



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		GOVERNMENT COLLEGE HINDAUN CITY
Name of the head of the Institution		Dr. R.S. KHOLIYA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07469232013
Mobile no.		9414314978
Registered Email		gchindaun@gmail.com
Alternate Email		iqac.gchindaun@gmail.com
Address		KARALI ROAD HINDAUN CITY
City/Town		HINDAUN CITY
State/UT		Rajasthan
Pincode		322230
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	SH. BHAGWAN SAHAY SHARMA
Phone no/Alternate Phone no.	07463232013
Mobile no.	9784855789
Registered Email	iqac.gchindaun@gmail.com
Alternate Email	gchindaun@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://hte.rajasthan.gov.in/dept/dce/university_of_kota/govt_pg_college_hindaun_city/uploads/doc/AQAR%202016-17.pdf
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4. Whether Academic Calendar prepared during the year

if yes, whether it is uploaded in the institutional website: Weblink :	Yes http://hte.rajasthan.gov.in/dept/dce/university_of_kota/govt_pg_college_hindaun_city/uploads/doc/Academic%20Calendar%202017-18.pdf
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5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C+	62.55	2004	16-Sep-2004	15-Sep-2009
2	B	2.14	2016	19-Feb-2016	18-Feb-2021

6. Date of Establishment of IQAC

25-Oct-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Lecture on Cyber crimes.	14-Dec-2017 01	131
View File		

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	GOVT. FUND	GOVT. OF RAJASTHAN	2017 365	29687300
Institution	NSS	GOVT. OF RAJASTHAN	2017 365	90000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

0

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

- Promoted faculty members to organise and attend National Conferences, International Conferences and Workshops for improvement in teacher quality index.
- Successful implementation of the academic calendar of the session was monitored by IQAC.
- Various awareness programmes were conducted Plantation, Health awareness programme, Road safety awareness programme, Traffic rules awareness programme Environmental Awareness etc.
- Games Sports: Students performed fairly well at National Level.
- Monitoring of various Student Welfare Schemes, Various Scholarships by Central, State Government and other organizations.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Games & Sports	01 Student participated in the National Level Kho-Kko competition on behalf of Kota University.
Student Union Election	Successfully Done
Academic Calendar	The academic calendar for session 2017-18 was successfully executed
Social Awareness Campaigns	Conducted various social awareness activities like Environmental awareness, Traffic offenses and laws etc.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	03-May-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Commissioner, college education is the controlling and monitoring authority. The following systems are fully functional in the college</p> <ul style="list-style-type: none"> • Biometric attendance system for all staff. • Almost all the communications are through email which expedites the working system and is also Ecofriendly. • The admission process is transparent and online for both UG and PG classes. The college is using the online admission module provide by Commissionerate college education. All information regarding the date of filling admission forms, subject availability, cut off percentage, fees etc. are available on the web portal. • Almost all the payment systems are

online. • Different types of scholarships are online.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Government College, Hindaun City is affiliated to University of Kota. The college offers 8 subjects (Hindi Lit., Sanskrit, Political Science, Sociology, History, Economics, Philosophy and Computer Science) under Arts Faculty; 5 subjects (Zoology, Botany, Physics, Chemistry, and Mathematics) under Science Faculty; 4 subjects under Commerce Faculty (ABST, EAFM, Business Administration and Computer Science) up to the Bachelor's level. At the Post Graduate level, Hindi Lit., subject is offered by the college. The curriculum mandated by the University of Kota is followed and completed during the session. Different teaching methods like boards, chalk, charts, models along with OHP and LCD etc. are used during classes. Students are taught Elementary Computer and Computer Science at the college in ICT & Computer lab and it is ensured that they practice these skills themselves during sessions. Special classes for Environmental Studies are also conducted by the college. Regular Term tests, Monthly tests and Surprise tests are conducted for the purpose of internal evaluation. The college declares and follows a time table to conduct the examinations for regular students of both UG & PG courses. The college also appoints external examiners for practical examinations. Each student is evaluated both by the External Examiner as well as Internal Examiner during practical exams. College faculty is also appointed as External Examiners by the University. Faculties act as paper setters and answer sheet evaluators for the University exams. Regular revision classes and doubt clearing sessions are also organized by the faculty in addition to mandatory classes. College has a , well stocked library to help students in their academic journey. Text books, reference books, journals, magazines, newspapers etc. are made available for their use in the library. The library is appropriately furnished to be used by students if they want to sit and study and there is also the provision of issuing books in case they want to take it home. A book bank has been created to help economically weaker and needy students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	SCIENCE	15/05/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
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Nil	NIL	Nil
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	Nil
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Feedback from students, teachers, parents, Student Union and Alumni were received through the concerned committees and IQAC during the session. The Principal and the staff were apprised of the various problems and issues which were discussed well to solve them. In addition to this, these issues are also put before the College Development Committee for further action. The college has a registered Alumni Association. Its scope of work is an important part of the development plans of the Institution. Under this association a major responsibility is to formulate development plans for the institution keeping in mind the overall aims of the college, these plans are very beneficial to the institution. The general assembly of the Alumni Association is instrumental in forging emotional bonding and feeling of brotherhood among the students. The meetings organized under the association helps in establishing cordial relations among its members, staff, teachers and new students. They also act as guides and mentors to the students and donate their textbooks. The alumni of this college are now working at different top positions and are a proud source of inspiration to students. All such feedbacks and grievances or any other issues are duly addressed by the relevant committees of the college. Principal of the college closely monitors such feed backs from different stakeholders and gets it addressed and resolved under his personal supervision. If the issue cannot be resolved at college level it is referred to higher authorities.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	HINDI	40	180	40
BSc	SCIENCE	84	590	78
BCom	COMMERCE	80	40	21
BA	ARTS	384	1474	379

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	951	70	15	Nil	4

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
15	15	2	Nil	Nil	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Government College Hindaun City has an effective mentoring system to provide personal and professional guidance (Higher studies and entrepreneurship) to students of all Departments. All faculty members act as mentors and feel responsible towards students belonging to their subjects. The performance of students is monitored regularly. If sufficient progress in terms of attendance and academic performance is not observed, reports are sent to HODs for further counselling. The faculties observe academic performance and achievements of students across three years in the college. Apart from this, behavioural traits such as late coming, proper dressing, regularity and other discipline related issues are also tracked by the faculty members. They offer advice and guidance in academic matters, assist the students in finding college resources such as library and e-resources, participating in extracurricular activities, preparing seminars and Conferences notes etc. They also inform the students about departmental culture such as term tests, departmental tests etc. They address chronic absenteeism, attitudinal problems, and any other academic or personal issues and guide the students. They also Council the outgoing students for their future prospects, so that students can prepare themselves for their career in the final year itself.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1021	15	1 : 68

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	15	8	Nil	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	51073	Year	24/04/2018	08/06/2018
BCom	51093	Year	26/03/2018	19/06/2018
MA	1300	Year	30/05/2018	01/07/2018
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The academic progress of students is monitored through continuous evaluation. Internal tests are scheduled according to the dates mentioned in the Academic calendar. Question papers are framed as per the syllabus prescribed by the university. Faculties have evolved many mechanisms of self evaluation among students like group discussions, quizzes, debates, surprise tests, seminar presentations etc. The students are also consulted on the mode of assessment by individual teacher so that they can give their impacts concerning the best method for their self evaluation helping them to prepare for their final examinations. Teachers go out of their ways to give slow learners multiple opportunities to improve their performances. Teachers also go through the diagnosis of learning gaps by giving extra attention so that no student is left with learning gaps. Students involved in sports and cultural activities, rover cadets and active members of NSS involved in extracurricular works are given special opportunities to catch up with the rest of the class. Study plans are framed by faculties in accordance with the available classes mentioned in the calendar for effective performance.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

This is an Institution of Government of Rajasthan. The academic calendar is prepared at the level of Commissioner College Education Rajasthan, Jaipur. All government colleges of the State of Rajasthan need to follow strictly to the provided academic calendar. Our college is affiliated to the University of Kota, therefore, the schedule of the examination is framed by it. This Institute also follows this academic calendar. The admission process in the college is completed according to the admission schedule. The teaching session in college started on 01 July, 2017. During the session, the teaching work was

performed by the college faculty members in theoretical and practical classes. Class term tests were conducted by faculty members according to the academic calendar. A part from this, monthly tests are also conducted. According to the academic calendar, the co-curricular activities like cultural and literary activities were organized at college, division and state level. Along with this, inter-class sports competitions were also organized. Student Union elections were conducted on the date declared by the Commissionerate College Education. A prize distribution ceremony was organized at the college in which prizes were distributed to the winner students in academic, cultural, literary and sports activities. The annual examinations of the university were conducted in the college as per time table framed by the University of Kota.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://hte.rajasthan.gov.in/dept/dce/university_of_kota/govt_pg_college_hindaun_city/uploads/doc/Programme%20Outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
51073	BA	ARTS	172	146	84.88
51093	BCom	COMMERCE	14	14	100
1300	MA	HINDI	30	29	96.67

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://hte.rajasthan.gov.in/dept/dce/university_of_kota/govt_pg_college_hindaun_city/uploads/doc/SSS%20Report%2017-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	MATHMATICS	2	2.73
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nil
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NA	NA	Nil	0	NA	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NA	NA	Nil	Nil	Nil	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local

Presented papers	4	1	Nil	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NA	Nil	Nil
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NA	NA	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	NA	Nil	Nil
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NA	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NA	NA	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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NIL	Nil	NIL	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10.18	0.14

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Nil	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18602	2276872	75	17987	18677	2294859
Reference Books	299	477096	20	21410	319	498506
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	15	1	1	0	0	1	1	4	0

Added	0	0	0	0	0	0	0	0	0
Total	15	1	1	0	0	1	1	4	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4.79	0.52	2.75	1.01

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Government College Hindaun has a well-organized and decentralized mechanism of maintenance of physical, academic, and support facilities through constituting different committees. Student Fund Advisory Committee- Management of student fund collected is under the purview of Principal, assisted and advised by Students Funds Finance Committee. This Committee frame rules, define the power of expenditure to be exercised by the various committees and deal with matters related to the proper utilization of funds as per the state government directions. College Development Committee- College Development Committee comprises of Principal (Chairperson), MP and MLA, Chairperson of Municipal Council, Assistant Director-College Education, Vice Principal/Senior Faculty member (Secretary), Two eminent academicians, Two parents, One Member Nominee (Nominated by Principal from existing faculties). CDC conducts a minimum of 3 meetings in academic session to discuss and prioritize demands laid by various departments. It generates and manages extra funds from government and non-government agencies in favour of college for infrastructure and academic maintenance. Purchase Committee- For maintaining the transparency in the procurement process, a purchase committee comprising of Principal, two/three senior faculty members, store in-charge and accounts personnel exists. Demands for all infrastructure requirements with the approximate budget are laid by the departmental heads or committee in-charges. Every purchase strictly follows GFAR rules. Building Committee and Maintenance Committee- Building Committee makes necessary arrangements for adding new academic infrastructure and care of the maintenance of the building in the college as per the need of the institute. This committee liaison with the PWD or other agencies as notified by the state government for civil work. Committee verifies the civil work carried out by contractors. Maintenance committee takes care of any ad-hoc maintenance on the part of electricity, plumbing, instruments office makes the arrangements according to the demands raised by the departments and as per the direction of the maintenance committee. Library Committee- Since last few years library is not supported by librarian considering this library committee strategically sketch/draft the smooth functioning of the library for maximum utilization of the library. Departmental In-charge with a consultation with the faculties provides a list of books to library committee for purchase.

IT Committee- IT committee look after the maintenance of the IT infrastructure and the usage policies. Website coordinator ensures the updating of the college web portal. Cleanliness Committee- Cleanliness Committee takes care of the cleaning of campus area as well as classrooms and labs, conducts programmes with the collaboration of government and non-government organizations. The committee supervises the rainwater harvesting and water conservation and management. Sports Committee- The committee consists of the Director physical education, faculty members and Store in-charge. Sports Committee supervise the management and execution of sports and the Physical Education-related activities, including the procurement and maintenance of all types of sports inventories.

http://hte.rajasthan.gov.in/dept/dce/university_of_kota/govt_pg_college_hindaun_city/uploads/doc/4.4.2%20Procedures%20and%20Policies%20for%20Maintaining%20and%20Utilizing%20Resources.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	CM Scholarship, Post Matric Scholarship, MANDA Scholarship	984	260000
Financial Support from Other Sources			
a) National	Dev Narayan Scooty, Medhavi Scooty, MANDA Scooty	33	0
b) International	nil	Nil	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
nil	Nil	Nil	Nil
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance

		redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	Nil	Nil	nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	Nil	nil	nil	nil	nil
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
Civil Services	Nil
SLET	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
CRICKET (BOYS)	INTER-COLLEGE	15
KABADDI (BOYS)	INTER-COLLEGE	12
KABADDI (GIRLS)	INTER-COLLEGE	12
KHO-KHO (GIRLS)	INTER-COLLEGE	12
ATHLETICS	INSTITUTION	77
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	PARTICIPATION	National	1	1	NO RECORD	ANJU KUMARI
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Representation is given to students to various academic and administrative committees in the institution. On the basis of Lyngdoh committee recommendations Elections for student union in college are held every year in the month of august. These elections are conducted for president, vice president, general secretary and joint secretary. This executive council acts as mediator between the faculties and the students. The students are encouraged to write essay, make charts and prepare models. Quizzes and various competitions like rangoli, story writing, slogan, greeting cards are organized by these association. College Student Union is consulted and made aware of the major developmental projects and measures of Student Welfare in the college. Student Union also plays an important role in cultural, sports and other events and activities of the college. Student union is the statutory representative of students in the college. Student members of the associations also observe important days like National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, International Yoga Day, Sports Day, Non-violence Day, Teachers Day, Blood Donation Camp held each year in the college premises along with the NSS Units of the college. The student union helps students in filling the exam form during admission time and in other works

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

12

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institute firmly believes in the practices of decentralization and participative management. Decentralization and participative management change representative democracy into participatory democracy. Decentralization is having a significant impact on policy, planning, management, implementation and monitoring of the policy. The college follows all such norms laid down by the Government of Rajasthan and UGC in Academic and administrative Aspects. It is a means of improving the efficiency of education system and the quality of educational service. The decentralized governance model is evident in every sphere as each department/faculty functions as a separate sub-unit, in deciding and implementing the student-centric programmes and activities. Principal is the administrative and academic Head, followed by vice principal and department head. The principal meetings of the department are held often consider the suggestions are sent to the principal, the principal in consultation with all department heads the final decision is arrived at. The college follows all such norms laid down by the Government of Rajasthan and UGC in Academic and

administrative Aspects. The examinations are carried out periodically throughout the year for which there is separate examination department.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>Curriculum development is defined as planned, a purposeful, progressive, and systematic process to create positive improvements in the educational system.</p> <p>1. Learning to Build Your Curriculum Focus on the Students 2. Ask for Help 3. Choose a Supportive Program 4. Schedule Planning Time 5. Remember U-Turns are Allowed 6. Plan for Feedback and Assessments.</p>
Teaching and Learning	<p>Teaching and learning is a continuous process for holistic development of students. Teaching and learning is a process that includes many variables. Besides that the Wi-Fi facility is provided in the campus at different places so that students can access learning apps and study materials online. At the beginning of the session, a class time table is prepared for teaching in class, according to which class is taken by each teacher. The time table is pasted on the notice board to inform all the students. These variables interact as learners work toward their goals and incorporate new knowledge, behaviours, and skills that add to their range of learning experiences College follows participative and inclusive teaching - learning methodology. Some of the faculty members do ICT enabled teaching. In addition to this other methods like chalk -duster, presentations etc.</p>
Examination and Evaluation	<p>Examinations are conducted from time to time for the academic advancement of the students like as- regular class tests, terminal tests are conducted. Tests and examinations are based on the University pattern. The University results of students are analyse by concerned committees and suggestions are given for improving them. The answer sheets of home examinations are provided to students and suggestions are given to improve their results.</p>

Research and Development	<p>Research and development are very important for students, Faculties and society. students are encouraged to participate in research activities. There is a Research Committee in the college for promoting research environment in the Institution. Teachers participate in Orientation, Refresher and short-term programmes. Teachers are motivated to present and publish papers in Peer reviewed journals, Non-Peer review journals and conference proceedings at International, National and State level seminars</p>
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>All the grants are received through online banking. Implemented SMS system for dissemination of information and notice to the all stakeholder including regular students. Similarly the utilization and expenditures processes are online too.</p>
Administration	<p>All employees have their personal SSO ID to update and connect with Government information portal. With the help of developed technological world college staff uses the same for administration purpose. Such as use of Smartphone with inbuilt social app like Gmail and What's app. They share the notes to students. It helps to provide the brief notice of any event to be happened on college. The college have Biometric attendance for teaching and non-teaching staff. The administrative decisions and circulars of the Department are communicated through website of the College Education. The compliance is communicated through email or updating of excel spreadsheet on Google Drive.</p>
Finance and Accounts	<p>College has fully transparent accounting system. Salary is disbursed through Pay Manager app and all external transaction are done by PFMS and all procurements are done through E- tendering on State Public Procurement Portal. The college conducts regular audit of annual books of accounts. The accounts office maintains the Books of Accounts properly which helps in auditing procedure.</p>

<p style="text-align: center;">Student Admission and Support</p>	<p>All information related to admission is given on the college notice board, newspapers and web link. While giving admission to the students, the guidelines issued by the state government are strictly followed. Weightage is provided to achievers of NSS, NCC, Sports, scout etc. Admission process is completely online. Students have to submit on line form in stipulated time period. Students who are in merit list/ waiting list get SMS for fee deposition and fee can also be deposited online. Online committee monitors all the process. This process eliminates the need for students and their parents make several trips for admission purpose. Process of filling the examination forms has also been made online by the University. Student can check his or her results and all examination related</p>
<p style="text-align: center;">Examination</p>	<p>Process of filling the examination forms has also been made online by the University of Kota. Students can check their results and all examination related notifications on the examination portal of university. The time table related to the exam is put on the notice board. For transparency of conducting University examinations, students are closely monitored by flying squad. The time table related to the exam is put on the notice board.</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ORIENTATION PROGRAMME	2	12/02/2018	11/03/2018	28
REFRESHER PROGRAMME	1	22/09/2017	12/10/2017	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	10	6	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
- Old pension scheme, New pension scheme, Gratuity, PL Encashment, SI, Maternity and CCL for women employees, DA as GOI, HRA, Apart from the salary as per UGC scale, Special leave to pursue research and further education etc.	- Old pension scheme, New pension scheme, Gratuity, PL Encashment, SI, Maternity and CCL for women employees, DA as GOI, HRA, Festival advance, Uniform allowance etc.	Subsidized transport facility, Student accident insurance and various scholarship by central, state government and other organisations.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Regular audits are conducted in the institute. Internal audit in the college is conducted through CA. All the accounts work is done online through Pay Manager (PFMS) system. An internal audit committee at college level, headed by a Senior Faculty member, checks the accounts regularly. Physical verification of store and each and every department of the college are conducted every year. The external audit of the institute is conducted through the government of Rajasthan and AG audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
MAHAVIDAYALAYA VIKASH SAMITI, STUDENT FUND	6476255	Development of college

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6.4.3 – Total corpus fund generated

6476255

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	AG	Yes	Audit Department Jaipur
Administrative	Yes	AG	Yes	Audit Department Jaipur

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- College teacher-parents meeting: Through this program, reasonable solutions to student's problems are presented through the parent- teacher association.
- Constructive feedback is regularly provided by the parents.
- Books are made available to poor and needy students through the community book bank.

6.5.3 – Development programmes for support staff (at least three)

1. Orientation, refresher, and short-term programmes are conducted by UGC from time to time for upgradation of academic staff.
2. computer Training of the office staff so that they are able to handle the online admission and registration of students.
3. • Rajasthan Pensioner Medical Fund for all staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Feedback analysis of students and alumni to find out the scope for improvements.
- Got the lease line with 100 mbps speed in college campus
- Set new goals of development and work towards it.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	nil	Nil	Nil	Nil	Nil
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	12
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	Nil	Nil	Nil	Nil	NIL	Nil	Nil
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Campus Cleanness awareness	04/09/2017	09/09/2017	54
Ghandi Jayanti	02/10/2017	Nil	60
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Polythene free campus- instead of polythene bags, paper/cloth bags are used in the institute by staff and students. 2. Plantation Drive. 3. The college campus is single use plastic free since 2015. Staff uses "Kulads" instead of plastic cups for tea, coffee etc. 4. Tobacco free campus- Anti tobacco campaigns are conducted and the campaign is totally tobacco free. 5. Market places were educated for discouraging plastics carry bags by college students' staffs.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Plastic Free Campus: Plastic is harmful material which is not biodegradable. PFC is dedicated to helping college fight single-use plastic pollution worldwide. PFC helps college make a difference for the environment and our own health. 2. Cleanliness: Cleanliness is one of the best practices a human being can process. Cleanliness refers to keeping one's self and also the surroundings clean and tidy. It is considered as an essentiality for a civilized society. Since decades, eminent politicians and notable public figures have been stressing on making cleanliness a habit.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://hte.rajasthan.gov.in/dept/dce/university_of_kota/govt_pg_college_hinda_un_city/uploads/doc/Best%20Practices-2017-18.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college stresses on outreach programmes and inculcates in its students an awareness of the value of a holistic education and an empathy for the less privileged sections of society. Social service is a compulsory component for all students. An active NSS and Social Service Cell organize outreach programmes for the student community.

Provide the weblink of the institution

http://hte.rajasthan.gov.in/dept/dce/university_of_kota/govt_pg_college_hinda_un_city/uploads/doc/Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

1. On-line process of admission to maintain transparency shall be continued. 2. Ensuring quality in teaching, learning, research and development. 3. Use of Perceptual Experiential learning will be focussed. 4. Ensuring proper career counselling to every boys/ girl enrolled in college. 5. Feedback forms shall be designed to get teaching learning peer group feedback in print form student complaint redressal committee shall be framed to work in this direction.