



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

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Teaching Staff Feedback: Action Taken Report (Academic Year 2020-21)

S. No.	Criteria	Recommendations/ Action Taken
1	Adequacy of classroom and seating capacity.	The college strictly adheres to the seat matrix sanctioned by the University of Delhi to ensure the admission of students based on the allotted number of seats for each course. This practice is essential in maintaining a balanced teacher-student ratio within the institution. Furthermore, following the sanctioned seat intake facilitates the maintenance of appropriate classroom capacity and seating arrangements. This approach significantly contributes to an enhanced educational experience for both students and staff, without unduly straining the college's infrastructure.
2	Cleanliness in College	In accordance with the set guidelines, the sanitation staff has been given strict instructions to adhere to a predefined schedule for the timely cleaning of all washrooms. Moreover, a schedule chart has been visibly displayed in each washroom and is updated following every cleaning session. Similarly, the canteen staff has been mandated to maintain high cleanliness standards by conducting regular cleaning sessions throughout the day to ensure the hygienic delivery of food. Additionally, measures have been implemented to reduce food wastage by promoting mindful consumption among the staff. Furthermore, the college infrastructure team has been assigned the task of strategically situating dustbins in the vicinity of the canteen area, utilizing appropriate color coding to facilitate the segregation of dry and wet food waste for efficient disposal.
3	Timely disbursement of salaries.	The government of India disburses the salaries of college employees, applying various incentives, increments, and other benefits in accordance with the rules and regulations governing central government employees.
4	Interaction with students.	The college fosters meaningful interaction between its faculty and students. In addition to departmental instructors, the institution has implemented a mentor-mentee structure, wherein assigned mentor teachers offer guidance to students on academic, professional, and personal matters. This system is subject to regular assessments, and any significant issues identified during mentor-mentee sessions are promptly addressed and escalated to the appropriate authorities for resolution.
5	Library facilities including books, journals, reading room, etc.	The college library is widely recognized for its exceptional facilities, boasting an extensive array of books and subscriptions to a diverse range of journals and newspapers. Furthermore, it provides access to online resources through the Delhi University Library System. Additionally, the library is home to a special collection of rare books, significantly enhancing its scholarly resources. To meet the needs of faculty members, a dedicated reading room is made available. The



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		college also establishes a Library Committee comprising representatives from each department, ensuring diverse perspectives in decision-making. Each department is allocated a budget to acquire books and other resources for the library, facilitating the continual enrichment of its collection.
6	Satisfaction with the work environment.	The college faculty members are pleased with the working environment, noting the cooperation, accessibility, and timeliness of their colleagues and administrative staff. The college organizes formal events and informal gatherings to cultivate a healthy work environment and encourage a collegial atmosphere.
7	College Infrastructure takes into consideration the special needs of persons with disabilities (washroom, lift, ramps ,etc.)	The college ensures that individuals with disabilities have full access to the campus facilities. This includes the installation of lifts in the Academic Block and Science Block, as well as the presence of ramps throughout the campus for easy mobility. Additionally, the college's Equal Opportunities Cell consistently provides recommendations for further improving the infrastructure to enhance accessibility.
8	Role and responsibility.	The college provides all teaching staff with the opportunity to take on roles and responsibilities that match their interests by using a democratic nomination process when forming committees within the staff council. These committees work to organize regular skill enhancement workshops for both teaching and non-teaching staff to improve their abilities, allowing them to take on roles and responsibilities that align with their preferences. Prior experience and performance are important considerations when assigning additional duties and obligations to the staff.
9	Timely promotion.	The college initiated the ongoing promotion process in August 2020, following the promotion guidelines outlined by the UGC. In line with these guidelines, there is a need to establish additional Screening-Evaluation committees.
10	Encouragement towards research and publication.	The institution provides exceptional research facilities through its library and accompanying infrastructure. Faculty members are actively encouraged to engage in seminars and conferences, with financial aid available to support their participation, as well as paid duty leaves. Teaching staff have the opportunity to take study leaves and sabbaticals in accordance with established regulations. Furthermore, increments are awarded to research degree holders as per the regulations outlined by the UGC.
11	ICT facilities in college.	The institution provides Wi-Fi access through the Delhi University's internet system, ensuring high-speed internet connectivity for both students and staff on campus. Additionally, computer facilities with high-speed internet connectivity are accessible to all. The college library offers access to a wide array of online resources through the



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		Delhi University Library System. Moreover, every staff member and student receives a tailored Google account for educational purposes, granting access to various services. Furthermore, dedicated Microsoft MS Teams accounts are provided to both teaching staff and students for educational use. It is recommended to further explore and introduce ICT tools for the benefit of college staff and students.
12	Encouragements towards use of ICT and innovative pedagogy.	The college has integrated recent advancements in ICT to enhance the learning environment. By providing Wi-Fi access through the Delhi University's internet system and ensuring high-speed internet connectivity for both students and staff through available computer resources, the institution has prioritized technological accessibility. Additionally, the college library facilitates access to online resources via the Delhi University Library System. Each 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. This allows students 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. The college also ensures continuous improvement by regularly introducing new ICT tools and conducting training sessions to acquaint teaching staff with the latest advancements in ICT and innovative pedagogical approaches.
13	Timely processing of medical bill, LTC, etc.	The handling of medical bills, LTC, and other associated issues complies with the rules and regulations prescribed by the Government of India.
14	Encouragement for organizing academic, co-curricular and extra-curricular activities for overall development of students.	The college is proud to host various departmental and college-level societies focused on coordinating a wide range of academic, co-curricular, and extra-curricular activities designed to promote the comprehensive development of students. Financial backing is provided to numerous societies by the college administration. Moreover, each department organizes numerous events for students throughout the academic year. It is worth noting that a considerable majority of students actively participate in and attend these events, thus contributing to their overall enrichment and development.
15	Grievance redressal mechanism of college.	The college has a comprehensive grievance redressal mechanism that fully complies with all statutory requirements.
16	Opportunities for professional	The institution actively facilitates the professional growth of its teaching staff, providing support for educators to engage in



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	enrichment.	workshops, conferences, seminars, FDPs, and similar activities aimed at enhancing their professional development. Moreover, staff members are eligible to request reimbursement for financial costs related to their involvement in relevant events. Additionally, faculty members are entitled to paid leaves to enable their participation in such activities.
17	Availability of resources present on campus.	The college is equipped with a range of facilities, such as Wi-Fi access, a library, an accessible campus, a canteen, a Mother Dairy outlet, a Safal outlet, parking facilities, and sports amenities. However, the addition of student hostels and staff quarters to the list of available resources is still pending.

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