



## ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)

### Zakir Husain Delhi College (Evening)

दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली - ११०००२ Jawaharlal Nehru Marg, New Delhi - 110002  
Phone: 011-23231899 Website: <https://zhdce.ac.in/> E-mail: [zhpge.college@gmail.com](mailto:zhpge.college@gmail.com)

#### Teaching Staff Feedback: Action Taken Report (Academic Year 2021-22)

S. No.	Criteria	Recommendations/ Action Taken
1	Encouragement for organizing academic, co-curricular and extra-curricular activities for overall development of students.	There are numerous departmental and college-level societies that are committed to coordinating a diverse range of academic, co-curricular, and extra-curricular activities with the goal of promoting the comprehensive growth of students. The college administration provides financial assistance to several societies to support their initiatives. Moreover, each department organizes a variety of events for students during the academic year. It is important to highlight that a large proportion of students actively participate in and attend these events, which significantly enhances their overall learning experience and personal development.
2	Timely promotion.	In August 2020, the college commenced the ongoing process of promotions following the guidelines stipulated by UGC. To align with these guidelines effectively, the college is required to establish additional Screening-cum-Evaluation committees.
3	Opportunities for professional enrichment.	The institution actively advocates for the enhancement of its teaching staff's professional growth. It provides support to educators in participating in workshops, conferences, seminars, FDPs, and other events that contribute to their professional development. Moreover, staff members can request reimbursement for financial costs related to their engagement in relevant activities. Furthermore, faculty members are allocated paid duty leaves to ease their participation in these events, fostering continuous learning and development among the staff.
4	Timely disbursement of salaries.	In a standard procedure overseen by the Government of India, salaries for college employees are disbursed with a range of incentives, increments, and additional benefits in line with the established rules and regulations that govern central government employees.
5	Availability of parking facility.	In an effort to cater to the parking needs of college staff, designated parking facilities have been allocated at gates no. 2 and 3. Recent expansion endeavors have been undertaken to improve and expand the existing parking area, ensuring better accessibility and convenience for staff members commuting to the college campus.
6	ICT facilities in college.	The college provides Wi-Fi access utilizing the Delhi University's internet infrastructure, enabling students and staff to connect to high-speed internet while on campus. In addition, computer facilities are available with high-speed internet connectivity accessible to everyone. The college library offers entry to a plethora of online resources via the Delhi University Library System. Furthermore, each staff member and student receives a customized Google account for educational use, allowing access to various services. Moreover, both faculty members and students are equipped with dedicated Microsoft MS Teams



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		accounts created specifically for educational purposes. It is advisable to further explore and introduce ICT tools for the enhancement of the college staff and students' experience.
7	Satisfaction with the work environment.	The faculty members of the college are pleased with the working environment they experience. They note that their colleagues and administrative staff demonstrate cooperation, accessibility, and timeliness in their interactions. The college regularly organizes a variety of formal events and informal gatherings for its staff to enhance a healthy work environment and encourage a collegial atmosphere.
8	Cleanliness in College	Stringent directives have been issued to the sanitation staff to adhere to a predetermined schedule for the timely cleaning of all washrooms. Moreover, in each washroom, a schedule chart has been prominently displayed and updated after every cleaning session. Similarly, the canteen staff has been instructed to uphold strict cleanliness standards by cleaning the premises at regular intervals throughout the day to ensure hygienic food delivery. Additionally, efforts have been made to minimize food wastage by encouraging staff members to be mindful of consumption. Furthermore, the college infrastructure team has been tasked with strategically placing dustbins in front of the canteen area, employing appropriate color coding to facilitate the segregation of dry and wet food waste for efficient disposal.
9	Interaction with students.	The college fosters positive interaction between its faculty and students. In addition to departmental instructors, the school has implemented a mentorship program where assigned mentor teachers offer guidance to students on academic, career, and personal matters. This program is subject to routine assessments, and any significant issues raised during mentorship sessions are promptly dealt with and escalated to the relevant authorities for resolution.
10	Library facilities including books, journals, reading room, etc.	The college library is well-known for its exceptional facilities, which include a vast array of books and subscriptions to numerous journals and newspapers. Moreover, it provides access to online resources through the Delhi University Library System. In addition, the library maintains a unique collection of rare books, enriching its academic resources. To meet the requirements of faculty members, a designated reading room is available. The college also forms a Library Committee composed of representatives from every department to ensure a variety of viewpoints in decision-making. Each department receives a budget to acquire books and other materials for the library, supporting the ongoing enhancement of its collection.
11	Encouragements towards use of ICT and innovative pedagogy.	The college promptly integrates recent advancements in ICT. It provides Wi-Fi access through the Delhi University's internet system and ensures high-speed internet connectivity for both students and staff through available computer resources. Moreover, the college library facilitates access to online resources via the Delhi University



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		Library System. Every staff member and student is equipped with a Google account tailored for educational institutions, granting access to a wide array of services. Furthermore, all teaching staff and students are provided with Microsoft MS Teams accounts specifically designed for educational institutions, facilitating the implementation of various innovative pedagogical methods by educators. Students are offered the option to submit assignments and projects online, and numerous teachers employ innovative pedagogical techniques such as flipped classrooms, experiential learning, group discussions, debates, presentations, projects, fieldwork, blogs, vlogs, among others. To ensure continuous improvement, the college regularly introduces new ICT tools and conducts training sessions to acquaint teaching staff with the latest advancements in ICT and innovative pedagogical approaches.
12	Cleanliness and comfort in staff Room.	The staff room has been meticulously furnished and upholstered, providing a comfortable environment for faculty members. It is equipped with essential amenities such as drinking water facilities, air conditioning, and a pantry for the convenience of the staff.
13	College Infrastructure takes into consideration the special needs of persons with disabilities (washroom, lift, ramps ,etc.)	The college caters to the needs of individuals with disabilities through the provision of accessible infrastructure. This encompasses the installation of lifts in both the Academic Block and Science Block, along with the presence of ramps across the campus to facilitate accessibility for persons with disabilities. Additionally, a proactive Equal Opportunities Cell within the college regularly provides suggestions for enhancing the college infrastructure to enhance accessibility further.
14	Timely processing of medical bill, LTC, etc.	The processing of medical bills, LTC, and other related matters is carried out in compliance with the rules and regulations set forth by the Government of India.
15	Role and responsibility.	The college provides all teaching staff with the opportunity to take on roles and responsibilities that match their interests through a democratic nomination process when forming committees within the staff council. The committee supports the arrangement of regular skill development workshops for both teaching and non-teaching staff to enhance their skills, allowing them to handle roles and responsibilities that align with their preferences. Previous experience and performance play crucial roles in assigning additional duties and responsibilities to the staff.
16	Adequacy of classroom and seating capacity.	The college rigorously abides by the seat matrix authorized by the University of Delhi, guaranteeing student admissions according to the designated number of seats for each course. This procedure maintains a harmonious teacher-student ratio within the institution. Additionally, compliance with the approved seat intake supports the management of



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		suitable classroom capacity and seating layouts. This strategy enhances the educational environment for students and faculty members alike, without excessively burdening the college's infrastructure.
17	Grievance redressal mechanism of college.	The college upholds a strong grievance redressal mechanism that rigorously complies with different statutory requirements.
18	Availability of resources present on campus.	The college offers a range of facilities such as Wi-Fi access, a library, a campus that is accessible, a canteen, a Mother Dairy outlet, a Safal outlet, parking facilities, and sports amenities, among others. However, the incorporation of student hostels and staff quarters into the list of available resources is still pending.
19	Encouragement towards research and publication.	The college provides excellent research facilities via its library and supporting infrastructure. Faculty members are strongly encouraged to engage in seminars and conferences, with financial aid provided to assist their participation, along with paid duty leaves. Teaching staff are eligible to take study leaves and sabbaticals as per established rules. Additionally, increments are awarded to individuals holding research degrees in line with the regulations stipulated by UGC.

**Prof. (Dr.) Masroor Ahmad Beg**  
(Professor-Principal)