



## YEARLY STATUS REPORT - 2020-2021

### 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. Renu Mathur**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01421248008**
- Mobile no **9414606426**
- Registered e-mail **govtcollegelikotputli@gmail.com**
- Alternate e-mail **iqac.govtcollegeotputli@gmail.com**
- Address **N.H. 08, Kotputli**
- City/Town **Kotputli**
- State/UT **Rajasthan**
- Pin Code **303108**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status UGC 2f and 12(B)
- Name of the Affiliating University University of Rajasthan, Jaipur
- Name of the IQAC Coordinator Dr. Seema Pant
- Phone No. 01421248008
- Alternate phone No. 9414606426
- Mobile 9414383557
- IQAC e-mail address iqac.govtcollegelikotputli@gmail.com
- Alternate Email address govtcollegelikotputli@gmail.com

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[http://hte.rajasthan.gov.in/dept/dce/university\\_of\\_rajasthan/l.b.s.government\\_pg\\_college\\_kotputli/uploads/doc/AQAR%202019-20.pdf](http://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/AQAR%202019-20.pdf)

**4. Whether Academic Calendar prepared during the year?**

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

[https://hte.rajasthan.gov.in/dept/dce/university\\_of\\_rajasthan/l.b.s.government\\_pg\\_college\\_kotputli/uploads/doc/Admission%20Policy%20and%20Academic%20Calendar%2020-21.pdf](https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Admission%20Policy%20and%20Academic%20Calendar%2020-21.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	73.75	2005	21/09/2005	20/09/2010
Cycle 2	B	2.60	2016	19/02/2016	18/02/2021

**6. Date of Establishment of IQAC**

01/07/2020

**7. Provide the list of funds by Central / State Government**

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	NA	NA	NA	Nil

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **05**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

As Divisional Level Quality Assurance Cell Convener of Jaipur Division comprising Colleges of five districts, provided guidelines to district nodal colleges for NAAC awareness

Career Advancement Scheme forms of neighbouring colleges for Professorship were screened

Data for pending AQARs (2015-16 onwards) was collected

Pending AQARs were successfully uploaded on NAAC portal

Faculty was motivated to enhance their academic qualifications by going for FDPs/Webinars/Seminars/Gyan ganga/Gyan sudha programs

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1. Alumni Association to be registered	1. Registered with Co-operative Department of Rajasthan Government on 25.11.2020
2. Work allotment for data collection to faculty members for uploading of pending AQARs	2. AQARs successfully uploaded for three pending years between November 2020 to March 2021
3.Environment friendly measures to be taken	3. Tree plantations done
4. Academic enhancement measures to be taken	4.Gyan ganga and Gyan sudha programs were organised

**13.Whether the AQAR was placed before statutory body?**

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14.Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	Lal Bahadur Shastri Government College, Kotputli
• Name of the Head of the institution	Dr. Renu Mathur
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01421248008
• Mobile no	9414606426
• Registered e-mail	govtcollegkotputli@gmail.com
• Alternate e-mail	iqac.govtcollegeotputli@gmail.com
• Address	N.H. 08, Kotputli
• City/Town	Kotputli
• State/UT	Rajasthan
• Pin Code	303108
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Rajasthan, Jaipur
• Name of the IQAC Coordinator	Dr. Seema Pant

• Phone No.	01421248008				
• Alternate phone No.	9414606426				
• Mobile	9414383557				
• IQAC e-mail address	iqac.govtcollegekotputli@gmail.com				
• Alternate Email address	govtcollegekotputli@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/AQAR%202019-20.pdf">http://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/AQAR%202019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Admission%20Policy%20%20and%20Academic%20Calendar%202020-21.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Admission%20Policy%20%20and%20Academic%20Calendar%202020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	73.75	2005	21/09/2005	20/09/2010
Cycle 2	B	2.60	2016	19/02/2016	18/02/2021
<b>6.Date of Establishment of IQAC</b>			01/07/2020		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>05</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
As Divisional Level Quality Assurance Cell Convener of Jaipur Division comprising Colleges of five districts, provided guidelines to district nodal colleges for NAAC awareness	
Career Advancement Scheme forms of neighbouring colleges for Professorship were screened	
Data for pending AQARs (2015-16 onwards) was collected	
Pending AQARs were successfully uploaded on NAAC portal	
Faculty was motivated to enhance their academic qualifications by going for FDPs/Webinars/Seminars/Gyan ganga/Gyan sudha programs	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
1. Alumni Association to be registered	1. Registered with Co-operative Department of Rajasthan Government on 25.11.2020
2. Work allotment for data collection to faculty members for uploading of pending AQARs	2. AQARs successfully uploaded for three pending years between November 2020 to March 2021
3.Environment friendly measures to be taken	3. Tree plantations done
4. Academic enhancement measures to be taken	4.Gyan ganga and Gyan sudha programs were organised
<b>13.Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	18/01/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	



<b>20.Distance education/online education:</b>

### Extended Profile

#### 1.Programme

1.1	<b>276</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	<b>7183</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>5071</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>2076</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 3.Academic

3.1	<b>61</b>
-----	-----------

Number of full time teachers during the year		
File Description	Documents	
Data Template	No File Uploaded	
3.2	88	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	37	
Total number of Classrooms and Seminar halls		
4.2	0.961	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	38	
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>Lal Bahudar Shastri Government College Kotputli is affiliated to the University of Rajasthan, Jaipur. It is mandatory for each affiliated college to adhere to and implement the syllabus prescribed by the university in the subject concerned.</p> <p>Planning and upgradation of the syllabus is taken up at the university level. All the departmental heads of the college are members of the Board of Studies of the university. Collectively they analyze, plan and make amendments in the curriculum according to the needs of the students, if required.</p> <p>At the beginning of each academic session, class-wise and subject-wise timetable is prepared according to the submitted work load.</p>		

The allotted topics are taught within the stipulated time through series of interactive activities like classroom teaching, group discussions, power- point presentations and quiz etc. Students are given practical insight into the curriculum that helps to develop their higher order cognitive skills such as critical analysis, problem solving, evaluation and synthesis.

The examination results are reviewed and weaker students are focused upon. Teachers put in all efforts to ensure quality enhancement and academic growth. The faculty themselves enrich themselves through participation in Faculty Development Programs (FDP.), conference & seminars.

The library and laboratories are annually upgraded as per requirements. Subject tours and Industrial visits are organized to give practical on hand exposure.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The admission process was duly completed and classes started according to the academic calendar provided by commissionerate of college education and in adherence to the SOP of Government of Rajasthan. Continuous Internal Evaluation (CIE) could not be done due to covid-19 pandemic.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating**

**B. Any 3 of the above**

<b>University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b>	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
<b>18</b>	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
<b>1</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The core philosophy of the courses offered and the various activities in the college integrate issues relating to gender, environmental sustainability, human values and professional ethics into the curriculum.

Like science and environmental studies helps us to bridge the gap between people and science. It definitely improves our understanding of the world. Sustainable development, renewable energy resources and environmental values are integral to disciplines like geography, economics and political science.

Development is inseparably related human existence and environment and should lead its augmentation. If at all, life of humans or any other living being or nature is threatened by development, it is of no use. Such ethical values are part of English and Hindi literature, commerce and political science.

Nature is integral to our vision. The planet's health is intrinsic to human health and there is an urgent need to measure changes our planet is undergoing.

Gender sensitization is integral to all the subjects offered; while professional ethics. Time management and leadership are values that are part of Humanities and commerce.

'You before me' is the slogan of NSS. The various extra- circular activities held by NSS instill values like selfless devotion. Their candidates one selflessly committed to swatchtha, environmental issues (smoke-free & plastic-free campus) personal hygiene. The NSS units undertake a host of environmental friendly

activities like tree plantation, poster and slogan writing, environment awareness rallies to make people more aware towards such issue. The Rover & Ranger units and the NCC cadets actively participate in voter awareness program, blood-donation camps and road-safety programs.

To preserve curiosity, students are encouraged to question. This helps to keep their creativity alive which is essential to our curriculum.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

01

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Teacher%20feedback%20&amp;%20ATR.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Teacher%20feedback%20&amp;%20ATR.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Teacher%20feedback%20&amp;%20ATR.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Teacher%20feedback%20&amp;%20ATR.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
7157	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
4581	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>The students from various socio-economic backgrounds take admission in Lal Bahadur Shastri Government College Kotputli in different courses. The college takes every possible measure to assess the learning level of its students. The students are oriented, guided and counseled at the time of admission to help them understand the course, mode of internal external assessment, curricular and co-curricular activities, rules and regulation of the institution as well as various facilities available in the college. At the beginning of each course teachers assess the learning level a knowledge of the students through online and offline classes, The teacher from of all departments counsel the students regarding the scope of different courses being offered by the institute as well as provide guidance in relation to the students aptitude and competence. Opportunity is also given to the students for changing their options if they are not able to cope with the course they selected.</p>	



Teachers remain available in college to clear the doubts and counsel the students on a one to one basis. Advanced learners are encouraged to become leader in activities of the class.

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

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

Number of Students	Number of Teachers
7157	61

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

The college organizes workshops, seminars, quiz competition, presentations to encourage student centric learning. For participative learning and problem solving methodologies we organize brain storming sessions, group discussions, field visits, educational tours, seminars (webinars) extension lectures in the college. Students are given class assignments for focusing on self study and to encourage independent learning. Different student support systems are available in the college like library, computer lab, reading rooms, ICT based classrooms (Smart class rooms). Communication and computer skill training is provided to students in all the faculties of Science, Commerce and Arts. Online teaching learning processes is supported with regular practice sessions. Laboratory facilities of science and Geography Departments are well equipped which helps students of the institution in creative and experiential learning. The Research centre in P.G. department of Political Science, Geography and Chemistry provide an excellent opportunity to students to aspire for career in higher education and research.

Students are trained for basic life skills such as First aid, Self defense, Swatch Bharat Summer internships. Personal hygiene and

sanitation awareness is given in various camps conducted by NSS, Ranger, Rover and other committees of the college.

College gives high importance to all round development of students through extracurricular, co-curricular and field based activities. This helps students in absorption of information while learning; and creating a safe space to relax, interact, collaborate, think out of the box and nurture their talent and leadership capabilities.

To increase the participation in various activities and inculcate human values, ethics and social responsibility college has framed many committees and clubs including the cultural committee, sports committee, women's cell and career counseling cell.

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

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

Faculty members of the college use ICT technology to improve the teaching and learning process. Different software available online are integrated with teachers lectures and students are encouraged to learn and practice through interactive activities, LCD projectors, computers/Laptops are used in the class rooms and E-lectures are made available to students by teachers. YouTube channel (link of college is ccerajgclbskotclass), whatsapp groups, Telegram, Zoom, Google classrooms and Google meet, X-recorder apps are used to prepare and deliver e-lectures, and communicate, provide information to students. These applications are also used to provide online education during the Covid-19 pandemic. Broadband service is available in the library, ICT lab and computer cell. College is Wi-Fi enabled and is also equipped with CCTV camera, printer photocopier, video conferencing rooms, E podium including camera, screen and LED T.V. The library and computer centre provide internet facilities to the students during college working hours. The library also provides access to open access source like e-pathshala and online journals are freely available in public domain of Inflibnet, e-Library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

#### 2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

61

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

39

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

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

#### 2.4.3.1 - Total experience of full-time teachers

539.5

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

The annual assessment is done through an examination conducted by the affiliating University. Attendance is the main criteria of their eligibility for evaluation. Marks of term tests are not added for the final assessment at the U.G. level since the college follows the regulations of the University and the Commissionerate of College Education. Seminar and field work is assessed in some subjects at the P.G. level.

In all those subjects where practical exams are part of the curriculum, it is mandatory to submit practical record that is evaluated and marks are added during the final consolidation of results. The college ascertains full transparency in the process of conducting the annual examination. The answer books copies are given a code number by the University and the evaluation process is totally transparent. The marks are uploaded on the University website. The entire work is done confidentially. An analysis of

the results of the U.G. and P.G. programs reveals that the institution has consistently maintained an enviable position in its achievements.

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

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

The college is affiliated with the University of Rajasthan, Jaipur (UOR). It follows an annual examination scheme as per University calendar. College is an important centre and a large number of students appear for their exams during annual examination. Most of the grievances related to the examination are received after declaration of results by the U.O.R. The discrepancies in their marks attendance sheets or errors in their bio-data etc are immediately and quickly disposed and to the University by the convener of the examination committee. Each and every member of the committee is instructed for cooperation and the quick disposal of students grievances. The close and continuous communication is maintained by the coordinator of examination with the University authorities for speedy disposal of queries, explanations and doubts, if any.

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

## 2.6 - Student Performance and Learning Outcomes

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

The institute has well formed learning outcomes. The vision and mission of institution emphasizes on promoting value education through motivated and trained faculty and to prepare the students to accept the challenges of globalization.

The college has a proper mechanism of communication of the learning outcomes of the programs and courses. This includes providing the hard copy of syllabi and course/ program outcomes in

the respective departments for ready reference to the teachers and students. Copy of curriculum and outcomes of programs and courses are also uploaded on the college website.

#### Link

[https://hte.rajasthan.gov.in/dept/dce/university\\_of\\_rajasthan/l.b.s.government\\_pg\\_college\\_kotputli/uploads/doc/Program%20Outcomes%202020-21.pdf](https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Program%20Outcomes%202020-21.pdf)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Program%20Outcomes%202020-21.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Program%20Outcomes%202020-21.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The college has a symmetric process of collecting and evaluating data of program and course outcomes. For this, feedback on curriculum, teaching progression to higher education, skill development programs, placement etc is collected from students and teachers and curriculum is updated for competitive exams. Program and course outcomes are also discussed and evaluated in the academic council and board of studies of the University.

The faculty is encouraged to update their subject knowledge and keep pace with changing teaching methodology and delivery trends. This is achieved by pursuing higher studies and participating in faculty development programs and seminars. Some of the P.G. and U.G. programs have a mandatory field trip. Other forms of experiential learning events like workshops/seminars are used to evaluate the outcomes indirectly. All departments also analyze and review the annual University exam results. The performance of the students is reviewed and departments take corrective measures.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Program%20Outcomes%202020-21.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Program%20Outcomes%202020-21.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

1975

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

[https://hte.rajasthan.gov.in/dept/dce/university\\_of\\_rajasthan/l.b.s.government\\_pg\\_college\\_kotputli/uploads/doc/Students%20Feedback.pdf](https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Students%20Feedback.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

#### 3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

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

Initiatives have been taken to make video lectures for the benefit



of students during covid-19 lockdown period and during unlock period also. All faculty members made videos on various topics of their subject and uploaded on our college channel 'ccerajgclbskotclass'. Link of this channel was shared with whatsapp group of students while Pdfs were shared in whatsapp groups according to class and subject. Each class was having a mentor to monitor group activity on academics on whatsapp. Problems related to studies were also solved in whatsapp groups and telephonically. Offline classes were also conducted in partial 'unlock' period when 50% students were allowed to attend the class. e-library links were also shared with students to avail books. In this way a blended mode of teaching- learning initiated.

Department of Zoology, Chemistry, Political Science, History, Geography and Business Administration organized webinars for students. Some topics of their syllabus well covered in webinars and doubts were cleared online. Faculty members like Dr. Preeti Gupta, Dr. Sunita Swami and Ashok Singh uploaded quality videos of their subject under the platform 'Gyandoot' which were/are accessible to students of whole Rajasthan.

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

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

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

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
0.5	
<b>File Description</b>	<b>Documents</b>
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
9	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
8	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.4 - Extension Activities</b>	

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

Voting awareness programme was organized to make people understand importance of voting and to participate in festival of democracy. International AIDS day was celebrated under Red Ribbon Club and awareness on AIDS was spread through NSS volunteers in the nearby villages. Similarly, human rights were taught to college students, as well as nearby communities. It has been observed that a large no. of people understood the importance of voting.

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

0

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

The college has a total campus area of 104176sq yds. of which 45000 sq yds is constructed area. The infrastructure is maintained through grants received from the state government, UGC, Vikas Samiti etc. The college has sufficient library facilities to cater to the needs of students and faculty members. The main building to the college comprises administrative block, Girls' common room, establishment section, examination control room, IQAC room and computer room. The main building of the college houses various departments. Lower floor has Departments of Commerce, YDC, IGNOU and Library, Games and Yoga room, NCC room. The first floor houses the Departments of Economics, History, Hindi, Political Science and Smart Classroom/Conference room and Computer Lab.

The Block of Vigyan Bhavan houses the Departments of Zoology, Maths, Physics, Chemistry, Smart Classroom, UGC Cell and Chemistry Research Lab. The first floor has the Departments of Botany, Geography and Geography Research Lab. The Botany department also has a well handled Botanical Garden which has a collection of plants of academic and ethno-biological importance. Each of the science departments also has a staff room. Each Department has its own PG level Library.

The College boasts of a well equipped Indoor Stadium which has been constructed from the grants received from the Khelo India project. Besides, there is a canteen and provision for water harvesting. There is sufficient provision for clean drinking water and toilet facilities for the staff and students. A part of electricity requirement is met by solar cells installed in both the buildings. In addition to the water connection of the PHED, a bore well supplies water to the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The College has adequate facilities for indoor games and outdoor games. Various sports played by the students of the College include Football, Cricket, Volleyball, Kabaddi, Wrestling, Athletics, Table tennis, Judo, Badminton, etc. The College campus has an eco-friendly environment with various gardens, viz. Green Park, Charak Udyan, Aranya Udyan and Baradari etc. The gardens are available for YOGA activities. During the 7 days special camp of NSS, volunteers routine get started with YOGA and Pranayam.

Facilities for cultural activities: There is a hall where most of the Academic activities like Essay, Poster and Slogan, Painting, Poetry recitations etc. are held. The cultural activities like Solo & Group songs, Solo & Group dance, Plays, Skits, Mono acting etc. competitions are organized. Co-curricular activities like poem recitation, debates, ashubhashan etc. are also held in the hall.

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

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

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

0.9609

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The college library has about 61734books, 22 periodicals and 19 subject journals, classified and indexed. They are classified based on subject, UGC and reference books which help the reader to locate particular books without any difficulties. The library is spread over a total area of 4000 square feet with a capacity of 50 students in the reading room. The library is situated in the first block which includes one reading hall, two reference rooms and one room with a computer facility. The whole library is facilitated with Wi-Fi network. The library is equipped with 3 computers, CCTV cameras, one TV set, Multifunction Printer, Barcode Reader and one barcode machine. It is equipped with solar electric supply. Thirteen PG departments have their own library facility.



The library has an advisory committee headed by the Principal. Library provided grants per year by the state Govt. and UGC.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**D. Any 1 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.58

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

27 Teachers, 38 Students



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

### 4.3 - IT Infrastructure

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

Information technology presently is an integral and essential component of education. We have entered into an era, in which every aspect of knowledge and governance is based on computers and networking. One can salvage and transfer the data and information via fast moving bytes through the internet. The college has an elaborate IT infrastructure, which is connected to the high speed internet. The college authentically believes in the spirit of E-governance, through the online execution of the majority of the day to day processes. The institution judges that IT is not about the supersession of human resources, but it is a skill augmentative aspect for enhancing proficiency for work. Technology centric approach is central to higher panoramas of cognition. So, the College is inclined to include the "computer aspects" in every facet of college administration and liberation of educational services to the students and society. The college is constantly extending and expanding its IT resources in terms of computers, operating systems, and servers etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

25

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

0.961

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The college has employees on permanent and contractual basis for continuance and repair. The college has watchmen, gardeners, electricians, carpenters and other employees for maintenance of existing facilities. For the maintenance of equipment, computers, photocopy machines, internet and other hardwares' services of external technical staff is hired on contract basis. The library assistants and class four employees take care of books and other arrangements. All departments have lab assistants and class fourth employees for maintenance who look after day to day facilities and services. Physical verification of each department is done annually by different committees and reports are submitted to the Principal.

NSS volunteers of College, participate in periodical cleaning of the campus, plantations and other such activities that integrate to restructure the ambience. The college hires employees on

contract basis to maintain the daily chores such as cleaning of campus and toilet facilities of staff rooms and the Campus.

The cleaning employees clean the classrooms and laboratories on a daily basis.

Students are made aware about keeping the campus neat and clean.

The responsibility of maintenance of infrastructure has been given to the College Development Committee and PWD.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

2312

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

5447

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**E. none of the above**

File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**00**

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

**00**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>C. Any 2 of the above</b></p>
--	-------------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

197

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

00

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

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

N.S.S. is one of the active units in our college that enhances the social and interpersonal skills of the students. Students are involved in planning and executing the year-long activities of N.S.S. including the fieldwork and survey conducted during the winter camp. These students receive proper exposure to rural life and develop a rapport with the villagers to understand and resolve some of their social problems such as habits of cleanliness and hygiene, the importance of literacy and eradication of superstitions. N.S.S. volunteers have played an important role in making the general public aware about covid-19, tree plantation, cleanliness, water conservation, voter awareness, women's rights etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

3



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

#### 5.4 - Alumni Engagement

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

An informal group of students who graduated from the college since its establishment in 1962 got together and formed the old boys association. It was formally registered on 25 Nov. 2020. The members offer a variety of benefits and services to assist alumni in staying connected to their educational institution and fellow graduates. The suggestions given by the alumni are extremely beneficial in upgrading and updating the different aspects of the college. Alumni gatherings could not be held on a regular basis due to the pandemic but some took an active interest in the College and kept up to date on the College's development. As a result, the College has been successful in creating a student friendly atmosphere. This association frequently provides support to new alumni and serves as a forum for forming new friendships and business relationships with people from similar backgrounds. The alumni association includes graduates of all ages and demographics.

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

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

E. <1Lakhs



File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

In any academic institution the three key participants are the college administration, the teachers and the students. Being primarily a teaching institute, the participative role of the teachers becomes absolutely essential in every activity and sphere of college life.

The central tenet of the institution's vision and mission is to prepare young minds to face the challenges that come in all walks of life, through education. Our college is one of the oldest catering to students from rural background. The stakeholders - the students- learn the importance of healthy competition which ultimately helps in human resource development and in making them better and more responsible individuals. L.B.S. Govt. College Kotputli formulates policies in accordance with the college education policy of Rajasthan and the principal and faculty members work accordingly 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 stake holders. The principal ensures the fulfillment of the policies formulated.

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

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

Our college advocates the practice of decentralization and participative management not only in words but also in action.

The various in-house committees are an example of this. The main in-house committees are information and career guidance cell, Academic Committee, Library Committee, Campus beautification Committee, Sports and Games Promotion committee, Students discipline committee, Hostel advisory committee, N.S.S. Advisory committee, Internal Complaints committee etc. The students' members are invited accordingly to the committee meetings and hence become a major part of various decisions taken. The setting up of a guardian's forum is another example of decentralization. A guardian's feedback is collected by IQAC in the standard format.

File Description	Documents
Paste link for additional information	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Committees%2020-21.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Committees%2020-21.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Under strategy development and deployment are included admission of students. Industry interaction, Human resource management, Library, ICT and Physical infrastructure, Research and development, Teaching and learning, curriculum development, Examination and evaluation etc. Based on the strategic plan, one activity that is of paramount importance is that of the admission of students.

Normally the process of online admission starts in the month of June; but for the 2020-21 sessions it began on 18th August 2021 and concluded on 29th September 2021. Students deposit the fee through E-mitra. Subsequently the Directorate of college education releases the online admission list as per the scheduled time frame, and students are informed over mobiles. Simultaneously waiting list is released and made available to the college administration online and listed students are informed over mobiles.

For the session 2020-21, 1500 students got admission to B.A. Part I, 212 in B.Com Part I, 351 in B.Sc. Part I (Biology), and 264 Students in B.Sc. Part I (Math's). Total no of students admitted to graduation part I courses was 2356

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.2.1.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.2.1.pdf</a>
Upload any additional information	No File Uploaded

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

The organogram of any institution is the organizational flow chart of its Administrative and Governance structure. Its key aspects are - Administrative setup - The college comes under the commissionerate of college education, Rajasthan. The setup is headed by the commissioner, followed by the principal, then by the HODS, conveners of committees, office staff and subordinate staff.

Senior faculty members are given charge of various academic and non academic sections. Financial matters are dealt with by the AAO and Accountant. Member of the teaching staff are appointed as conveners and members of various committees.

Service rules- The College being a Government institution, it is mandatory to follow the rules, regulation and policies framed by the state Government (R.S.R)

Recruitment - Staff is recruited by the RPSC and Rajasthan staff selection Board. Class four employees are recruited through the employment exchanges. Security guards, Gardners, Safai Karamcharies are hired on contractual basis. There is also a provision of compensatory appointment on the demise of an immediate family member, subject to state government policy.

Grievance redressal - The College has framed internal complaints committee, anti- ragging cell, and anti-women harassment committee to look into complaints, if any, and to resolve such issues.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Organogram.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Organogram.pdf</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

It is mandatory for the college to implement the welfare schemes of the state Government through various welfare measures.

GPF/NPS and SI are compulsory deduction (toward future security). Group Insurance is also one such measure. Health expense incurred by the employee is reimbursed by the state government under medical claim made by the employee. On superannuation the employee receives the fund contributed by them to the Rajasthan pensioner's medical fund. On retirement, the employee receives gratuity, leave encashment, PF contribution and pension.

Leaves - Both teaching and non teaching staff (Lab Assistant) get 15 days of PL, 20 HPL, and 15 CL in one academic session. Besides, there is a provision for 15 special leaves in one academic session

for seminars, conferences and other academic purposes, and of study leave for a maximum of two years for higher studies, for the teaching staff. Female staff is entitled to maternity leave of maximum 180 days twice during service and child care leave of maximum 730 days during service. Paternity leave of 15 days is also admissible to the male staff twice during service. Non teaching staff (office staff) gets 30 days of PL, 20 HPL, and 15 CL in one calendar year.

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

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

10

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

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

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

30

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

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

The performance of each employee of the college is appraised by the principal and is then reviewed by the competent authority. This is done annually, and covers all aspects of performance. Record is kept in the office of the commisionerate and is reviewed



by the DPC at the time of promotions. Self appraisal is as under -

For teaching and non teaching staff - The reportee employee fills in a performa, wherein they clarify the work under 'key result area', targets and "actual achievements" they also submit details of any special assignment/ work done. The reporting authority rates the employees. The receiving authority then gives the overall rating, which is then conveyed back to the reportee employee. In addition to the above, the teaching staff is also required to submit one more performa which comprise of individual details related to academic qualification, teaching experience and publication details etc.

File Description	Documents
Paste link for additional information	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.3.5.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.3.5.pdf</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

An internal audit committee has been formed in the college for the internal financial inspection. This committee carries out an inspection of the income and expenditure heads of the college every year; verification of physical resources is done, and the financial verification is done by C.A. under the aegis of internal audit and inspection committee.

External Financial audit - The work of verification in the college has two components (a) Physical verification (B) Financial verification. The latter further comprises of (1) Internal audits and inspection (2) External audit and inspection. The former is done by college itself. The verification work under the external audit and inspection process is done by the college as per the directives of the directorate whereas the audit and inspection is done by the internal audit and inspection committee formed by the college. For this the services of C.A. are commandeered and the external inspection committee is formed by the college under the supervision of the directorate.



File Description	Documents
Paste link for additional information	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.4.1.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.4.1.pdf</a>
Upload any additional information	No File Uploaded

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

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

4107189

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

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

- Funds are allocated by the state government. The principal of the college or one of the senior faculty is given charge as the DDO and looks after the financial matters, including salary of the employees. This is complemented by the AAO and his support staff. Their job is to maintain a record of the funds received and their utilization under various heads.

The grants received from the state government are utilized towards payments of salaries, medical claims, office work, new constructions, if any maintenance, lab expenses, books and journals etc.

Any requirements and emergency funds needed for any purpose other than those listed above are met by funds generated through the Vikas Samiti (College Development Committee)

File Description	Documents
Paste link for additional information	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.4.3..pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.4.3..pdf</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

**IQAC has contributed toward quality assurance by holding periodic meetings during 2020-21 sessions. The decisions taken were implemented through unanimous vote with the permission of the principal of the college.**

**The feedback of students, parents and teachers is an important initiative. It was also suggested by the IQAC to strengthen the Alumni Association, so that students' progression may be taken care of and this was also accordingly implemented. It stressed the need for holding webinars with the intention of the enrichment of faculty members. It also suggested for the use of ICT tools for making videos and PDF's.**

File Description	Documents
Paste link for additional information	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/All%20IQAC%20Meeting%202020-21.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/All%20IQAC%20Meeting%202020-21.pdf</a>
Upload any additional information	No File Uploaded

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

**The suggestions made by the IQAC are duly implemented. However, in view of the difficult situation that was created because of the Corona virus pandemic, the teaching and learning processes were conducted online. For the same reason, webinars were conducted in place of regular seminars. Also, and again for the same reason, peer group meetings were also conducted online.**

The detailed information of the webinars organized by different departments of college is given in 6.3.3.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.51%20&amp;%206.5.3.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.51%20&amp;%206.5.3.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**A.Safety and Security of girls is of utmost concern and an extensive surveillance network with 24x7 monitored CCTV cameras are installed in the entire campus. Night Patrols by the appointed security guard. Awareness campaigns on women's safety and gender sensitivity through street plays (Nukkad Natak), rallies and camps**

by NSS and NCC student volunteers, and women cell.

B. Counselling The female teaching faculty counsel girl students on a regular basis about sexual harassment, personal hygiene and about women health issues as well as about their career.

C. Common Rooms: The college has a common room. It has all basic facilities with attached clean toilet and continuous water supply, comfortable furniture for resting as well as table chairs for studying.

D. Day care centre for young children - N/A

E. Any Other information: Women development cell (Mahila Prakoshth) conducts activities related to women welfare on regular basis. Separate NSS unit is running in the college exclusively to encourage the girl students. A first aid box is always available for the students and also a doctor is available on call as and when needed. Sanitary napkins were distributed by the Women cell and keeping in view of the gender sensitization, these are distributed in the girl's common room. Celebrations of International Women's Day was celebrated on 8th march 2021 and Girl child Day celebration 24/01/21.

File Description	Documents
Annual gender sensitization action plan	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/7.1.1.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/7.1.1.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

- Solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. The minimal amount of non-biodegradable is mostly burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time. The solid biodegradable waste collected from the parks, play field after use of lawn mower and bush cutter is collected and dumped for decomposition to be used as a source of bio fertilizer. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure.

- Liquid waste All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage. Zero percent leakage of waste water is ensured. Liquid waste generated from washrooms sent to municipal sewerage lines. Raw water is used for watering plants trees in campus. Lab water is dumped in nearby soil and planning for its recycling going on.

- Biomedical waste management NA

- E- Waste management the college has minimum e-waste. The waste if any is sold to vendors for recycling. The college uses various types of electronic gadgets like - computers, printers, LCD projectors etc. These products become outdated after few years due to advancements in technology. An inkjet cartridge is also used after refilling. This method also reduces the volume of e-wastegeneration.

- Waste recycling system NA

- 

- Hazardous chemicals and radioactive waste management: In the Department of Chemistry, LPG gas burners are used instead of gas plant based on coal/wood/diesel/petrol etc. thus reducing carbon emission.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>
<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of bicycles/ Battery-powered vehicles</li> <li>3. Pedestrian-friendly pathways</li> <li>4. Ban on use of plastic</li> <li>5. Landscaping</li> </ol>	<b>C. Any 2 of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and</b>	<b>C. Any 2 of the above</b>



**energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

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

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



The college promotes tolerance and harmony towards cultural, regional, linguistic and social diversities by celebrating Youth festival in which folk-song/folk-dance competition is organised and Constitution Day is also celebrated. Values of national unity and integrity, fraternity, brotherhood and respect for all human beings irrespective of caste, class, community, sex, or colour of skin are the guiding principles of all our curricular, cocurricular and extra-curricular activities. Hindi Divas and Matra Bhasha Diwas are celebrated to feel the importance of regional languages in the College. A variety of programmes and activities are regularly conducted in the college and in keeping with the theme of the campaign, the students are exposed to the culture, language, customs and traditions, folk art forms and other unique features of the sister State. Through participation in the Ek Bharat Shreshtha Bharat club activities, the students not only get to know about the culture and traditions of the our sister state Assam but they also get an opportunity to understand and identify the underlying elements of unity in all the regional, cultural and linguistic diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The College makes full use of every opportunity to sensitize our students and the employees to the constitutional obligations about values, rights, duties, and responsibilities of citizens by organizing Presentations, Quiz Competition, Essay writing, Debate etc. regularly, with a view to enable young students to become a responsible citizen. To increase the percentage of voting, an awareness drive for the same was taken under "SVEEP" programme of Election Commission of India. The College also organized a program for students and employees on National Voter's Day on 25 January. On certain occasions the students and employees are put upon oath to respect rights of others and protect unity and integrity of nation. Furthermore, the College establishes policies that reflect core values. Code of conduct is, strictly, followed for students and staff.

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

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

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

**The College organizes and celebrates various days of importance to educate the students on issues of social concerns as well as the achievements of humanity. The College celebrates and organizes the National Festivals with great pride and zest. The activities to celebrate various days are many and include: Organizing extension lectures, Meetings of students with an expert on topic, Exhibitions**

**of works and achievements Quiz and Essay-writing competitions**

Conducting Awareness camps for blood donation, hygiene, cleanliness etc. Distributing published materials, print-out of relevant works etc. A few days of national and international importance celebrated at the college is given in following list.

11 July World Population Day

05 September Shikshak Divas, Dr.

Sarvapalli Radha Krishna Jayanti

08 September Antarrashtriya Saksharta Divas, International Literacy Day

14 September Hindi divas

24 September NSS Day

02 October Gandhi Jayanti, Shastri Jayanti, International Ahimsa Divas

24 December Rashtriya Upbhokta Divas,

12 January Rashtriya Yuva Divas,

26 January Republic Day Flag-hoisting ceremony

30 January Shaheed Divas

08 March Antarrashtriya Mahila Divas, International Women's Day

23 March Bhagat Singh, Sukhdev, Rajguru Shaheed Divas

14 April Ambedkar Jayanti

21 June Antarrashtriya Yog Divas, International Yoga Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice 1-

Title of the Practice: Use of ICT Tools in Teaching and Learning

#### 2. Objectives of the Practice

- During the COVID19 pandemic offline classroom teaching was not possible, so to continue the teaching learning process it was decided to organize the classes online with virtual engagement of all the participants/learners.
- Production of video lectures, hosting of lectures online
- To incorporate technology and knowledge system online at one click anywhere anytime to all learners of the College.
- To encourage teachers as well as students of the college to adapt to new technologies.
- To ensure the completion of syllabus according to the academic planner of each department
- To encourage teachers to adapt to technological advancements including ICT adoption in class room teaching.
- To form WhatsApp groups of each section of every stream of the college and to share pdf notes, quizzes, Assignments, practical work and recorded videos of lectures as per the prescribed syllabus.
- To create a YouTube Channel of the College for uploading the video lectures of the faculty members and easy access to students.
- To conduct Webinars/Meetings virtually for the smooth running of the college.
- To improve pass percentage and enhance the number of ranks bagged by the college at the university level examinations

### 3. TheContext

The syllabus coverage in some cases is hurried towards the end of the session and information are crammed at once. This sluggish coverage initially and hurried coverage later should be avoided with the help of you tube videos, giving enough time to students in comprehending and understanding the topics and making notes for further study. The teachers find it difficult to keep pace with the techno - savvy student learners. It has become essential for some of the teachers to adopt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching - learning needs to be bridged.

### 4. ThePractice

This creative, innovative and effective method of online teaching was unique.

- Firstly, Computer science department staff and programmers train the teachers in the use of Power Point Presentations, browsing the internet for useful resources, uploading content on the college website, and what's app groups , use of google docs for information sharing, creating links for pdf and videos to save in the google drive
- Secondly a very large number of students were able to access the courses at the same time remotely.
- Thirdly, the process has also been cost effective as it did not involve travel, boarding and lodging expenses of the students as well as teachers.
- The online programmes involved a large number of teachers of all the Departments of the college. They worked both online and offline throughout the lockdown period and not only facilitated the smooth running of the classes but also contributed as resource persons.
- Two class rooms are made ICT ready and many departments have the necessary tools for handling the class room teaching with the help of ICT.
- A webinar on "ICT Tools for Teaching in Higher Educational Institutions" was organised on 29th August 2020

## 5. Evidence of Success

- All faculty members learned and adapted themselves to this new form of teaching by participating in faculty development programmes. Some of the teachers have adopted modern pedagogic styles and ICT in their classes.
- About 3200 videos were recorded by the faculty members and were uploaded on the YouTube channel of the college and the links of videos were shared with students on WhatsApp groups.
- About 4500 pdf notes were made and the links were shared with students on WhatsApp groups.
- Appropriately paced and timely completion of syllabus
- Increased attendance in the classes
- Improvement in results.

## 6. Problems Encountered and Resources Required

Development of animation-based power point presentations in teaching has been hindered due to the want of in-house technical expertise. The demand for ICT resources is increasing and lack of high-speed internet was the biggest impediment which dampened the spirit of technology adoption by teachers. The college is located in the rural area and many students do not have access to internet or smart phones.

YouTube Channel - ccerajgclbskotclass

### BEST PRACTICE 2

#### 1. Title of the Practice

- Commitment to Society

#### 2. Objectives of the Practice

- To create the sense of belongingness towards the nation amongst the student.
- To help the less advantageous sections of the society.
- Covid Awareness drive
- To render services to the patients admitted in the nearby hospitals.
- To keep the campus clean
- Tree Plantation in the campus.

#### 3. The Context



The successful execution brings prosperity. These following activities related to community development are intended to bring both outward and inward grace to the society. Commitment to society is an attempt to bring about a social and economic transformation of the community structure through the efforts of our Institution. The main concept is on raising the standard of living of the citizens and in reconstructing the society. Various programme undertaken signifies active cooperation and involvement of the students and staff in formulating and executing their own plans and programmes. The result is at societal level is social change, economic development and emergence of new local leadership at the community level. It also brings a change in the students and staff like increase in the recognition of common man's problems, feeling of commitment to society and nation, willing to contribute one's bit to solve the problems etc The college conducts its own activities and these activities are directly related to the activation of some priority lines, such as social thinking, sustainability and cooperation.

#### 4. ThePractice

- Swachhhata Pakhawada Clean Campus Awareness
- International Literacy Day celebration
- Waste Management
- Covid Awareness drive and mask distribution
- Road Safety Awareness
- Participation in Unnat Bharat Abhiyan
- Plantation in the campus

##### 1. Evidence of Success:

##### Swaachhthha Pakhwaada:

The college had organized "Swachhata Pakhawada" between 1st Aug to 15th Aug 2020. NSS students, staff and students of different departments actively participated in this event. The activities were conducted for activities were conducted for 15 days in the month of the August.

The programs conducted were:

- Swachhata Pledge, Campus Cleaning, Cleaning of laboratories in the college, Cleanliness Drive, Distribution of Leaflets pertaining to cleanliness. Students also prepared Placards



with slogans giving the message of cleanliness especially "No to Plastic".

- A cleanliness drive was organized on 10/3/2021. Activities were carried out on a large scale to clean the College campus and area around it. All plastic waste and garbage were cleaned thoroughly by the students of 4 NSS units of the college and was disposed off in an appropriate manner.
- International Literacy Day celebration was celebrated on 8/9/2021. The importance of literacy and education was explained by NSS volunteers in the adopted villages. The students, teaching staff participated in the drive.
- Waste Management: After the cleaning of the campus all the dry waste collected is dumped in the pits made specially to decompose and develop vermicompost.
- Mask distribution during Covid-19: Masks were distributed by the College students and faculty members on 2/11/2020. A massive drive was undertaken and all the nearby markets, fruit vendors, shopkeepers were given masks.
- Participation in Unnat Bharat Abhiyan which is inspired by the vision of transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an inclusive India.
- Plantation in the campus. A large scale plantation activity was undertaken on 14/7/2021 under the aegis of Hariyalo Rajasthan.

#### 1. Problems Encountered and Resources Required

- Convincing the parents of the female students to participate in outreach programs and contribute is a challenge. Though, to a certain extent it has been met due to regular and healthy interaction with the students and parents.
- During distribution of masks, it was difficult to reach distant places though the volunteers and concerned staff worked hard to reduce the problem.
- Managing academic schedule along with the activities like visits, survey of villages was difficult for the students especially in science and computer science faculty due to theory and practical timings.

#### Resources required

- Sensitization lectures for the students to make them aware of the social extension activities and their impact on society.

File Description	Documents
Best practices in the Institutional website	<a href="https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/best%20practice%20%201%202020-2021lbs.pdf">https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/best%20practice%20%201%202020-2021lbs.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

During the Covid 19 pandemic offline teaching and regular working of the college was affected. So, ICT enabled teaching was initiated which is the distinctive feature of the college. This creative, innovative and effective method of online teaching was unique.

The teething difficulties were overcome by providing trainings by the computer science department staff and programmers to the teachers to prepare lectures using Power Point, browsing the internet for useful resources, uploading content on the college website, and what's app groups, use of google docs for information sharing, creating links for pdf and saving the videos in the google drive. Two class rooms are fully equipped with recording facility to record lectures and also take live classes online. A you tube channel of the college (ccerajgclbskotclass) was created in which t 3200 videos were recorded by the faculty members were uploaded and about 4500 pdf notes were made and the links were shared with students on what's app groups. A number of Webinars, and official Meetings were also conducted using Zoom, Webex and Google meet. A large number of students were benefitted and timely syllabus was completed and even assignments, Quizzes and Tests were conducted online to assess the performance of students

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

## 7.3.2 - Plan of action for the next academic year

**Plan of action**

- To establish a science club in the college and organize lectures, seminars, workshops, trainings and field visits related to all fields of science.
- To enhance the ICT teaching Facilities in the College by developing more smart classrooms well equipped with Smart Boards
- To enhance the computer lab of the college by buying latest computers and printers.
- To repair and renovate the College Infrastructure including classroom, laboratories, toilets and Playground.
- To get AMC (Annual maintenance contract) for the maintenance of RO Units installed in the college campus.
- To meet out the increasing demand of water supply, a new borewell will be drilled.
- To continue the efforts of maintaining a lush green campus
- To encourage faculty for publishing quality research papers and project works.
- To motivate students regarding NET/SLET and other competitive examinations.