Yearly Status Report - 2015-2016

Part A	
Data of the Institution	
1. Name of the Institution	**LAL BAHADUR SHASTRI GOVERNMENT COLLEGE, KOTPUTLI**
Name of the head of the Institution	**Dr. O.P. Gupta**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01421248008**
Mobile no.	**9413285105**
Registered Email	**govtcollegekotputli@gmail.com**
Alternate Email	**a15sharma@gamil.com**
Address	**N.H. 8 KOTPUTLI**
City/Town	**JAIPUR**
State/UT	**Rajasthan**
Pincode	**303108**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. AMIT SHARMA**
Phone no/Alternate Phone no.	**01421248008**
Mobile no.	**9413159292**
Registered Email	**govtcollegekotputli@gmail.com**
Alternate Email	**govtcollegekotputlidlqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://hte.rajasthan.gov.in/college/gckotputli

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://hte.rajasthan.gov.in/college/gckotputli

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
1	**B**	**73.75**	**2005**	**21-Sep-2005**	**20-Sep-2010**
2	**B**	**2.60**	**2016**	**19-Feb-2016**	**18-Feb-2021**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**11-Jun-2014**

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

Vyaktitva Vikas aivam Kaushal	18-Jan-2016 1	180
Vyaktitva Vikas aivam Kaushal	27-Oct-2015 1	165
Kaushal Vikas Ke avsar	16-Oct-2015 1	180
Abhiprerna Safalata ka Pehla Kadam	15-Oct-2015 1	125
YDC Activities I.Abhimukhi Karyakram	08-Oct-2015 1	150
Yoga Day	21-Jun-2016 1	90
Republic Day	26-Jan-2016 1	400
Vivekannd Jyanti Celebration	12-Jan-2016 1	250
Hindi Diwas Celebration	14-Sep-2015 1	200
Ghandhi Jyanti Celebration	02-Oct-2015 1	150
[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
Dr. Seema Pant	Major Research Project	U.G.C. N.D.	2012 1095	1061800
Dr. Seema Pant	Major Research Project	DST, Rajasthan	2016 1095	583200
[View File](#)				

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 :	2
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)

Year long lectures under YDC Tree plantation drive in campus Cleanliness drive of water bodies/resource in adopted villages. Three companies visited campus for recruitment.

[View File](#)

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
Eco-friendly campus	Campus drive initiated
Wi-Fi campus	Activated
Solar system installation	Proposal made
[View File](#)	

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 ?	Yes

Date of Visit	08-Feb-2016

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2015

Date of Submission	23-Dec-2015

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institute has following modules in under graduate classes Arts6, Science 2 and Commerce1. The institute has Post Graduation in 7 subjects Economics, History Political Science, EAFM, ABST, Business Administration and Chemistry. Besides these the institute is running

Post Graduation in SFS mode in Geography and Botany. The Institute has University approved Research Guides in Political Science, History, Economics, Chemistry, Botany, EAFM and ABST.

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

The syllabi taught in the various departments of the college are commensurate with the syllabi taught in the University of Rajasthan. As the college is affiliated to the University of Rajasthan, Jaipur, it is mandatory for all departments to implement the syllabi prescribed by the UOR. At the commencement of each academic session, all the departments along with the faculty members conduct meetings and outline the action plan for the forthcoming session. The Principal is appraised and updated about the decisions and suggestions of the respective departmental committees. Under the supervision of the Principal, the committee that is put in charge of drawing the time table, draws a vast time table and chart of activities including theory and practical classes, co-curricular, sports activities, career counseling sessions and other activities deemed necessary for the benefit of students. These activities are chronologically sequenced so as to provide an active schedule of events in the forthcoming academic session. The Principal ensures that these events and activities are smoothly and surely implemented and conducted. A separate committee is formed to ensure proper implementation of the decisions made for the academic and other activities. The departments are instructed to ensure the delivery of the curriculum with efficacy. Timely reports about the successful implementation of the scheduled activities, is sent to the Director of the College Education. Teaching plans consist of dividing the complete syllabus among the faculty members of the respective departments. The faculty members are entrusted with the responsibility of completing the syllabus within the stipulated time. Through consistent and sincere efforts, the faculty members have always achieved their academic targets and at the same time have put in extra effort and personal attention through Tutorials. The students are regularly and formally assessed by means of tests and internal assessments and informally by means of interactive question-answer sessions etc. Beyond the classroom also, the teachers are always available to the students where they can clear their doubts or discuss their confusions freely. The college is well equipped with smart class rooms. In addition to the conventional means of teaching, the lecturers used Smart Boards for delivering lectures effectively. Power point presentations are also used by the lecturers for impactful teaching. The lectures are supplemented with notes and study material prepared by the teachers. Fieldwork, case studies and surveys are part of curriculum of many programmes. Field trips, industrial visits and visits to other places of scientific interest are also include in the academic calendar at the college level.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill

No file uploaded.

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
Nill	NA	Nill

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	Nill	Nill

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
MA	GEOGRAPHY FIELD SURVEY	72
BA	NSS CAMP IN VILLAGE	200
MSc	Chemistry	24
[View File]()		

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

Our college collects feedback from stakeholders. Feedbacks from the faculties are collected on the department level where subjects of improvements are discussed. Feedbacks from students are obtained after completion of course and before the starting of annual exams. This feed back is taken through a comprehensive questionnaire covering infrastrucutre of college, evaluating the efficiency and sincerity of college faculties. Feed backs from parents of students are collected in parent teacher meeting directly for implementation.

Feedbacks are also obtained from alummi in the activities / meetings of alummi association. These feedbacks from various stakeholders are compiled and analysed. Subjects related to individuals/ departments are forwarded to the concerned people.

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	Previous	160	170	153
BSc	Third Year	280	326	326
BSc	Second Year	350	330	330
BSc	First Year	616	800	595
BCom	Third Year	240	148	148
BCom	Second Year	240	211	211
BCom	First Year	300	401	250
BA	Third Year	1200	702	702
BA	Second Year	1200	689	689
BA	First Year	1500	1656	1500
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
2015	4751	519	22	2	43

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	Numberof smart classrooms	E-resources and techniques used
67	10	18	Nill	Nill	2
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)

The Principal mentors all the committees to ensure their proper functioning. Students are free to approach the principal for one-to-one discussions and feedback. As the new session commences the principal organizes an informal ice breaking session with the students to familiarise them with the college and its activities. Affiliated colleges are bound by the university norms and the norms/directives/circulars provided by the commissionerate. Circulars can be seen on the website hte.rajasthan.govt.in. Similarly, syllabi of different subjects and the annual

examination time table can be seen on the website of The University of Rajasthan—uniraj.ac.in. During the time of examination the college adheres to the examination pattern and the time table provided by The University of Rajasthan. Every year, as the new session commences the Commissionerate, College Education provides an academic calendar which gives a monthly list of activities (curricular and co- curricular)to be conducted throughout the year. The directives and the guidelines provided by the university and the commissionerate are strictly followed in all respect---may it be related to admissions, examination, vacations or any other aspect.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5270	69	1:76

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
89	69	20	69	49

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
2015	DR. SEEMA PANT	Associate Professor	APJ ABDUL KALAM SHISHAK RATAN PURUSAKAR (STATE LEVEL AWARD)
View File			

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	101-106	Year	27/04/2016	21/06/2016
BCom	Nill	Year	28/03/2016	22/05/2016
BSc	Nill	Year	28/04/2016	10/06/2016
MA	Nill	Year	18/04/2016	30/06/2016
MCom	Nill	Year	26/04/2016	30/06/2016
MSc	Nill	Year	29/03/2016	27/06/2016
View File				

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

Massive changes in the CIE guidelines cannot be authorized by the college as the guidelines are prescribed and provided by the affiliating university .However, some departments adopt certain internal evaluation procedures like seminars, class tests ,home assignments etc.

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

The Principal mentors all the committees to ensure their proper functioning. Students are free to approach the principal for one-to-one discussions and feedback. As the new session commences the principal organizes an informal ice breaking session with the students to familiarise them with the college and its activities. Affiliated colleges are bound by the university norms and the norms/directives/circulars provided by the commissionerate. Circulars can be seen on the website hte.rajasthan.govt.in. Similarly, syllabi of different subjects and the annual examination time table can be seen on the website of The University of Rajasthan—uniraj.ac.in. During the time of examination the college adheres to the examination pattern and the time table provided by The University of Rajasthan. Every year, as the new session commences the Commissionerate, College Education provides an academic calendar which gives a monthly list of activities (curricular and co- curricular)to be conducted throughout the year. The directives and the guidelines provided by the university and the commissionerate are strictly followed in all respect---may it be related to admissions, examination, vacations or any other aspect.

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/college/gckotputli

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
NA	MCom	NA	73	70	95.89
NA	MSc	NA	27	20	74.07
NA	MA	NA	94	80	85.10
NA	BSc	NA	327	287	87.76
NA	BCom	NA	145	141	97.24
101-106	BA	NA	694	422	60.80
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/college/gckotputli

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
Minor Projects	00	00	0	0
Major Projects	1095	D.S.T. Rajasthan	583200	189600

Major Projects	1278	U.G.C. New Delhi	1061800	0

View File

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
NA	NA	

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
Nil	Nil	Nil	Nill	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	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	00	00

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

Name of the Department	Number of PhD's Awarded
CHEMISTRY	1

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)
National	Hindi	2	00
National	Pol.Sc.	4	2.12
National	EAFM	2	1.71
International	Hindi	1	00
International	EAFM	1	00
International	BOTANY	1	00
International	CHEMISTRY	1	00

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
ENGLISH	2
ABST	1

POLITICAL SCIENCE	2
HINDI	1
GEOGRAPHY	4

View File

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
Syntheses of 1.5 ben zothiapine s Part- XXXIX: Syntheses and anti microbial studies of 8- substit uted-2,5- dihydro-2(Furan-2-yl -4- (2-hyd roxyph-eny l/4-methyl phenyl)-1, 5- benzoth iazepines	Dr. Seema Pant	JICS	2015	0	L.B.S. Govt. College, Kotputli	1

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
Syntheses of 1.5 ben zothiapine s Part- XXXIX: Syntheses and anti microbial studies of 8- substit uted-2,5- dihydro-2(Furan-2-yl -4-(2- hyd roxyph-enyl/4- me	Dr. Seema Pant	JICS	2015	32	1	L.B.S. Govt. College, Kotputli

thylphenyl)-1,5- ben zothiazepi nes					

<div align="center">

[View File](#)

</div>

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

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	4	32	Nill	1
Presented papers	4	29	Nill	Nill
Resource persons	Nill	4	Nill	Nill

<div align="center">

[View File](#)

</div>

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	Nil	Nill	Nill

<div align="center">

No file uploaded.

</div>

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	Nil	Nil	Nill

<div align="center">

No file uploaded.

</div>

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Nil	Nil	Nil	Nill	Nill

<div align="center">

No file uploaded.

</div>

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	NIL	NIL	00

<div align="center">

No file uploaded.

</div>

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	Duration From	Duration To	Participant

		institution/ industry /research lab with contact details			
Nil	Nil	Nil	Nill	Nill	00

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
Nil	Nill	Nil	Nill

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
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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 patially)	Version	Year of automation
NOT AVAILABLE	Partially	NOT AVAILABLE	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	32615	Nill	455	68809	33070	68809
Reference Books	27313	Nill	101	73165	27414	73165
e-Books	493334	Nill	Nill	Nill	493334	Nill
Journals	18	11650	Nill	Nill	18	11650
e-Journals	Nill	Nill	6318	Nill	6318	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	Nill	Nill	Nill	Nill	Nill	Nill

Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(specify)	Nill	Nill	Nill	Nill	Nill	Nill

[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	Nil	Nill

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	37	2	1	0	1	6	1	2	0
Added	0	0	0	0	0	0	0	0	0
Total	37	2	1	0	1	6	1	2	0

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

2 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 incurredon maintenance of physical facilites
0	0	0	0

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 rules and provisions of the Rajasthan Transparency in Public Procurement Act, 2012 are followed for procurement process, construction and payment procedure in respect of physical and academic and other facilities in the college such as maintenance and budget usage for laboratory, library, sports

activities, computer class room etc. After approval of the government budget, the tender process is adopted by the purchase committee for purchasing any material or equipment. For this purpose, advertisement is given in newspapers and details of purchase related items are pasted on notice board . After this, the tenders received in closed envelopes are opened in front of concerned committee on the due date.The bidder with the lowest rate is given the contract. On receipt of the product according to the necessary conditions and guarantees, payment is made to the respective selling firms. Paperless tenders are invited through Gem portal to make purchases related to big budgets. In this, the whole process is done online. It has more privacy and selection options. The concerned firms post their rates online, which are openly inspected by the purchase committee and the purchase order is sent to the firm with L1 rate if the material or equipment is in accordance with the conditions. Equipment is supplied by the firm. The bill payment process is done after investigation. Minimum one person in the purchase committee is required from the accounts service. A proposal is sent to the Public Works Department for construction or any repair work in the college. The projected budget proposal is prepared by the Public Works Department. According to the rules, some amount is paid to the Public Works Department. After the PWD completes the work, the Utilization Certificate and the Completion Certificate are issued by the Public Works Department. The budget is approved for purchase of books in the library. Recommendations for purchasing books are obtained from the Heads of Departments of all disciplines. Books are purchased on the basis of recommendation. The bill is paid after investigation. If the material of the sports department is purchased for less than ? 10000, then it is purchased with the permission of the Principal. Products worth more than ? 10,000/- are purchased through inviting tender.

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	Dev Narayan Scooty Yojana, Medhavi Chhatra Scooty Yojana, JRF	133	Nill
Financial Support from Other Sources			
a) National	0	Nill	0
b)International	0	Nill	0
View File			

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 implemetation	Number of students enrolled	Agencies involved
Orientation program	08/10/2015	150	YDC
Motivation a first step in success	15/10/2015	100	NSS/YDC

Opportunities for skill development	16/10/2015	100	YDC
Personality development and skill	27/10/2015	150	YDC
Tension Management	16/12/2015	100	YDC
View File			

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 passedin the comp. exam	Number of studentsp placed
2015	Lecture by Dr. Savita Kishore on Gandhian thinking and their various aspects	60	Nill	20	Nill
2015	"Lecture by Dr. Atul Prasad Mathur on coding ,decoding alphabet series in reasoning"	80	Nill	25	Nill
2015	Rudraksh detergent and chemical pvtLtd Gandhi dham Gujarat And United engenieering India Pvt ltd Haridwar	Nill	50	Nill	16
View File					

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
20	20	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Shreegi Propac Pvt ltd Haridwar Manufacture Of leminated tubes Rudrakash detergent and chemical pvt ltd Gandhi Sham Gujarat,manu facture of surfexcel bar and powder United engineers India pvt ltd Haridwar	70	16	NA	Nill	Nill
[View File](#)					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2015	10	Botany	B.Sc.	L B.S Govt College, Kotputli	M.Sc.
2015	25	Geography	B.A.	L B.S Govt College, Kotputli	M.A.
2015	20	Economics	B.A.	L B.S Govt College, Kotputli	M.A.
2015	20	History	B.A.	L B.S Govt College, Kotputli	M.A.
2015	20	Political Science	B.A.	L B.S Govt College, Kotputli	M.A.
[View File](#)					

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	Nill
[View File](#)	

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

Activity	Level	Number of Participants
Duet Dance	Inter Class	4
Mono acting	Inter Class	6
Solo song	Inter Class	5
Group Song	Inter Class	15
Solo Dance	Inter Class	5
Group Dance	Inter Class	15
[View File](#)		

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2015	Nil	National	Nill	Nill	Nill	Nil
2015	Nil	International	Nill	Nill	Nill	Nil
2016	Nil	National	Nill	Nill	Nill	Nil
2016	Nil	International	Nill	Nill	Nill	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Our College has a student council whose members are elected by the students as per government guideline and instructions. One class representative from each class assist them. There is a provision for charging a special amount as council fee which is included in the total fees being paid by the admitted students. The student council functions under a constitution that delegate various power and functions which are aimed at providing active assistance and support towards the college administration .

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

30

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Members meet together with pre decided meeting. They think about college garden, water supply system and decided to improve green cover and water management system and availability of pure water during the year for students.

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 main objective of the institute is to prepare young students for the challenges that come in all walks of life and to make them aware of the entire society, especially the poor and the oppressed people of our nation, through education to lead the way of living.Our institue is one of the oldest and prominent institution serving students of rural background. It was started with the objective of serving in the local surrounding area. Apart from this, the stake holders become aware of the opportunities in the academic field where they can gain experience and also learn the importance of healthy competition, which helps in human resource development and nation building, imparting human values that transform them into better citizens. Lal Bahadur Shashtri Government College, Kotputli formulates policies in accordance with the College Education Policy of Rajasthan and the Principal and faculty members work in conjunction to formulate strategies for their implementation. Various institutional committees discuss various issues and present their views and recommendations to the head of the institution. The IQAC has been conceptualized for planning, guidance and monitoring to meet the diverse needs of planners. This includes faculty members of all levels, alumni and associated stakeholders. The Principal ensures the fulfillment of the policies formulated. He decentralizes his powers by allocating various responsibilities and functions to closely monitor the activities of the IQAC, NSS, NCC, YDC and Library committee throughout the year. Students who are our stakeholders, are always in touch with their teachers and college administrationn. The parents of the students are encouraged to participate in the formulation of plans, that help us in fulfilling our mission. Proper support for policy and planning through necessary analysis, research and consultation with stakeholders takes place at regular intervals. All government institutions act as a link between the local population and the State government, which formulates policies based on the various areas of concern and the institutes implement them with the full support of the state government. The overall and special responsibilities of the institution are well defined, as reflected in the form of various committees. The committees are formed on the basis of seniority, prior experience of specific work and aptitude of the members. NAAC, UGC, IQAC, Development Committee, Examination, Sports, Cultural Activities, Library Expansion Activities, outreach program, NSS, YDC, Rover, Ranger, Career CounseIling, Placement and Research Board are some of the various committees formed. All committees are formed by a judicious mix of junior and senior faculty members and students so that younger members can imbibe the true ethos and work culture of the college. Administrative work is decentralized. It creates a participating democracy. Administrative powers and responsibilities are assigned to faculty members based on their commitment and competence to fulfill the following objectives - 1. Provide equal opportunities to employees and balance work. 2. Creating a conducive environment. 3. Striving for the fast lane in the process of goal

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

Yes

6.2 – Strategy Devlopment 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
Admission of Students	Being a state goverment institution

	it has to abide by the set of rules provided by the government regarding the admission process. Using the online student admission process, the college conducts the admission process in a systematic manner. Meritwise admission lists are released online, in conformity with the reservation policy of the government. The applications are kept abreast with their admission status and timely instructions for proper steps to be taken by them are given through SMS.
Industry Interaction / Collaboration	A career council and placement cell has been formed to help in guidance, preparation and future employment of students. Under this, lectures on developing the curriculum vitae and awareness of placement opportunities are given. During 2015-16, 15 students have taken advantage of the placement counselling. From July 2015 onwards, lectures related to employment and time management have been arranged. On 2-10-2015, Dr. Savita Kishore delivered a lecture on cottage industries. Job related information was given by various experts on 15-10-2015. On 31st October 2015, information on questions on reasoning was given by Dr. Atul Mathur. A training on correct procedure of facing the interview board was imparted by experts of that field. In campus placement exercise by Rudraksh Detergents and Chemicals Pvt. Ltd., Gandhidham, Gujrat, 14 students were selected.
Human Resource Management	The suggestions specified by NAAC for human resource management in the college were followed with sincerity. The IQAC plays an active role in enhancing the Research and Development activities within the institution. Efforts are also made to make teaching and learning more interesting and effective. A career counselling and placement cell has been set up in the college for the benefit of the students. Primary objective of the cell is to provide the much needed life skills to students and help them to find job placements. The cells activities are initiated by the teaching faculty of different departments. Faculty members are encouraged to participate in National/ international / divisional seminars.

	National Seminar on Social Policy in Higher Education: Challenges and Possibilities was organized on 17 th December 2016.
Library, ICT and Physical Infrastructure / Instrumentation	The heart of any college would be its rich library,. Our college library has 51000 books. Since 2014, all faculty members have been connected to INFLIBNETt so that any research journal from any corner of the world can be studied. The college has been linked to the e-library since 2014. The college has facilities of journals, e-employment news etc. Our college library has monthly subscription for 6 magazines and 15 daily newspapers. In the area of ICT, 25 computers are available in the college and 2 smart class rooms and one conference room are available. The college has audio-video systems, projectors, mikes and T.V. facilities are also available. Infrastructure - The facility of 14 practical labs, ramp facility, CCTV camera, reading room, sports ground, 1 canteen, 2 hostels, girls common room etc. are also available in the college.
Research and Development	Research work is the soul of higher education. In the field of research in the college, research work has made significant progress under the supervision of Dr. Seema Pant of Chemistry. In the field of research in the college, Dr. Rajesh Jangid, Dr. Lalita Yadav, Dr. Chandrashekhar Sharma, Dr. Naveen Gautam etc. faculty members have received research projects. Most of the faculty members of the college have taken lifetime membership of their respective academic council. In this, research papers are published in research journals from time to time. A seminar on Challenges to Human Security in Rural India was organized in the college on 27-04-2015.
Examination and Evaluation	The examination related work in the college is done according to the fixed timetable given by the university. A total of 5135 students took the examination in the college in 2014-15, in which 3661 students passed and the result of the college was 71.29. The examination and evaluation work is done according to the time schedule in the college in a systematic way. The examination work is distributed in three sessions in the college and

	practical examinations are set according to the time frame fixed by the university. The external examiner is appointment by University of Rajasthan Jaipur for practical examinations in the college. All faculty members of the practical subject of the college also go as external examiner for practical examination in other college, appointed by the university.
Teaching and Learning	The college is called effective education center. It becomes the responsibility of an education center that all the teachers working there should achieve their prescribed objectives very effectively. A national symposium was organized on 27-04-2015 with the theme Challenges to Human Security in Rural India, which was also aimed at human resource development. Todays education should be based on moral values along with employment perspective. Today, in addition to the educated people of the society, there is an urgent need for a true human being, a true patriot and an environment-loving human. The colleges committed for the fulfillment of these objectives and to accomplish them, various seminars, competitions have been organized. Career counseling Committee and other various subcommittees have been established in the college.
Curriculum Development	The college affiliated to University of Rajasthan, Jaipur and all the information of the college syllabus, examination, examination results etc. have been made available on uniraj.ac.in. The college implements University curriculum as per the rules given by it. According to the educational institution decision taken in the Board of studies, University of Rajasthan, the syllabus is divided into sections which are further sub-divided into units. All other information like syllabus, exam related information and time table etc. are also available on our college website.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	• College has proposed complete office automation. • Office automation includes students' database, faculty

	and staff database etc. • Library automation has been initiated. • Timetable and academic calendar are planned and uploaded on website.
Administration	• Notices and circulars are uploaded in the college website. • Each and every IQAC notice is circulated through e-mail
Finance and Accounts	• Receipt of admission fees is completely online • Salary of faculty members and staff is transferred directly to the bank account. • Maximum payments for the work and supply orders is done through the Cheques or NEFT
Student Admission and Support	• Applications are submitted for admission to different courses through the online admission portal. • Merit list is prepared and uploaded by fully computerized system followed by the online fee payment by the eligible candidates. • Name of contact person of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members
Examination	• Evaluation of answer scripts is conducted online by the affiliating university from academic year 2018-2019. • Faculty members of this college follow fully online as well as offline system of evaluation and perform their evaluation duties as examiner as and when appointed by the university.

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
2016	Nil	Nil	Nil	Nill
2015	Nil	Nil	Nil	Nill
No file uploaded.				

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)

2015	Nil	Nil	Nill	Nill	Nill	Nill
2016	Nil	Nil	Nill	Nill	Nill	Nill
No file uploaded.						

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,Refresher Course, Short Term Course	12	Nill	Nill	21
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
G.p.f. Medical facilities Concession in tuition fees Yoga centre Recreational /sports room/gymnasium	Gpf Medical facilities Concession in tution fees Yoga centre Recreational /sports room/gymnasium	Canteen Career counselling cell Hostel Youth development Center Women cell for girl students

6.4 – Financial Management and Resource Mobilization

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

Yes. Internal audit by the college is conducted every year. It is done by an internal committee of college faculty, formed by the Principal. This committee with the help of AAO go though all the financial aspects of the college. The financial audit is done by the Audit team appointed by state government (AG office).This team visits the college for audit and check each and every document / file/ cash book etc. and submit its report. The shortcomings, if any, pointed out by the team are sorted out by the college. The work of external investigation committee (external audit) in the college from the year 2009 to 2014 has been completed from 23-09-2014 to 25-09-2014. The full report this available Internal Investigation Report no. 9/2014-18.

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
Vikas Samitti	1053200	Infrastructure development and other essential requirments.
View File		

6.4.3 – Total corpus fund generated

1053200.00

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	NAAC	Yes	IQAC
Administrative	Yes	NAAC	Yes	IQAC

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

1.The Parent Teacher Forum provides a platform for interaction between parents and teachers on vital issues like the need of new courses, improvement in the existing programs, addressing students' problems, eliciting feedback and for seeking parents' support for various activities of the college. 2.A direct rapport with the parent is also maintained through letters of attendance and progress, invitation to functions and intimation regarding meetings of the forum. 3.The college invites their valuable suggestions on different issues from time to time.

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

1. TheCollege organizes various activities to ensure personal enhancement and development of support staff through training programmes, personality development programmes and guest lectures. 2. Hands-on training of various laboratory equipment, 3.Uniform and Cycle allowances are given annually.

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

1. Focus on strengthening of research facilities and research Endeavors of individual faculty. 2. Assessment of performance of departments through academic audits . 3. Strengthening of feedback mechanism. 4.Tree Plantation. 5.Environmental Awareness Programmes

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
2015	Blood donation camp	25/08/2015	25/08/2015	25/08/2015	217
2015	National Seminar "Challenge to Human Security in Rural India"	25/04/2015	25/04/2015	25/04/2015	100
2015	Tree	10/08/2015	10/08/2015	15/08/2015	150

| Plantation drive Cleanliness drive of water bodies and resources in adopted villages. Mock Interviews | | | | | |

View File

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
Women cell –Lecture on Women health by Dr. Manju Maurya govt hospital Kotputli	07/10/2015	07/10/2015	77	20
Lecture on Women mental health by Dr.Arvind Jeengarh psychiatrist SMS hospital Jaipur.	16/10/2015	16/10/2015	50	15
Gender companion	05/11/2015	05/11/2015	50	30
Talk on Modern banking system and participation of women by Ms Sakshi Gupta bank manage UCO bank Kotputli	21/12/2015	21/12/2015	65	25
Lecture on Laws related to women by Mrs. Prabha Agarwal Lawyer Kotputli	13/01/2016	13/01/2016	80	21

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

The following initiatives are taken by the college to make the campus ecofriendly: ? Regular cleaning of the campus (weeding and brooming) ? Proper disposal of garbage on a daily basis. ? Provision of dustbins at various vantage points of the campus. ? Tree plantation ? Waste management

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	**Yes**	**Nill**
Provision for lift	**No**	**Nill**
Ramp/Rails	**Yes**	**2**
Braille Software/facilities	**No**	**Nill**
Rest Rooms	**Yes**	**Nill**
Scribes for examination	**Yes**	**Nill**
Special skill development for differently abled students	**No**	**Nill**
Any other similar facility	**No**	**Nill**

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
2015	**1**	**1**	**02/07/2015**	**7**	**Tree Plantation**	**Tree Plantation**	**150**
			View File				

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for students issued by the university and department of college education Rajasthan	**15/06/2015**	**Students are required to follow the code of conduct of the college and university.In the application form and the prospectus the students are guided to adhere to the code of conduct to be followed. The Teachers are required to follow a code of conduct. Faculty is made to prepare the teaching plan and is required to follow the strict guidelines issued by department of college**

		education pertaining to their working hours.
Code of conduct for teachers	15/06/2015	The Teachers are required to follow a code of conduct. Faculty is made to prepare the teaching plan and is required to follow the strict guidelines issued by department of college education pertaining to their working hours.
Prospectus	15/06/2015	The university prospectus meant for potential (prospective) students contains information about the institution and the available courses, including advice on how to apply and the benefits of accepting a place. The prospectus contains information on the individual courses, the staff (professors), notable alumni, the campus, MOUs, special facilities (like Blood Banks, National Knowledge Network, Medical Aid, Hostels, Swimming Pools, etc.), how to get in contact with the university, and how to get to the university.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood donation camp	28/08/2015	Nil	217
Seven Day Rural camp by NSS	24/12/2015	30/12/2015	200
One Day Rural camp by NSS	25/08/2015	Nil	400
One Day Rural camp by NSS	20/01/2016	Nil	400
One Day Rural camp by NSS	29/01/2016	Nil	400
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.All rooms are provided with large windows to allow inflow of sunlight and air. 2.Lights and fans are switched off by floor staff after completion of the

last lecture. 3.Guests are greeted with sapling of plants. 4.Sleep mode on computers and monitors are activated to save energy. 5.Drive to make our college Polythene free campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Gender Champions/Companions were made to address the issues of gender equality 2. "Beti Bachao Beti Padao drive

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/college/gckotputli

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

? College has been thriving in providing quality education to boys and girls with a minimal fee structure. This promotes education and motivates students to pursue education and become literate without being dependent. ? College encourages academic, physical, moral and cultural development of students. ? College is looked forward for academic strength and building up a moral value system in students. ? It also works for the upliftment of cultural instinct through various clubs, committees and programmes that college keeps organising. ? Students are prepared for the competitive world. Apart from syllabus, Soft skills workshops are also organised every year for overall development of the students from all the streams. ? Academic and professional development of teachers and other staff is also a prime concern of the institution. They are encouraged to take up research projects and participant in short term courses, orientation programmes, refresher programmes and FDPs. ? Various programmes under NSS are organised in order to inculcate social and moral values in students. ? College promotes regular educational excursions in all the departments to promote practical know how amongst students

Provide the weblink of the institution

http://hte.rajasthan.gov.in/college/gckotputli

8.Future Plans of Actions for Next Academic Year

? Preparation of institutional calendar for the session 2016-17. ? Admissions to first year as per guidelines issued by college education Raj. ? Orientation program of first year students. ? Inauguration of all curricular activities in the first week of month of August. ? To conduct internal assessment examinations twice a year. ? To celebrate all the state and national festival in the college campus. ? To arrange guest lecture on different topics of current issues. ? Extension of infrastructure facilities, installation of additional Aqua guard /RO water purifiers for safe drinking water. ? To conduct online student surveys and feedback forms from students as well as alumni. ? To conduct parents meeting and obtain feedback. ? To organize intercollegiate sports day and cultural week. ? To organize state level NSS camp.