YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**SWARGIYA SHREE GURUSHARAN CHHABRA GOVERNMENT COLLEGE SURATGARH**
• Name of the Head of the institution	**Asha Sunariwal**
• Designation	**Principal (officiating)**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**9461136668**
• Mobile no	**9461136668**
• Registered e-mail	**gcsuratgarh@gmail.com**

• Alternate e-mail	**gcsuratgarh@gmail.com**
• Address	**Opposite Akashvani kendra**
• City/Town	**Suratgarh**
• State/UT	**Rajasthan**
• Pin Code	**335001**

2.Institutional status

• Affiliated /Constituent	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Semi-Urban**
• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**MGS University Bikaner**
• Name of the IQAC Coordinator	**Mrs. Sukhjeet Kaur**
• Phone No.	**9462179797**
• Alternate phone No.	**8619349397**
• Mobile	**01509220168**

• IQAC e-mail address	iqacgcsuratgarh@gmail.com
• Alternate Email address	gcsuratgarh@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://hte.rajasthan.gov.in/dept/dce/maharaja_ganga_singh_university/govt._college_suratgarh/uploads/doc/aqar%202019-20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://hte.rajasthan.gov.in/dept/dce/maharaja_ganga_singh_university/govt._college_suratgarh/uploads/doc/Academic%20Calender%2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71.6	2004	04/11/2004	03/11/2009
Cycle 2	B	2.27	2014	24/09/2014	23/09/2019

6.Date of Establishment of IQAC	25/07/2005

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SWARGIYA SHREE GURUSHARAN CHHABRA GOVERNMENT COLLEGE SURATGARH	NIL	NIL	0	0

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	**View File**
9.No. of IQAC meetings held during the year	3
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No

• If No, please upload the minutes of the meeting(s) and Action Taken Report	**View File**
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1. Teaching through online tools and Resources: With the widespread covid-19 pandemic in 2019 and 2020, the teaching e-learning process went on ceaseless and smooth. There was no break in the teaching and curriculum coverage of the students. You tube channel and whatsapp group of the college were created to facilitate the dissemination of information and knowledge to the students as widely as possible. To speed up the process, individual you tube channels were created by all teachers to smoothly carry on the teaching in the form of video lectures covering a major portion of the curriculum, trying to reach out to a wider audience and a majority of students. This helped in keeping in constant touch with the students and covering a major portion of the syllabus.

2. A number of steps were taken to improve the infrastructure of the College. The construction of basket ball ground work by PWD is completed. Construction of water point on ground floor and first floor and installation of water filters procured under RUSA scheme is completed.

3. Necessary steps were taken to improve the security measures in the college campus such as installation of few more CCTV cameras and flood lights in sensitive areas and fencing done in science block.

4. The report of AQAR 2019-20 was prepared and submitted by the college on NAAC portal.

5. IQAC suggested a number of precautionary measures to be taken to prevent the spread of Covid 19 disease in the college which included thermal screening and hand sensitization of every student on arriving college, maintaining social distancing, following 'NO MASK NO ENTRY' rule in campus, encouraging students to bring their own water bottles, sensitization of furniture, stationary, equipment and encouraging all students and staff members to download AROGYA SETU APP.

12.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

1. Due to covid 19 pandemic, the mode of teaching to be switched from offline to online. Teachers to prepare lectures, assignments and curriculum components in the form of videos, audios, PDF notes etc to continue the teaching process through online social media platforms.	Teaching through online tools and Resources: With the widespread covid-19 pandemic in 2019 and 2020, the teaching e-learning process went on ceaseless and smooth. There was no break in the teaching and curriculum coverage of the students. You tube channel and whatsapp group of the college were created to facilitate the dissemination of information and knowledge to the students as widely as possible. To speed up the process, individual you tube channels were created by all teachers to smoothly carry on the teaching in the form of video lectures covering a major portion of the curriculum, trying to reach out to a wider audience and a majority of students. Around 1540 videos and 1950 pdfs notes were prepared and circulated among the students.From Jan 2021, students also attended offline classes after the state government allowed to do so. This helped in keeping in constant touch with the students and covering a major portion of the syllabus.
2. On account of Covid 19, a number of precautionary measures to be taken to prevent the spread of disease among the students and staff members.	IQAC suggested a number of precautionary measures to be taken to prevent the spread of Covid 19 disease in the college which incuded thermal screening and hand sanitization of every student on arriving college, maintaining social distancing, following 'NO MASK NO ENTRY' rule in campus, encouraging students to bring their own water bottles, sanitization of furniture, stationary, equipments and encouraging all students and staff members to download AROGYA SETU APP.
3. IQAC committee to prepare the AQAR 2019-20 report for submission to the NAAC as early as possible.	The report of AQAR 2019-20 was prepared and submitted timely by the college on NAAC portal.
4. Owing to the pandemic,faculty participation in research and other activities to be carried on through online mode. IQAC motivated the faculty to actively participate in webinars, conferences, workshops and other research activities.	The faculty actively participated in webinars, conferences, workshops and other research activities. Few members attended faculty development programs like orientation and refresher courses.
5. Infrasturcture, resource developmen and increase in security measures to be carried out.	Construction of basket ball ground work was completed. Water point on ground floor and first floor were constructed and water filters were installed. Some of the issues regarding camera and working of LED of the smart room were fixed by the technician.Necessary steps were taken to improve the security measures in the

college campus such as installation of few more CCTV cameras and flood lights in sensitive areas and fencing done in science block.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	15/02/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	16

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	2155

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

1141

File Description	Documents
Data Template	View File

2.3

Number of outgoing/ final year students during the year

690

File Description	Documents
Data Template	View File

3.Academic

3.1

Number of full time teachers during the year

15

File Description	Documents
Data Template	View File

3.2

Number of sanctioned posts during the year

21

File Description	Documents
Data Template	View File

4.Institution

4.1

Total number of Classrooms and Seminar halls

35

4.2 Total expenditure excluding salary during the year (INR in lakhs)	9.31
4.3 Total number of computers on campus for academic purposes	32

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Swargiya Shri Gurusharan Chhabra Government College, Suratgarh is affiliated to Maharaja Ganga Singh University, Bikaner, Rajasthan and implements the curriculum prepared by the University. The College has developed a structured and documented process to ensure effective curriculum. At the beginning of the academic session, a class-wise time table is prepared. For this the time table committee discuss the course plan and prepare the time table .At the college level the implementation of the curriculum within the stipulated time is monitored and regulated by the Head of the Institution and by the concerned committee.

Circulation of Information: The timetable is displayed on general notice board and also uploaded on the college webpage . The dates for annual theory and practical examinations are announced by the affiliated university on its website. Prospectus, admission guidelines, academic calendar are displayed on the commissionerate, college education's website, which is linked to our college's web page. The detailed course curriculum prescribed by the affiliating University is linked on the college webpage. Additionaly, all information with respect to curriculum, time table , examination date sheets, etc. is also sent to whatsapp groups of the students by the faculty members.

Engagement of Faculty: The concerned committee in the college periodically monitors the coverage of syllabus and progress of the lab sessions, etc. Each faculty member has its own separate documentation that includes the student attendance register. On the basis of this attendance register, the course wise documentation is done. For practical classes, attendance and documentation is done lab wise and completed for each batch.

Measures taken for effective functioning and delivery of the curriculum

Class-room lectures: Lecture materials include notes, slides, PowerPoint presentations, animations and references to

additional e-resources like Gyandoot, e-Pathshala, Swayam etc. E-classroom lectures engaged the students with online lectures from the Commmissionerate, college education and YouTube. When the face to face classes were commenced in january 2020-2021,offline lectures were delivered by the faculty members.

Assigning projects to the students: Field work, surveys are part of the curriculum in many subjects like Geography, Botany, Zoology etc. and submitting reports was a part of few practicum courses .

Using innovative pedagogical tools and techniques: Interactive sessions inside/outside the classrooms were promoted. Application of theoretical knowledge through fieldwork and practical /experiments was imparted. We provided e-content through YouTube, whatsapp groups, to reach out to more and more students even when not in direct contact. The faculty also provided Study material in the form of pdf notes and pdf books. Laboratories and infrastructural facilities were enriched for effective curriculum delivery and extracurricular activities.

Periodic Review of Curriculum Progress: Students were mentored by the faculty members in whatsapp groups for their academic and other problems in the online classes and on the start of offline classes in janurary 2021, face to face interaction and feedback were taken in classes to review the progression of syllabus by faculty members.Concerned committee also monitored the progress of curriculum through recording the number of youtube videos, pdf notes, number of assignments question etc. Aanandam groups were made by each faculty members and groups were mentored by face to face interaction. Overall feedback is collected, analyzed and action taken concerning the curriculum, academic and other aspects of the institution.

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	**NIL**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

For the smooth running of academic and extracurricular activities, an academic calendar is decided and provided by the Commissionerate, College Education, Jaipur according to which the college's Committees plan their respective curricular ,extracurricular activities and tests throughout the session. The academic calendar is prepared well in advance for the upcoming academic session by the Commissionerate, College Education, Jaipur which is then uploaded in the "pravesh niti" or admission policy on its website. Also the holidays throughout the sessions are decided by the commissionerate and notified to the colleges through e-circulars. The college displayed the academic calendar and other circulars on its general notice board and also link to its college web-page for reference of the students, staff and other stakeholders. The faculty members give internal tests and assignments for the internal evaluation of the students.According to the schedule of the parent university, maharaja ganga sigh university, Bikaner the college follows schedule the academic calendar for the examinations.

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	**NIL**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**View File**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

4

File Description	Documents

Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**View File**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**View File**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**View File**

1.3 - Curriculum Enrichment

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

The compulsory papers on Environmental Studies,Elementary Computer Applications and "AANANDAM" at the UG Part I level are the three significant initiatives that addressed and integrated Environment ,Sustainability, Human Values and Professional Ethics in the curriculum. The conveners and members of BOS updated and revised the curriculum keeping in mind the current and relevant social,environmental and ethical issues. Different other elective papers at both UG and PG level in the curriculum also integrated cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics such as Human Rights and Duties, Cultural Geography,Indian Epics and Management,concept of minority representation , yoga, mediatation, way of life,etc.

Environment and Sustainability: The compulsory paper on Environmental Studies for UG part I in all streams was

implimented with the objective of integrating environmental concerns and sensitizing students towards environmental and sustainability issues.

Gender: Compulsory papers in History like Women in Indian History , elective paper in English Literature and hindi literature highlights about Women's Writing and other feminist studies, addressing gender issues and concerns.

Human Values: In some courses in graduation level across all streams human values in some way or the other are addressed. In the courses pertaining to Botany, Zoology, Chemistry and Geography,the values of environmental concept and conservations have been integrated. The extracurricular activities organised through the Eco club,NSS, NCC and Rover Cell of the college, emphasizing variuos Human Values and environmental concerns. The extracurricular activities including the celebration of Human Rights Day, blood donation camps, etc., and Guest lectures by experts and luminaries are initiatives towards inculcating social, moral and ethical values in the students. In addition these soft skills are also being promoted through the functioning of various committees of the college, like anti raging committee, discipline committee, right to information, women harassment committee, etc.. In this session "Anandam" , innovative brain child of Secretary, Higher Education, Rajasthan emphasizing on community services by youth was introduced in first year degree program. For this each faculty member was assigned around 76 students, mini projects related to plantation, cleanup, educate-a -child, vermi composting, etc. and other community services were taken up by group of students under the mentorship of each faculty members. Reports of the above projects were submitted by the students to their mentors by March 31st, 2021. Professional Ethics: The compulsory paper on Elementary Computer Applications was implimented to upgrade and update the learners with basic computer knowledge and equip them with the best of employability skills. Course content, seminars, workshops, co- curricular activities, sports are also some of the initiatives that instill leadership quality, team working and professional ethics among students.

File Description	Documents
Any additional information	**View File**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**View File**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**View File**

Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

839

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://hte.rajasthan.gov.in/dept/dce/maharaja_ganga_singh_university/govt._college_suratgarh/uploads/doc/FEEDBACK%20001.jpg

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2155

File Description	Documents
Any additional information	**View File**
Institutional data in prescribed format	**View File**

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1644

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At the initial level, class XII marks form the benchmark on which the students are assessed. Subsequently, they are assessed through class tests and assignments and during the annual examination conducted by the affiliating university. Their queries, grievances, suggestions and approach to academics are suggestive of their levels of competence. Further, the institution makes several efforts to address the needs of the different levels of students. The mentors start the process of identification of the students' learning levels, interests, articulation abilities and prospects through interactions in class and laboratories, departmental seminars and performance level in class tests. Class assignments for UG and PG and seminars for post- graduation students are a regular activity. These internal activities help the teachers in assessing the learning levels of students. It further assists the students to analyze their preparations and know the problem areas related to subject content. Feedback is also collected from

related subject teachers. This feedback helps in categorization as advanced learners and slow learners. After the process of identifying the mentors convey this information to the faculty and respective committees. It is also mandatory for students of first year undergraduate program to enroll in one of the extension activities viz. NCC, NSS, Rover, Women Cell etc. as per their aptitude.

Measures for Advanced Learners: 1. Merit holders and top rankers are honoured and awarded on the Annual Prize Distribution Function each year. (not held in current year) 2.Skill development programs

3. Nominated to represent the college or department in intra & inter-college competitions. 4. Motivated to set high goals for themselves and counselled to prepare for entrance and competitive examinations.

Measures for SlowLearners:

1. Extra classes taken for slow learners.

2. Special class tests are taken.

File Description	Documents
Paste link for additional information	**[Nil](Nil)**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2155	**15**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The institution ensures the outcomes stated in the institution syllabus.After the declaration of results, Principal holds a meeting of the Teachers of the departments wherein the results are reviewed and suggestions are discussed to

ensure better achievement in the subsequent examinations. The achievement of the students is also analyzed at the departmental level so that the pedagogical strategies could be planned accordingly. For achieving the desired learning outcomes, faculty members plan their teaching strategies as well as the content based on the specified objectives and motto of the institution. Various departments and committees develop activities like departmental fests such as Hindi Day, or Science exhibition during fests, chart and model preparations which are displayed in the college premises for a period of time to motivate and appreciate the students to perform and aim higher in their subjects. Extension activities such as awareness rallies, cleanliness campaigns, social clubs, and such activities enable the students to think out of the box and be creative, proactive and inculcate the values of ethics in students. As a result of this continuous and constant mentoring from the qualified and enthusiastic faculty members, the institution was able to make many students to score distinctions, medals and give honors. Many of our students have participated in inter collegiate fests, sports meets of state and national level and have brought accolades to the institution. The extracurricular activities such as NSS SCOUT and NCC has made our students achieve many awards and grades which are highly exemplary of the attainment of the outcomes asmentioned in the outcomes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college is equipped with the necessary and updated infrastructure in E-resources and ICT like Audio-Video tools, LCD projector in various departments, Smart boards, Computers with LAN connections in every department, ICT lab, Video conferencing room, E-podium including camera , screen and LED TV, open access e-resources. ICT enabled tools have facilitated the teaching learning process drastically. The students can access the teachers through several ways. In the case of the absence of teachers in campus for reasons of trainings or leave, the students still approach the teachers for teaching-learning and counselling through whatsapp, facebook, facebook messenger, twitter, youtube and text messaging. PDFs are made available to students in all subjects Power point presentations are frequently done by the teachers in class as well as shared through apps., Feedback forms are shared with students, teachers and parents through google forms. Feedback is analysed and report prepared. Youtube channel has been created by each teaching faculty for the dissemination of his lectures and views for the students. The link of these youtube videos is regularly and frequently shared with the students through whatsapp etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**View File**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**View File**
Circulars pertaining to assigning mentors to mentees	**View File**
Mentor/mentee ratio	**View File**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**View File**
Any additional information	**View File**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	**View File**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

354

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**View File**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college is affiliated to Maharaja Ganga Singh University,Bikaner. The students are assessed during the annual examination conducted by the affiliating university. In all the subjects where practical exams are part of the curriculum, it is mandatory tosubmit a practical record that is evaluated and marks are addedduring the final consolidation of results as internal assessment.Most of the teachers are involved in setting the question paper and evaluating answer books. The college acts as an important center for assessment of answer books of the University Annual Examinations. The Principal acts as the coordinator for the assessment center. The answer books are provided a code number by the University and the evaluation process is transparent. The marks are filled in the OMR sheet and complete secrecy is maintained.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The college is affiliated to Maharaja Ganga Singh University, Bikaner and it follows an annual examination scheme as per the University calendar. Any representation regarding question paper, examination related issues and evaluation is forwarded to the University. During the exams, unfair means case and grievance related to question paper are forwarded to the university immediately for necessary action. The examination procedure is completely transparent: 1. The time table is displayed on the university website. 2. Admit cards are generated online. 3.The examination process is looked after by CentreSuperintendent and Assistant Superintendents. 4.The answer sheets are distributed room wise along with question papers and attendance sheets to the invigilators.After examination, the answer sheets are collected by the invigilators and submitted to the Examination Committee for further process.

5.The attendance sheets are generated online. 6. The payment for invigilation duties is done online. 7. The question papers are kept in safe custody in the strong room. 8. The answer books are coded. 9. The answer books are evaluated fairly in time and results are declared and displayed on the University website.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcomes encompass a broad spectrum of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate and post-graduate courses. Swargiya Shri Gurusharan ChhabraGovernment College, Suratgarh offers a number of programmes in Science, Humanities and Commerce, each of them with unique and well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each discipline andare available on the institutional website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**https://hte.rajasthan.gov.in/college/gcsuratgarh/FORM**
Upload COs for all Programmes (exemplars from Glossary)	**View File**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The programme outcomes and course outcomes primarily aim at imparting knowledge and skills which is critical for building students 'competence and personality. There is also an emphasis on the holistic development of the students as the learning outcomes focus on imparting values and ethics and enhancing their interpersonal and communication skills. Besides classroom teaching and syllabus, the subject content not covered in the curriculum is also important and all efforts are taken to accomplish the same. The programme and course outcomes are evaluated and corrective measures are taken: 1.The evaluation process involves the analysis of feedback on curriculum, teaching, progression to higher education, skill development programmes, placements and updated curriculum for competitive exams. 2. Programme and course outcomes are also discussed and evaluated in the Academic Council and Board of Studies. 3. The faculty is also encouraged to update their subject knowledge and keep pace with changing trends in teaching methodology and

delivery by pursuing higher studies, participating in faculty development programmes and seminars. 4. The programme outcomes and programme specific outcomes are also discussed and evaluated on the basis of student progression to higher education and placement in detail in the IQAC meetings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

599

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/e/1FAIpQLScuFzClODalYRwq_2n7ncJue5ZMcxYb2ANzmVJJwzCTs3SMOw/viewform

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**View File**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**View File**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**NIL**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has an enriched ecosystem that supports creativity and boosts multifarious activities in the campus.Career Guidance and Placement Cell- The Committee looks into the employment prospective of the students and creates awareness about fresh job opportunities and market demands through lectures and seminars.

Innovation and Skill Development Committee- This committee plans and conducts the activities based on various orders received from the Commissionerate, distributing the student centered activities to several committees specialized in their respective tasks.

- **Dissemination of study material through social media: PDF notes, links, books, graphs and other material shared with students through whatsapp, facebook etc.**
- **You tube channels as a medium of teaching during Covid-19 pandemic times. A youtube channel of college was created and lectures uploaded on the channel for the viewership of students. Later on, personal youtube channels were created by all teachers to systematize the dissemination of subject-wise curriculum.**

Aims and Objectives:

- **To inculcate the spirit and culture of research amongst faculty and students.**
- **To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work.**
- **To organize research promotion events like conferences, seminars, workshops, invited lectures, webinars.**
- **To motivate faculty for doctoral and post-doctoral research.**
- **To encourage faculty to undertake research projects and publications in thrust areas in humanities, science and technology.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**NIL**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**

List of workshops/seminars during last 5 years (Data Template)	**View File**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**View File**

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

Nil

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College takes initiatives to organize various such extension activities to gratify social responsibilities:

Plantation: Plantation is carried out in the campus regularly and maintained collectively by the college students, faculty members and the gardeners. Plantation is done through various committees on several events like NSS camps, college functions and all important festivals celebrated in the college.

Under Unnat Barart Scheme students and staff members visited number of adopted villages to discuss problems with Sarpanch, farmers and students and helped them to solve these problems as far as possible.

Cleanliness drives: Practicing on "Swachh Bharat" concept, a number of camps and drives were organized in the College. The students not only cleaned the campus but also went to neighboring villages. They worked with great dedication and wholehearted support was extended by the Society too. Further, health and hygiene go together and it is very important to prevent diseases to maintain good health. Such drives were therefore very fruitful especially where stagnant water points, the breeding grounds of vector insects were cleaned.

Human Rights awareness: The constitution of our Country gives every citizen certain rights among which human right is the primary requisite for every individual. The aim of inculcating social values among students, making them aware towards social issues and solving them with the help of local community, nurturing them towards social justice and cause and enhancing their responsibility and personality, resulting in a socially mature individual intellectually as well as emotionally and making them a worthy citizen of the Society is thus achieved by the College through the committees that organize Human Rights Day and Constitution Day in the campus.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**View File**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**No File Uploaded**

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**View File**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**View File**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

To college campus is spreaded over in 23 acres which facilitates excellent infrastructure for teaching and learning process.

The college has 2129 no. of regular students in the session 2020-21, out of which these are 993 boys and 1136 girls.To accommodate these students the institution has enough infrastructure as per the minimum requirements viz, 27 spaciuos classroom, almost all mounted with glass boards and fitted with fans & tubelight. In addition two rooms are created smart with audio-visual aid and interactive board. All rooms have enough furniture.

Tables 850, plactic chairs 650 and stools 650

Every subject having practicals in degree course has the separate department with well equipped laboratory like all the Science Departments, geopraphy, life science etc.

More than the specific number prescribed, the college ahs 25 urinals and 8 lavatories for boys and 6 urinals and 10 lavotories for girls and enough for faculty and the principal.

The college also understands the need of the clean drinking water and provides 4 small R.O. & U.V. filter systems and one big R.O. system as well there are 07.

Water coolers to provide students with cold water during scoring summer.

A dedicated leased line from BSNL; 150 Mbps speed internet facility is available in the campus. The principal office, staffroom, faculty rooms, administrative office and a common computer room, ICT room are provided with desktop or laptop as per requirements.

To address the water need the institute has adequate Overhead water tanks 10 of 1000 Liters and5 of 500 Liters and two dedicated water pipeline connection of fresh water supply in addition to a borewell. There are 8 water harvesting large tanks constructed under a scheme of rajasthan government.

To combat the situation of power outage, two power generators of 60 kw, 750 Watt invertor battery and 1120 Watt solar panel is installed in the campus.

The college also has girls common room with separate washroom facility.

The college building has 3 parts – one is main building and other two are science building and Auditorium. The main building has well defined blocks of Administrative offices, Arts & Commerce academic blocks, library block, games room, modern gyminasium, weight lifting room, language lab, ICT room, IGNOU, VMOUU wing and faculty rooms, water point. The science block accommodates smart room(2) besides classroom (5) and laboratories (5).

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

Facilities For sports/ games

In present scenario students are busy in academics to shine in their career. So to improve their academic performance, it is advantageous to take part in any extracurricular activitiy.

Therefore, it is necessary to have a good sports facility in the college that our institution have with pride and sports are being mentored by a very experienced dedicated DPE.

Today, the good sports facility conducts a message that the college is diligence in providing a friendly and healthy environment and henceforth attracts stakeholders.

Playing sports build many skills like team work leadership, confidence, importantly time management besides physical fitness. It also evolves enthusiasm and boosts their ability for studies.

Our college has simple facilities for outdoor games viz- separate grounds for football, circket, volleyball, basket ball, handball, kho-kho, kabaddi, netball as well as for indoor games like- badminton, table tennis, chess, carom etc. with lead in weight lifting. In addition a well equipped modern Gym. Catering the need of present generation.

Facilities for cultural activites-

Research proved that students pursuingtheir hobbies achieved better result in their studies.

Co-curricular activities are vital because even though they are not a part of the core-curriculum, they play a very crucial role in giving the young an aility to shape up their career.

The goal of co-curricular activities is to give better fitness to students and to stimulate playing, painting, acting, dancing, singing speaking, debating type skills hidden in them.

The different wingsof college – like cultural andliterary committee, NSS, Mahila Prakosth organize such activites and also held competition in these to create a competitive environment which help student to work towards continous improvement in their skill as well develop self confidence and trust in others. These skills enhances overall personality and highly demanded in the society and jobs.

In addition to these competitious which are organised during the whole academic session, A 7 days cultural week and annual function is alos organized in every session.For this purpose a '45×100' sized auditorium is available in the campus having green room and washroom, both separate for boys and girls.

The competitions are organized at solo and group level like monoacting, singing, dancing, poetry, fancy dress, Rangoli, debate, essay writing.The students participating outside the campus/City are given allowances for travelling and food and are accompanied by a faculty too.

Classrooms-

The college has 2155students studying in U.G. and P.G. classes. The college has sufficient number of ventilated, spacious classroom for conducting theory classes. The classrooms are equipped to meet conventional teaching tools and furnished for students requirement viz. Blackboards, glass boards, sitting facilities, fans, lights, windows.

Laboratories

All the laboratories are equipped with modern, modular and functional work, water connection, electricity, LPG gas connectin and ICT needs and designed with safety features. The laboratories are well mainatained for practical. The college has alos language lab and ICT lab.

Computer equipment

The college has 32 computers for students and office work.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**View File**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2.09

File Description	Documents
Upload any additional information	**No File Uploaded**

Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	**View File**

4.2 - Library as a Learning Resource

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

Not automated. All the books are noted down in thecomputerised database.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**View File**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

0.30

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**View File**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

177

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There is a computer room for the staff access which is recently updated with a new computer, printer and xerox machine. The science faculty, smart room, geography department, sports room is also provided with computer facilities as well The geography departmetns has began to use OHP with internet connection in the classroom form this year There are 13 laptops in the college those are distributed among the office andfaculty members. The science block is recently provided with the internet facility withcontrolled access . The smart rooms enable teaches andstudents to switch over to IT supported teacing learning. The administrative office uses wi-fi leased line andfibre cable internet connection for admission process and other office works.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

45

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	**View File**

4.3.3 - Bandwidth of internet connection in the Institution   **A. ≥ 50MBPS**

File Description	Documents

Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	**View File**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4.28

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**View File**

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

There are established system and procedures for maintaing and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc.

The college takes direct intiative in the maintenance and up keep of infrastructure and support facilties. The head of Institution, account officer and office superident and college academic staff monitor the quality of maintenance of infrastructure and equipments and custodians of the equipment frequently examine them for timely maintenance and repair to ensure performance and accuracy

Laboratory- Lab equipments are strictly inspected by lab assistant and faculty members. The maintenance fund from state/Central Govt. the UGC and the Rusa funds are utilized for up keep of specified items. Electrically sensitive equipment are provided with necessary back up to ensure steady and to votage in case of disruption in powere supply the generator having a capacity of 60 KVA functions are the substitute source. The power requirement including outdoor lighting during night are met though solar power penel and battery installed in the college.

Classrooms – the classrooms are well maintained, spacious and ventilated.

Computers – The use of the computer lab in scheduled as per time table. The college ahs 55 computers for students, office, administrative block, departments any repair beyond the scope of the system administrator, external agencies are called for.

Sports amentities – All sports activities are under the incharge of D.P.E. the college has sports room and sports. Time is clloted to students for using Gym, indoor Badminton, T.T., Chess, hall. The maintenance of the courts, grounds are done regularly. Common features like ground, multipurpose hall are provided to the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

488

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**View File**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**View File**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**

Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**View File**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to Institutional website	**NIL**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**View File**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**View File**
Upload any additional information	**No File Uploaded**

Details of student grievances including sexual harassment and ragging cases	**View File**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**View File**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

60

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**View File**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**View File**

Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**View File**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	**View File**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**View File**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students participate in all significant activities and decisions of the college. The Student Council plays an important role in contributing to the growth and progress of the institution. The office holders take an active part in all the main functions and activities of the college. The Council shares equal responsibility in hosting the grand event of 'JHANKAAR', the state level cultural and literary competitions held in the college each year (not organized this year due to the pandemic). The council takes initiatives in making arrangements in various activities. They also make valuable suggestions concerning teaching-learning, infrastructure, student requirements etc.

File Description	Documents
Paste link for additional information	**NIL**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

O

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**View File**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

NIL

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

College policies are well in line with government policies. All the teachers work together to achieve these policies. Central committees are formed for smooth functioning with delegation of responsibilities. Transparency is maintained by sharing the information on college website for ready reference of all the stakeholders of college as well as the citizens.The College Principal sets various committees to perform the various functions of the college. There are sports, cultural, academics, establishment etc. committees, who perform all the activities related to the committee with our senior head and the team. .• During COVID19 effective use of ICT in teaching and learning is being encouraged.• To inculcate a civic sense in the students and help they grow into good citizens. • Student Union representatives are involved in every major decision taken in the college. College practices decentralized and participative management in letter and spirit in all its activities, initiatives, planning and decision making reflected as under: 1. There are 3 UG programmes and 1 PG department in history. Besides observing general institutional policies and principles teachers are entrusted with total responsibility pertaining to conduct of regular classes, continuous assessment, student progression, guest lectures in NSS, library and routine accounting in completely decentralized manner. 2. The Mahavidyalaya vikas samiti,works for development of college includes MP/MLA or their representatives,intellectuals, reputed people of the city ,few staff members and student representatives. Similarly there are various committees that includes members from teachers, state and students, it truly demonstrate the decentralization and participative management in the college. 3. We believe that the purpose of education is not merely to prepare students for a career but education should nurture enlightened citizens with strong value-base. To this end there are activities like NCC,NSS,Yoga,Scouting ,Jhankar-cultural festival etc. Such a diverse range of activities cannot be sustained without active participation of every faculty and staff member. Our college has a long tradition of celebrating large number of cultural and religious festivals of India with active participation of all. Likewise, to develop nationalism we celebrate Independence Day, Republic Day, youth day, and harmony day and birth/death anniversary of father of the Nation. 5. Some core functions of the university such as admissions and performance appraisal are fine examples of participative management. 6. The process of allocation of finances is transparent, need based and participative. The Heads of the respective departments discuss the requirement for the next financial year with faculty members and submit to Finance Committee with a provision for mid-term review. All departments enjoy financial autonomy for recurring and non-recurring expenditure. .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The participative management and decentralization practice of the college is reflected primarily in the constitution of various committees and their effective contribution in smooth functioning of the institution. The College besides imparting cost-effective education also lays emphasis on holistic development of the students. Ample opportunity and

platform is provided to the students for their growth. The IQAC overlooks the functioning of the committees from time to time in the meetings and boosts the working of these committees. It arranges meetings with committees like Research Committee, NAAC, AAP to catalyze the smooth functioning of the college.

Apart from the rule and regulation of the goverenment ,college decentralises its academic and official work to more than 50sub committees headed by teaching faculty members. Principal monitors the work regularly. (list attached)

The other committees of the college coordinate according to the Academic and Activity calendars of the session. For instance, The Literary and Cultural Committee works throughoutthe year, but when specific functions are organized like JHANKAR, Annual Function, Inter House competitions, more committees are framed for that specific occasion for the arrangement and management of the function. The core committee supervises, distributes and overlooks the work of the sub-committees.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**View File**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the year of panedemic, all the teaching members worked extraordinarily for online teaching to their students. whatsapp groups were created classwise as well assubjectwise.Students were provided pdf study material and videos through youtube links (list attached) . Moreover, state goverenment initiated new programme of ANANADAM to understand the empsthetic understanding of the society and inculcate the habit of sharing happiness and positivity inthe society.788 students of Part I didindividual work and group activities under the guidance of their mentor.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**View File**

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

Administrative set up and function of various bodies: The College works under the Commissionerate of College Education, Rajasthan headed by the Commissioner. The senior members of the faculty are given charges of the Establishment section,Accounts section, and Academic section. The staff members include teaching staff, office support staff, Librarian, sports, Laboratory Assistants etc. Various Committees are constituted for different assignments. Besides, staff is recruited on contractual basis via College Development Committee like the Security guards, Gardeners, Safai Karamcharis, office typists etc. The teaching staff is assigned various responsibilities as conveners and members of committees. The Administrative structure of Vikas Samiti (College Development Committee) comprises of Principal as the Chairperson and senior faculty members as Secretary and Treasurer. Member of Parliament, local MLA, representative of the district collector (SDM), two prominent educationists, a student representative nominated by the Principal and two parents are among the members. The function of the committee is to provide and maintain basic infrastructure and deliver feedback regarding teaching learning and other areas.

Service rules: The College is a Government institute and therefore it is mandatory to follow the rules, regulations, policies framed by the State Government (RSR). Nevertheless, whatever best can be implemented at its level is alwaysAdministrative set up and function of various bodies: The

College works under the Commissionerate of College Education, Rajasthan headed by the Commissioner. The senior members of the faculty are given charges of the Establishment section, Accounts section, and Academic section. The staff members include teaching staff, office support staff, Librarian,

Laboratory Assistants etc. Various Committees are constituted for different assignments. Besides, staff is recruited on contractual basis via College

Development Committee like the Security guards, Gardeners, Safai Karamcharis, office typists etc. The teaching staff is assigned various responsibilities as conveners and members of committees. The Administrative structure of Vikas Samiti (College Development Committee) comprises of Principal as the Chairperson and senior faculty members as Secretary and Treasurer. Member of Parliament, local MLA, representative of the district collector (SDM), two prominent educationists, a student representative nominated by the Principal and two parents are among the members. The function of the committee is to provide and maintain basic infrastructure and deliver feedback regarding teaching learning and other areas.

Service rules: The College is a Government institute and therefore it is mandatory to follow the rules, regulations,policies framed by the State Government (RSR). Nevertheless, whatever best can be implemented at its level is always carried out by the college to achieve the ascertained goals.

Recruitment: The teaching staff is recruited by Rajasthan Public Service Commission. The Class IV employees are recruited by the State government and contractual workers are appointed through the Employment Agency. In addition,

there is a provision of Compensatory appointment in place of the demise of a close relative, based on the Govt. policy. Promotional policies: The regular promotions of teaching faculty are done after the calculation and validation of the API score and recommendation of the Commissionerate based on the UGC guidelines to the RPSC. Grievance redressal: The college has framed Internal complaints, Girls Mentoring and Grievance Redressal Committee and an Anti-Ragging cell to look into complaints and solve such issues, if any, with full commitment, judiciously and without any biases. The complaints are received by any of these three committees based on the nature of the complaint and action is taken after due consultation with the Principal. Besides, for grievance redressal related to Goverenment College Suratgarh, the Employee ID of the Principal of the college is mapped by the Rajasthan Sampark Department. Anyone having a grievance against the college can file a complaint from anywhere in India. The complaint is forwarded to the college through the central office. Besides,a committee called Legal Cell is also constituted to look into court cases. The students can directly approach the Principal with their doubts and grievances. The matter is discussed with the related Committee and action is taken accordingly.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | **A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**View File**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**View File**

6.3 - Faculty Empowerment Strategies

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

The college implements all the welfare schemes of the State Government and also tries to facilitate the same through various effective welfare measures. GPF/NPS and SI are compulsory deductions for future security. In addition, annual

'Group Insurance' is also deducted. Medical claims are reimbursed by the State Government as part of the health expense incurred by the employee. The superannuated employees of the College are benefitted from the Rajasthan Pensioner's Medical Fund, besides being given Gratuity and Pension. As an affiliated College, the University deducts 6% of the amount in the form of 'Teacher's Welfare Fund' from the remuneration of the teachers which they earn during the evaluation process, which is provided to the family of the needy faculty member, based on the policy of the fund. Provident Fund is also deducted, which is also associated with long term future benefits of the employee. Some of the other benefits include: Leave for teaching staff: P.L. 15 privilege leave earned after completion of calendar year HPL 20 half pay leave after completion of the year can be commuted on medical grounds. CL 15 in one academic session Special CL 15 in a session for seminars, conferences and academic purpose Leave for non-teaching staff: PL 15 advance credited two times in a year HPL same as teaching staff CL 15 in a calendar year Leave for female staff: Maternity leave, two times in service period for 180 days Child care leave, 730 days in whole service period Leave for male staff: Paternity leave twice in the whole service period

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**View File**

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

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

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**View File**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

7

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**View File**

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

The performance of every employee, whether teaching or non-teaching, is appraised by the Principal and reviewed by the competent authority on annual basis covering various aspects of working/behavior and overall performance. This helps in assessing the overall conduct of the employee. The records are kept in the office of the Commissionerate to be reviewed by DPC at the time ofpromotions. The proforma for self-appraisal for teaching and nonteaching comprises of the following: For teaching and non-teaching staff: The 'Reportee' officer fills in a proforma at the first step, wherein he/she classifies the work undertaken under "Key result area","Targets" and "Actual achievements". The reportee also submits the details pertaining to any special work executed/carried out. At the second step the'Reporting Officer' judges and rates the work carried out by the reportee under six criteria (i) Output of work

(ii) Leadership qualities (iii) Analytical ability (iv) Management ability (v) Decision making ability (vi) Ability to take initiative. At the third step, the 'Reviewing' authority, the Commissioner then finally gives the overall rating, which then is conveyed back to the reportee who is now the 'Accepting' officer. Only for teaching staff: In addition to the above proforma, the teachers have to fill one more proforma which comprises of individual details related to: 1. Academic qualifications 2. Teaching experience 3. Teaching proforma of the session including information related to classes taken, subjects/papers taught, aids and tools used, tutorials, seminars, fieldwork undertaken, sessionals etc. 4. Examination results of all the classes 5. Publication details 6. Research Supervision 7. Participation in co-curricular and extra-curricular activities 8. Any other contribution 9. Points of satisfaction/dissatisfaction and suggestions pertaining to Curriculum, teaching, examination, student service etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The funds received are properly allocated and distributed for the meant purpose and utmost care is taken that they are properly utilized. The AAO of the college maintain the details with regards to accounts, audited by a Chartered Accountant hired for the purpose by the College. Every year an Audit from the Directorate/ State checks and verifies the accounts for irregularities if any. Any shortcomings/objections, raised by the Audit are settled up as per rules and policies. The External Audit is carried out by the auditors from the Office of Accountant General (AG) Rajasthan, Jaipur. The Internal Audit is done by the team from CommissionerateCollege Education Rajasthan Jaipur. The accounts related to College Development Committee are audited by CA hired for the purpose by the College. In addition, Physical Audit is conducted by the Auditing Party.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

No grant received during this session

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**View File**

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

The fund collected by the Mahavidhalya Vikas Samiti is one ofthe mainsource for the college development. generally Mahavidhalya Vikas samitti approves the suggestion of staff and Principal. Construction work is done by PWD as per goverenment rates. College takes care of quality of work through time to time inspection. Instruments and other gadgets are purchased as per quotatations rates or DGS rates.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

There was two meeting held for IQAC during the session (20th July 2020 and 8th Feb 2021). The minutes of the meeting are attached herewith.The Internal Quality Assurance Cell of the college has been working towards realizing the goals of quality enhancement and sustenance. The contribution of IQAC in implementing and driving resourcefulness to the growth and development of the college is conspicuous. Out of the so many initiatives the two major contributions of IQAC in institutionalizing the quality assurance strategies are: 1. Teaching-Learning: The exigent task of catering to the diverse needs of students coming from diverse groups and rural background is well managed and manifested in the college and learning outcomes. Teaching through Online tools and Resources: With the widespread covid pandemic in 2019 and 2020, the teaching —learning process went on ceaseless and smooth. There was no break in the teaching and curriculum coverage of the students. The youtube channel and whatsapp groupof the college were created to facilitate the dissemination of information and knowledge to the students as widely as possible. To speed up the process, individual youtube channels were created by all teachers to smoothly carry on the teaching in the form of video lectures covering a major portion of the curriculum, trying to reach out to a wider audience and a majority of students.This helped in keeping in constant touch with the students and covering a major portion of the syllabus. It is mandatory for students seeking admission at the first-year level to opt for any of the extra-curricular activities offered by the college. Cocurricular activities are undertaken with an aim to move beyond the realm of formal learning

and foster creative and critical thinking. Extra-curricular activities that fall outside the educational curriculum are a regular feature in the college and are conducted by Women Cell, NSS, NCC, Ranger, Rovers etc. Structure and methodologies of operation: The feedback procedure in the college is in the form of a google form for students only .

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**View File**

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

IQAC periodically reviews and suggests measures to upgrade the quality of the teaching-learning process by way of enhanced academic research, effective training and innovative pedagogies. The following measures are taken to review the teaching-learning process, operational strategies and learning outcomes:

Teaching -Learning and Evaluation:

- **The curriculum is constantly reviewed, revised, and updated. Relevant and specific suggestions offered and feedback received from the students, teachers, and stakeholders are incorporated. Members of Board of Studies play a significant role in reframing the curriculum at the University level.**

- **Two compulsory subjects Computer Science and Environmental Studies at the first-year level expose the learners to the latest technology and generate awareness for social and environmental issues.**

- **Progression/performance of students is adjudged after every academic session based on their results of the annual examination. If there is a decline in the pass % measures are suggested by the Cell to ensure improvisation in the forthcoming session.**

- **Measures are taken to make classroom teaching more student centric. Besides creating an atmosphere of mutual trust and respect inside the classroom, the emphasis is laid on interactive sessions and community activities.**

- **Thecollege also promotes women-centered activities under the aegis of Women Cell to provide an extra edge to female students. This cell was established with an objective to generate an awareness about women related social issues and problems.**

- **Besides classroom teaching and curriculum, the college also offers activities and programs that complement learning and learning experiences. It is mandatory for students seeking admission at the first-year level to opt**

for any of the extracurricular activities offered by the college. Co-curricular activities are undertaken with an aim to move beyond the realm of formal learning and foster creative and critical thinking. Extra-curricular activities that fall outside the educational curriculum are a regular feature in the college and are conducted by Youth Development Centre (YDC), Women Cell, NSS, NCC, Ranger, Rovers etc.

Structure and methodologies of operation:The planning procedures and implementation of IQAC initiatives in the area of teaching learning is reflected in the following:

- **The feedback procedure in the college is in the form of a questionnaire for teachers and studentsto render their advice on all aspects related to the development of the college. Feedback regarding curriculum obtained from students/ teachersis analyzed by IQAC and discussed with the members of BOS in the college and later on placed before the Board of Studies meeting in the affiliating university.**
- **Feedback from students and student's council is also taken during the NSS camps, seminars and symposiums of the departments and now online through the google forms.**
- **Theacademic calendar is followed by the departments for monthly/ quarterly tests and seminars. This helps in the identification of learning abilities and modifications in teaching strategies accordingly. The seminars conducted by the Post Graduate departments exhibit research aptitude and fields of specialization.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**http://hte.rajasthan.gov.in/dept/dce/maharaja_ganga_singh_university /govt._college_suratgarh/uploads/doc/Varshik%20partivedan%202020.pdf**
Upload e-copies of the accreditations and certifications	**No File Uploaded**

Upload any additional information	**View File**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our college has a strong ethical commitment to provide equal opportunities to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinions, national or social origin, property, birth or another status.

1. Safety and Security An extensive surveillance network with 24x7 monitored CCTV.

- **Rotational duty by all faculty members for discipline and security. The discipline committee forms flying squads and frisks around the campus thrice a day reporting the events and updates of the college.**
- **Strict insistence on Anti-Ragging and Anti-Smoking Campus. Awareness campaigns on women's safety and gender sensitivity through street plays (Nukkad Natak), rallies and camps by NSS and NCC student volunteers, and women cell.**

2. Counseling Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems. Grievance Redressal Committee for staff and students, Yoga, self-defence and counseling for stress management in Women Cell to all girl students Gender sensitization camps that include the following aspects: • Women's rights • Human rights • Child rights • Gender justice • Gender equality • Gender sensitization workshops • Campaigns against female foeticide. • Others – Entrance Exam Counseling, Orientation Programmes for Teachers and Students • Medical Counseling, Moral Counseling, Career Counseling through medical and other camps.

3. Common Rooms: Separate common room for girls with all facilities

4. Other measures of Gender Sensitization include – Curriculum and Coursework which address gender issues Co-curricular activities include special activities for girls like mehndi, rangoli etc as part of NSS activities, free multi-specialty medical camps are organized bimonthlyin neighboring villages as awareness initiatives on health, hygiene, the importance of child education and provide a launching pad to induct them into vocational skilling.

File Description	Documents
Annual gender sensitization action plan	**NIL**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**NIL**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	**View File**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

Waste bins are placed in the campus at various places like classrooms, staffroom, administration offices, computer lab, library, corridor, washroom, common room etc. Collected solid waste is handed over to the municipal council for further processing. The NSS units frequently organize cleanliness drive in the campus for collection of garbage and solid waste. Liquid Waste Management Liquid waste generated from the washrooms is disposed regularly by the Sewage Disposal Tankers. Raw water (waste water of water points in college) is taken from a separate pipeline for watering the trees and plants in the campus.

E-Waste Management: The college uses various types of electronic gadgets like – computers, printers, LCD projectors etc. These products become outdated after few years due to advancements in technology. Being aware of e-Waste and its hazards, the college takes initiative to dispose of e-waste in a proper way. E-waste is sold to scrap merchants for further processing through auction.

Waste recycling system The fallen and dried leaves, flowers and twigs are handed over to nature in the form of a compost pit where it decomposes and turns into manure used for gardening. Old newspapers, old files, old home assignments etc. are given for recycling to external agencies. Collected solid waste is handed over to the municipal

council for further processing.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**View File**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**View File**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**View File**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**View File**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**View File**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**View File**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The activities held in the college under NSS, NCC, YDC and other committees encourage harmonious blend of cultures, languages and communal identities.

Cultural Commitee of the college organizes activities in different languages likeEnglish, Hindi, Rajasthani and

Punjabi.(Due to Corono cultural activities could not be done this year)

NSS, NCC and ranger rover also participated in corona relief compaign that also ensured communul harmony and cultural blending.To achieve this goal studentswere encouraged to visit the nearby areas to provide awareness about spread of COVID-19. For this a number of activities were carried out which include mask distribution, door to door awareness campaign, posters, slogans, rangoli etc. Further students helped the Local administration to carry out vaccination program successfully.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college instils the values of nationalism and patriotism by celebrating the significant days and festivals in the college enthusiastically. There is a flag hoisting ceremony followed by cultural events and speeches by staff and students. Independence Day, Republic Day and Gandhi Jayanti are celebrated with fervor. A blood donation Camp is organized to encourage the students towards social commitment, community service and responsibility. Activities of Voters Club include taking oaths on becoming responsible citizens and awareness lectures and campaigns towards understanding the rights and duties of citizens. NCC and NSS offer extensive programmes in the form of celebrations, camps and activities covering these issues on a regular basis.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**NIL**
Any other relevant information	**NIL**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 of the above**

File Description	Documents

Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College has tried to impart quality education, inculcate moral values and nurture ethics and traditions in its pupils and employees.The College organizes activities focusing on civic responsibilities, social awareness and value-based educations. It organizes and celebrates various days of importance as these are occasions to educate the students on issues of concern and reinforce the achievements of humanity.To build a nation of youth who are noble in their attitude and morally responsible, the College organizes national festivals and birth/death anniversaries of Great Indian personalities.The College celebrates and organizes the National Festivals with great pride and zest. Independence Day and Republic day . Both the days of great significance for the Country are celebrated every year with flag-hoisting ceremony, parade by NCC cadets and cultural events. Besides these, the birth and death anniversaries in memory of those nobles who have devoted themselves to the cause of the Nation and can be inspirational as ideals to the up coming generations are also celebrated with great zeal. The activities organized include: Organizing lectures, meetings, and exhibitions Quiz and essay competitions Conducting awareness camps Distributing free published materials/ books to students Showing patriotic videosto staff and students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

A. 1. Title of the Practice: Encouragement to sports.

Objectives of the Practice:To prepare the students of the college for sports and games.

The Context: Education is not complete without sports.The institute is dedicated to encourage sports and promotion of

sports spirits among students. As the institute is situated in desert area and most of the students are from rural areas it's a great opportunity for the institution be a platform for promotion of sports and games.

The Practice: the P.E.T. Sh. Rajveer Singh provides ample training to students and sports men. The students participated at inter college level, university level and national level tournaments.

Evidence of success- As this session was drastically affected by Corona pandemic and most of the activities suspended by Government corona guidelines, Sports and games tournaments could not have been organized. In previous sessions the college performed appreciably in thisfield.

Problems Encountered and Resources Required- lack of finance and basic infrastructure. Since infrastructure is necessary for training and organizing games, its non-availability is one of the most important obstacles.

B Title of the Practice: Online Teaching through Social Media

Objectives of the Practice: To connect the students with their curriculum, values, employable skills and preparation for a bright future in times of Covid pandemic.

The Context: The sudden onset of the covid-19 pandemic overturned the smooth offline practices of education and forced the students to stay inside their homes amidst red alerts and lockdowns implemented by the state and central governments.

The Practice: The unique practice of connecting with the students online was initiated very early during the session when the pandemic forced the students to stay inside their homes. The teachers formed online WhatsApp groups class-wise to continue teaching their syllabus and sharing notes for their assistance in the form of PDF files. You tube channel of the college and subsequently you tube channels of all teachers were created/activated for posting videos on each topic to be taught in their respective classes.By the end of the session i.e. 30th April, 2021, about 750 videos had been uploaded by the teachers on various youtube channels for convenient access to students and over 450 PDF files were shared with the students in the form of text, notes and reference material for the curriculum.

Evidence of success: The students were successful in studying, comprehending and preparing the curriculum for their respective classes for the University examinations of 2020-21. The students interacted online with the concerned teachers and cleared their doubts. After the state government allowed offline campus classes, the students were called for doubt clearing sessions and the mentoring that was required. The results of the University Examinations 2020-21 are adequate evidence to prove the success of the practice of online mode of teaching.

Problems Encountered and Resources Required : The main problem encountered during the process was the network and connectivity issues in the area. Moreover, not all students had access to android phones. This deprived them to attend

classes or watch videos to cover their syllabus.Another problem that the institution encountered was the lack of infrastructure due to the sudden and unprecedented onset of the pandemic.

File Description	Documents
Best practices in the Institutional website	[**NIL**](#)
Any other relevant information	[**NIL**](#)

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Social Work - The importance of social work lies in its aim to confront social issues in all facets of life. To achieve this goal NSS volunteers, Rovers and Rangers and NCC Cadets were encouraged to visit the nearby areas to provide awareness about spread of COVID-19. For this a number of activities were carried out which include mask distribution, door to door awareness campaign, posters, slogans, rangoli etc. Further students of NSS, NCC and Scout helped the Local administration to carry out vaccination program successfully. Under Unnat Barart Scheme students and staff members visited number of adopted villages to discuss problems with Sarpanch, farmers and students and helped them to solve these problems as far as possible. Other social activities were carried out under Aanandam Program which include plantation, road saftety, waste disposal awareness, covid awareness, distribution of necessary items among the needy and many more. The Local Administration honoured 8 Rovers and Rangers for being the Corona warriors in the pandemic and 12 NCC cadets for lending unconditional support services to society.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

The institution strives to grow and evolve into a leading educational institution of the state each year. For the upcoming academic year 2021-22, it is planned to:

Security measures in college campus will be increased by fencing of boundary wall of college, Installation of few more CCTV cameras and flood lights in sensitive areas in college campus and removal of the damaged doors of the rooms of girls hostel. To make efforts to fill the vacant posts of teachers (Economics,History, English, Jainology and ABST) and of administrative staff at the earliest. To make efforts to open PG classes in subjects like English, Geography, Hindi Literature , Political Science and Jainology in Arts, E.A.F.M. in Commerce, and Maths in Science.To introduce new subjects Punjabi, Rajasthani and Sociology in UG classes.Renovation of smart lab / language lab and enhancement of

facilities of reading rooms. Renovation of two washrooms in the science block. Revival of regular offline teaching in the campus after a long pandemic period as per the directions of the state government. To boost the research activities in the college by motivating staff for good quality publications., To finalize the Self Study Report for submission to NAAC and applying IIQA on the NAAC portal so that the third cycle of NAAC accreditation can be completed.