

Rameshwari Devi Girls College, Bharatpur (Raj.)

(A Government Girls PG College Affiliated to M.S. Brij University, Bharatpur, Raj.)

Phone No.: 05644-222774



Email - 1. rdgirls@gmail.com

2. rdgirlsbaratpur@gmail.com

<https://hte.rajasthan.gov.in/college/ggcbharatpur>

INTERNAL QUALITY ASSURANCE CELL

(IQAC)

Action Taken Report regarding Plan of Action approved in First Meeting of IQAC Dated 04.07.2020 of RDGC Bharatpur

| S. No. | Plan of Action / Actionable Point | Actions Taken | Status |
|--------|---|--|--------------------|
| 1. | IQAC, NSS Officers will organize a meeting on all possible works that can be done in monsoon. | In a meeting with officers of NSS & Eco Club held on 11.07.2020 consensus to plant trees on 15.08.2020 was made. | Implemented |
| 2. | A Programme of seed dispersal and other nature to be organised in joint collaboration of NSS & Eco Club in College. | On 22.07.2020 World Nature Conservation Day, seed dispersal programme was observed. | Implemented |
| 3. | To Hold meeting of HoD's with IQAC for enhancement of Teaching & Academic Activities | On 10.07.2020 online meeting was held and proposals were invited. Action on these proposals to be taken in upcoming meeting. | Partly Implemented |
| 4. | Decisions related to students health (i) Sessions for Counseling of students should be held with psychologist. (ii) Health Training Camps should be organised for students on regular basis (iii) Expenditure on such programmes will be borne by college. | These activities will be held in offline mode when situations become normal after Covid-19 Pandemic. | Under Process |
| 5. | College IQAC will try to establish a Central Equipment Facility where computers, Photo copier, Internet services for all faculties of college will be available. The charge of this facility can be given to storekeeper of college. | Proposal under consideration | Under Process |
| 6. | As per guidelines of SLQAC, Principal directed to hold an online meeting with DLQAC nodal colleges. The Minutes will be forwarded to SLQAC meeting to be held on 10 th July, 2020. | Meeting held on 9 th July, 2020 | Implemented |

Action Taken Report regarding Plan of Action approved in Second IQAC Meeting (8th Dec 2020) of RDGC Bharatpur

| S. No. | Decision | Brief account of Action Taken | Status (Under process / Completed on) |
|--------|--|--|---------------------------------------|
| 1. | Filing Data on AISHE Portal | Data is Regularly and Timely Uploaded till years | |
| 2. | Teaching & Academic planning: Curriculum planning for remaining session shall be done through a committee of senior teachers representing all faculties. (decision of first meeting) | <ul style="list-style-type: none"> - Online Teaching Methods were followed (due to Covid-19 Pandemic) - A 3-Members Committee of senior faculty members was framed vide list of committee 2020-21/426-430 dated 18.07.2020 | Implemented |
| 3. | Making of an introductory video about RDGC: It was informed that the college has an official You Tube channel under the name 'RD Girls Bharatpur Raj.' with 252 videos uploaded. It was decided that a small introductory video about the college shall be made and uploaded on this channel for the benefit of students. This shall be done with 'in-house resources' of the college. | Still Pictures and Video clips are being collected from various committee | Under Process |
| 4. | Add-on courses: Experiment to introduce add-on courses has been made several times in the past but they have not been successful in terms of becoming regular feature. It was discussed that courses that students do not take any courses seriously if these have no recognition and stamp of affiliating university. But taking approval of university takes a lot of effort and time, it was decided that issues involved possibility of introducing 'Add-on certificate course' as per NAAC Manual's point No. 1.2.2 shall be explored. | The proposals have been invited from all Departments of college and all possibilities are being explored about successful running of Add-on courses. | Under Process |
| 5. | Student Progression to Higher Education: Student progression to higher education is an important parameter for assessing performance of an institution. The teachers of college are aware that a handsome number of students pursue post-graduation courses in other colleges and universities but the college has no mechanism to track this progression and to furnish credible proof regarding this at the time of assessment. It was decided that a mechanism to know/register student progression for shall be worked out. | It was found to be very difficult to explore student progression for Higher Education. Nevertheless, an effort was made to gather some data in the Feedback form developed for the students leaving the institute after completing their courses. | Implemented |

| S. No. | Decision | Brief account of Action Taken | Status (Under process / Completed on) |
|--------|--|--|---------------------------------------|
| 6. | <p>Feedback from stakeholders: It was decided that formats for taking feedback from stakeholders as per NAAC Manual's point no. 1.4.1 and/or an Online Student Satisfaction Survey (2.7.1) shall be developed and accordingly feedbacks shall be collected. It was also decided that feedback from students under the following three categories be taken</p> | Feedback forms were developed | Implemented |
| | (i) students leaving the course without completing the course | Feedback forms were developed | Implemented |
| | (ii) students applying for TC/CC after completion of course | Feedback forms were developed | Implemented |
| | (iii) Continuing student Accordingly, three feedback proforma may be designed. The category (ii) can also help in gathering information regarding student progression. | Feedback forms were developed | Implemented |
| 7. | <p>Working out "course Outcomes" and mechanism to communicate it: As per NAAC Manual the institution is expected to describe Course Outcomes (COs) for all Programmes and mechanism of communication within a minimum of 500 characters and maximum of 500 words (2.6.1). It was decided that as Phase I, Course Outcomes for three post graduate programmes offered by college shall be worked out. These shall be made available in prospectus and through college website. The stated 'outcomes' shall be improved upon on the basis of experience and suggestions received from stakeholders.</p> | Data has been collected | Under Process |
| 8. | <p>Activities for Research promotion: A session with Non-Ph.D. faculty shall be held by IQAC to encourage them to pursue PhD and/or research work.</p> | Session would be conducted in the nearest future | Under Process |
| 9. | <p>Identifying maintenance and repair works: It was informed that the campus had recently become full of unchecked growth of weeds and overgrowth of trees/shrubs due to reduced footfall under COVID-19 lock-down situation. The monsoon of 2020 had also contributed to this. Moreover, a lot of construction and repair work was done in the campus under RUSA grants, the construction agencies of which had left debris and</p> | The debris and unused material of the previous repair work has been removed and the maintenance and repair works have been identified by the concerned committees. | Implemented |

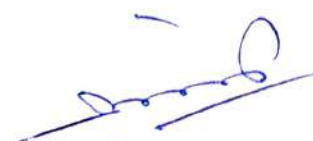
| S. No. | Decision | Brief account of Action Taken | Status (Under process / Completed on) |
|--------|--|--|---------------------------------------|
| | <p>unused material everywhere which was giving shabby look to the campus. A cleanliness drive has been launched with the internal resources wherein non-teaching staff has done commendable work. It was decided that this drive shall be continued and works for maintenance, repair and new construction shall be identified. A strategy to get these done shall also be decided.</p> | | |
| 10. | <p>Green campus initiatives: It was informed that the small campus of college has good number of trees but efforts shall be made to put tree signages (with common Hindi, English and Botanical names) and to plant unrepresented important trees. Chairperson suggested planting at least one specimen of State tree (<i>Procopius cineraria</i>) and one of State Flower (<i>Tecomella undulata</i>). Sh. Pushpendra Katela, D.F.O., (Retd.) suggested that a special attention should be paid on the greenery. In the task of putting signages on the trees of the premises, he suggested that ready-made signages are available with a firm in Jaipur.</p> | <p>A list of various trees present in the campus has been prepared with common Hindi, English and Botanical names. The work of preparing tree signages is in progress. The plantation of unrepresented important trees would be done in the coming rainy season.</p> | Partly Implemented |
| 11. | <p>Measures to address macaque problem: It was informed that the college is facing severe problem of heavy macaque infestation. The group of Rhesus monkeys have proliferated since the campus has enough trees and also because citizens visiting adjacent temples offer food to monkeys at approach road of college. These monkeys are quarrelsome hence can be threat to students, staff and visitors. Moreover, their activities disrupt cables of CCTV, WiFi, plastic pipelines. The open courtyard and entrance give them opportunity to enter verandas and galleries and it has become difficult to handle their filth. Sh. Pushpendra Katela, D.F.O., (Retd.) suggested that not offering food and arranging for their capture and releasing them in distant wild places may partially reduce the problem. Efforts will be made to reduce this menace and make some</p> | <p>Measures have been initiated to address the macaque problem, work and agency has been identified budgetary provision has been made.</p> | Under Process |

| S. No. | Decision | Brief account of Action Taken | Status (Under process / Completed on) |
|--------|--|--|---------------------------------------|
| | part of building monkey-proof. | | |
| 12. | Making Fibre connectivity for college: Effort shall be made to get RSWAN or other optic fibre connection. | Efforts are being made to get optic fibre connection in the college. Meanwhile the available bandwidth of internet connection has been upgraded from 4 MBPS to 8 MBPS. Task of making RSWAN connectivity has been initiated. | Partly Implemented |
| 13. | Games and Sports: A new basketball court has been constructed in the main campus but it lacks marking. It has a little depression on one side that gathers water when it rains. However, it can serve the purpose in drier months. An old tennis court is in condition of disrepair and also needs marking. Student member of IQAC Kumari Garima also expressed that she has expectation of functional sports facility in the campus. It was decided that Basketball and tennis courts shall be cleaned, made functional and marking/remarking shall be done. | Local MLA has been requested to provide budget under MLA-LAD Scheme Estimate is being sought. | Under Process |
| 14. | Measures to follow proper filing and record keeping system: It is expected from any government office or an institution of Higher Education to manage its records as per prescribed office procedure. The Government of Rajasthan has also prescribed an office procedure which is not fully followed in this office especially regarding processing of files. It was decided that measures to strengthen/fully adopt filing and record keeping system as per procedure prescribed by Government of Rajasthan shall be taken. | A committee is framed A training shall be conducted soon. | Under Process |
| 15. | Faculty Development Programme (FDP): It was decided that at least one FDP/training for faculty shall be organized, preferably regarding educational video production. | The FDP would be conducted in the nearest future. | Not Implemented |
| 16. | MDP: It was decided that at least one Training for non-teaching staff be organized in the current session (out of handling Genset / handling fire-fighting equipment/RTI/filing procedure) | A Hands-on-Training on "Operation and General Maintenance of Generator Sets" was conducted for Teaching and Non-teaching staff on 22.12.2020 with 16 participants. | Implemented |
| 17. | Appointing Mentors: It was decided that Mentor for First Year students shall be decided as prescribed in UGC Regulations & NAAC manual 2.3.3 and information regarding them and expectations | Mentors for First Year students have been appointed by the order RDGC/IQAC/2020/1559 dated 22.01.2021 | Implemented |

| S No | Decision | Brief account of Action Taken | Status (Under process / Completed on) |
|---------|--|---|---|
| | from Mentors shall be placed on college website. | | |
| 18. | <p>Preparations for handling applications for post of Professor: It was informed that about 3 years ago, the State Government has decided to change designations of teachers in accordance with UGC Regulations. The designations of Senior and Selection Scale teachers were changed to Assistant and Associate Professor. The rules for promotion of Professors were promulgated in 2018 and 477 vacancies have been advertised for the first time. The last date for inviting applications is 15th Dec 2020. As per procedure laid down by the State government, the IQAC of the college shall be receiving applications for 4 colleges of district and shall make scrutiny and forward these to State Government. This is not only an extra feather in the cap of college IQAC but shall also be tedious job. The IQAC shall be committed to fulfil expectations of State Government in this regard.</p> | <p>As per procedure laid down by the State government, the IQAC of the college received applications for 4 colleges of district and I made scrutiny and forwarded these to Commissionerate of College Education, Jaipur on 2nd February, 2021.</p> | Implemented |
| 19. | <p>Result Analysis for 2020-21: Examination result for session 2019-20 have been unusually delayed due to COVID-19 conditions. This year, examinations of terminal or final year classes (Part-III of graduation and PG Final year) have been conducted and rest of the students have been promoted. It was decided that result analysis will be done as and when TRs are received from University.</p> | <p>Examination results for session 2019-20 have been unusually delayed due to COVID-19 conditions. This year, examinations of terminal or final year classes (Part-III of Graduation and PG Final year) have been conducted and rest of the students have been promoted. The result analysis was done by the concerned committee.</p> | Implemented |

The Action Taken Report for the various decisions taken in the third meeting of IQAC dated 30.06.2021 are as follows:

| S. No. | Plan of action | Actions Taken | Status |
|--------|--|--|--------------------|
| 1. | Providing verified photo copy of Service Book to the college staff: regularly the verified copies of Service Book of college staff will be provided for their record. | Mechanism has been made to provide photo copies | Implemented |
| 2. | Planning to install Solar Light in the campus: A planning should be done to install some single post Solar lights in the campus. | A Proposal for installing 'Single Post Solar Lights' was moved by Eco-Club on 03.08.2021. Market survey is being made. | Under Process |
| 3. | Providing the annual record of examination duties performed by the faculties: The record of the examination duties assigned and performed would be provided to the faculties annually. | Provided to all applicants for post of professors. | Implemented |
| 4. | Planning to make a new Compost Pit and improving the condition of old one. | A Proposal for the construction of a new compost pit and maintenance of old one was moved by Eco-Club on 03.08.2021. New composite pits are in form of discarded plastic tanks of water. The compost in old Cemented Tank is ready. | Implemented |
| 5. | Green campus initiatives: Plantation of Fruiting Trees in the campus and Seed Dispersal programme during the rainy season. | Green Campus Initiative by Eco-Club, NSS, Ranger-Rover Committee. <ul style="list-style-type: none"> • Seed Dispersal Programme was done on 04.08.2021 • Plantation in College premises and sports ground was done on 07.08.2021 • A Booklet on "Trees of College Campus, Vol. 1 2021" was released 27.09.2021 by Eco-Club. | Implemented |
| 6. | Training for Teaching and Non-teaching staff (Like handling fire fighting equipments / RTI / filling procedure / Camera Trap etc.) | Training with demonstration by fire fighting agency was held on 28.09.2021 under aegis of IQAC. Defensive Mechanisms against various types of fire was displayed. Training for RTI/Filling Procedure/Camera Trap will be done soon. Training for the 'Handling and Operation of Camera Trap' will be organized for students and faculties as soon as the university examinations are over. | Partly Implemented |


PRINCIPAL.