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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Action Taken Report for IQAC meeting dated 08.12.2020

This session was very much effected by the unprecedented conditions developed due to COVID 19 Pandemic. Various online Teaching and Learning methods were adopted for the benefits of the students. In January 2021, the offline classes were gradually started. But in the month of April, again lockdown conditions prevailed.


The Action Taken Report for the various decisions taken in the last meeting of IQAC dated 08.12.2020 is as follows:

S.No.	Plans	Actions Taken
1.	Status of filling data on AISHE portal for last and current session	The data is regularly and timely uploaded on AISHE Portal
2.	Curriculum planning for the session	Online teaching methods were followed since the starting of the session due to COVID pandemic conditions. A committee of senior faculty members formed for this purpose suggested in its meeting dated 09.01.2021 about various measures to be taken during the onset of offline classes from 18.01.2021 for completion of curriculum following COVID appropriate behaviours.
3.	Making of an introductory video about RDGC	The data has been collected from various committees and the work is in progress.
4.	Effort to explore possibility of introducing Add-on certificate course as per NAAC Manual's point No. 1.2.2	The proposals have been invited from all Departments of college and all possibilities are being explored about successful running of Add-on courses.
5.	Developing a mechanism to explore student progression for Higher Education.	It was found to be very difficult to explore student progression for Higher Education. There is no proper mechanism to collect this data. Nevertheless, an effort was made to gather some data in the Feedback form developed for the students leaving the institute after completing their courses.
6.	Developing a format 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)	Feedback forms for the students under the following three categories were developed: i. Students leaving without completing the course ii. Students leaving after completion of course iii. Students pursuing the course
7.	Working out "Course Outcomes" and mechanism to communicate it to students and teachers: As per NAAC Manual the institution is expected to Describe Course Outcomes (COs) for all Programmes and mechanism of communication	Data has been collected and the work is in progress.

	within a minimum of 500 characters and maximum of 500 words (2.6.1). Phase I - Course Outcomes for three post graduate programmes shall be worked out.	
8.	Activities for Research promotion: eg. A session with Non-Ph.D. faculties to encourage them to pursue PhD and/or research work	The session would be conducted in the nearest future.
9.	Identifying maintenance and repair works and chalking out strategy to get these done (including removal of rank vegetation and overgrowth of plants)	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. The work is in progress.
10.	Green campus initiatives: Tree signages and plantation of unrepresented important trees	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.
11.	Measures to address macaque problem	The measures have been initiated to address the macaque problem and the work is in progress.
12.	Making Fibre connectivity for college	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.
13.	Games and Sports: Marking of Basketball court and making tennis court functional	The work is in progress.
14.	Measures to adopt filing and record keeping system as per procedure prescribed by Government of Rajasthan.	A committee formed for this purpose has started collecting informations from different departments, committees and office of the institute. The work is in progress.
15.	FDP: Organizing at least one training for faculty in next three months	The FDP would be conducted in the nearest future.
16.	Training for non-teaching staff (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.
17.	Mentor for First Year students as prescribed in UGC Regulations & NAAC manual 2.3.3	Mentors for First Year students have been appointed by the order dated 22.01.2021
18.	Preparations for handling applications for post of Professor	As per procedure laid down by the State government, the IQAC of the college received applications for 4 colleges of district and made scrutiny and forwarded these to Commissionerate of College Education, Jaipur on 2 nd February, 2021.
19.	Result Analysis for 2020-21 result	Examination result for session 2019-20 has 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.

Besides these, the following activities were also performed in the institute as the quality enhancement initiatives:

- Various Webinars were organised by the different committees of the institute like Women's Cell, Eco-Club, Anandam, Placement Cell, Science, Commerce and Arts Associations. These Webinars received an overwhelming response from the participants including students and faculties from various institutes and also people from other spheres.
- Many different online and offline competitions, Workshop, Lectures etc were organised for the students in which they participated with great enthusiasm.
- A study tour to Keoladeo National Park, Bharatpur was organised under Eco-Club on 6th March, 2021.
- Two Display Panels were installed at the campus to provide ready hand information to students and faculties entering the institute.
- On World Wetlands Day (2nd February, 2021) and World Wildlife Day (3rd March, 2021), extension lectures were organised for students.
- On World Water Day (22th March, 2021), the IQAC inspected the whole college campus for the availability and conservation status of water and presented a detailed report to the Principal, who took immediate action on the issues raised.
- A "Principal-Students Interaction Session" was organised on 27.02.2021, in which students put forward the curricular and extracurricular issues and problems faced by them. Most of these were resolved on the spot and the rest were referred to concerning faculties and committees for necessary action.
- A Central Equipment Facility has been developed to create and facilitate the research atmosphere.
- A student of Aligarh Muslim University was granted permission to use laboratory facilities in the Department of Zoology
- As the Convener College of 'Division Level Quality Assurance Cell' (DLQAC), Monthly online meetings of it were convened regularly in which the Principals and IQAC Coordinators of District Nodal Colleges and the representatives of State Level Quality Assurance Cell (SLQAC) participated.


(Dr. M.M. Trigunayat)
Principal
&
Chairperson IQAC