful also acts as the carbon sink for the campus.			

Plantation drives have been an annual feature of our college. Saplings are procured from Delhi government organization and are planted in the college campus.

Steps for Energy conservation:

1. The architecture of the college building and class rooms are such that all the rooms are well lit and there is no need for lights in the daytime.
2. The classrooms and labs of the college are well ventilated. Therefore, we save energy required on the air conditioning of the rooms.
3. The college is having a large open auditorium (amphitheatre) which is used for organizing most of the functions throughout the year, with minimum usage of electricity.
4. The college is using LED tube lights in most of its areas and thus ensuring conservation of electricity.
5. The various performing societies of the college are encouraged to use open amphitheatre for their practice sessions instead of classrooms to minimize the power usage.
6. The Newly constructed Science Block and Girls Hostel have been built on the basis of Green building plan. Use of recycled bricks, provision for solar panels on roof tops and rain water harvesting system are some of the important measures.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	13
Provision for lift	Under Construction	NIL
Ramp/ Rails	Yes	13
Braille Software/facilities	Yes	03
Rest Rooms	Yes	13
Scribes for examination	Yes	NIL (Not demanded by anyone for the session 2017-18)
Special skill development for differently abled students	Yes	02
Any other similar facility	Writer & Reader Bank	03

7.1.4 Inclusion and Situatedness

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

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017	09	09	2017-18	<ol style="list-style-type: none"> 1. Special Electoral Camp 2. Cleanliness campaign 3. Saving our rivers 	-Awareness about voting right -Awareness about cleanliness	895+

				<ol style="list-style-type: none"> 4. Rashtriya Ekta Diwas- pledge and unity run 5. JetSetVote workshop- importance of voting 6. Awareness for Photo Electoral Rolls 7. National Voters Day 8. Earth Hour and the need to save resources through Nukkad natak. 9. Training and day care for taking care of patients with Alzheimer's disease 	<ul style="list-style-type: none"> -Awareness regarding the importance of rivers -Importance of Independence -Save environment -Unity building -Promotion of Voter ID card registration - Earth Hour and the need to save resources -Urban literacy 	
--	--	--	--	--	--	--

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Prospectus of the College	20/06/2017	It consists of general guidelines for students, University rules for attendance, discipline etc.

<http://maitreyi.ac.in/DataFiles/CMS/Prospectus/prospectusMaitreyicollege.pdf>

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Debate on “ My vision- corruption free India ” with Prasar Bharti	23.10.2017	150+
Debate on “My vision- corruption free India” with Punjab National Bank	02.11.2017	170+

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

1. The college campus has been identified as No Smoking and No Tobacco Zone
2. Ensuring proper maintenance of Rain Water Harvesting system
3. Enrichment of Herbal and Medicinal Garden
4. Recycling of waste and sensitization campaigns as carbon water footprint
5. Practising Vermicomposting
6. Maintain green campus
7. Multiplication of plants

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the

institution as per NAAC format in your institution website, provide the link
http://maitreyi.ac.in/Datafiles/cms/2019/2017-18%20best%20practices.pdf
7.3 Institutional Distinctiveness
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words
<p>Maitreyi College stands out in its distinctive endeavours towards intensive research based learning and attempts to integrate the same with pragmatic applications. Our institution strongly believes in a deep commitment to research attitudes and scientific enquiry which also allows it to stand out among the many institutions of higher education who shoulder the collective responsibility of enabling and channelizing the young educating minds towards constructive enablement through research and innovation.</p> <p>Recipient of the Star College Award, Maitreyi College has received grants for 9 consecutive years from DBT to upgrade infrastructure and promote scientific research. As a landmark achievement in 2017-18, the college has started its own research wing in Social Sciences- Sciences and Languages. As many as 24 projects have been successfully completed under the Summer Internship Programme that were undertaken and conducted by students under the mentorship and guidance of faculty members.</p> <p>The keenness of thrust towards research also extends to several publications that have been undertaken by our distinguished faculty in various publishing forums of repute. The year 2017-18 credits the college with 4 books, 22 published articles in UGC approved journals, 27 chapters in edited books, 4 conference proceedings and 17 e-chapters that have been written under UDAAN, the project launched by CBSE and e-Pathshalla.</p> <p>As an attempt to enhance social and individual quality of life and to integrate acquired and applied knowledge, two projects were undertaken during the year 2017-18 by the students of Zoology Hons. One of them focused on the key issue Post-menopausal symptoms and their management and the other provided awareness on Lactation- practice and attitude of women in Delhi-NCR. Similar projects and awareness initiatives were carried out by other departments of the college.</p> <p>Maitreyi College aims to continue its distinctive endeavours in this direction to achieve excellence in research and its applications in diverse fields of relevance and social utility.</p> <p>http://maitreyi.ac.in/default.aspx</p>

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

1. To assess the students need for a trained counsellor who would be available during college hours to address the various psychological and social problems faced by them, and provide the same if required.
2. To start a summer internship program for students to give them exposure to and practice in research based projects.
3. To encourage all departments to make educational excursions during the mid semester break to augment learning, gathering field data and developing research methodology skills. A report has to be submitted by all departments mentioning the learning outcomes and research findings.
4. To award the best report submitted by a department to encourage and motivates the students for increased participation.
5. In order to better use funds the science departments will use the facility fees for purchasing.

6. An E content lab will be created in the college to provide the necessary infrastructure to the faculty to create electronic content.
7. A website committee will be created to curate all online content for the college.
8. All departments will be required to plan their activities for the semester in advance and submit the tentative dates to the office along with the details of theme and resource persons. A notification for all the events to be held in the college will be published on the website at least a week in advance to ensure better publicity. A small report of all conducted activities has to be sent to the office along with some picture of the event to be uploaded at the college website.
9. Getting Alumni Association registered.
10. To enter more MoUs with relevant institutions to promote curricular, co curricular and ISR activities.
11. To introduce NSDC Skill Courses Department/Sector wise.
12. To introduce courses in Journalism and Medical Coding from the upcoming academic session.
13. To promote the use of solar energy in the college through the installation of solar panels.
14. Orientation programmes for newly recruited faculty and non teaching staff.
15. To involve people from the neighbouring areas in the activities of the NSS and raise awareness.

Name Dr. Pardeep Rai



Signature of the Coordinator, IQAC

Name Dr. Haritma Chopra



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
