YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   Government College Tonk

- Name of the Head of the institution   Dr.Bajrang Lal Bairwa

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   01432 247432

- Mobile no   9413960555

- Registered e-mail   principalgctonk@yahoo.in

- Alternate e-mail   principalgctonk37@gmail.com

- Address   Government College Tonk , Baheer Road Tonk

- City/Town   Tonk

- State/UT   Rajasthan

- Pin Code   304001

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Co-education

- Location   Urban

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Maharshi Dayanand Saraswati University**

- Name of the IQAC Coordinator **Dr.S.Asha**

- Phone No. **01432247432**

- Alternate phone No. **-**

- Mobile **9928798068**

- IQAC e-mail address **gctnaac2020@gmail.com**

- Alternate Email address **webpagegct@gmail.com**

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

http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/AQAR%202020-21.pdf

4.Whether Academic Calendar prepared during the year?

No

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

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**75.10**	**2005**	**27/02/2005**	**28/02/2010**
Cycle 2	**B**	**2.51**	**2015**	**24/06/2015**	**24/06/2020**
Cycle 3	**B+**	**2.52**	**2022**	**27/09/2022**	**26/09/2027**

6.Date of Establishment of IQAC **11/02/2014**

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
Nil	**Nil**	**Nil**	**Nil**	**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)

`Online AQAR submitted`

`CAS Performa Assessed and submitted to Commissionerate.`

`IIQA Submitted`

`SSR submitted`

`Webinars on IPR and Living sustainably in Harmony with Nature.`

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.Online classes to be conducted.	1.Online classes on Zoom,Google meet and google classroom were conducted by some faculty members to compensate for the loss of offline classes particularly in the months of July,August and September.
2.Prepare lectures and Upload them on You Tube after providing tutorial workshops to use softwares	2.All the faculty members contributed their best .The process continued throughout the year.
3.Elicit feedback and responses from the students.4	3.Even tests were conducted on google forms.Regular online feedback was sought.
4.Make library more accessible.	4.Desirable results still expected.
5.Submission of NAAC SSR	5.Submission of NAAC SSR was ensured.IIQA was submitted in January 2022.SSR was submitted in March 2022.

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

1.Name of the Institution	Government College Tonk
• Name of the Head of the institution	Dr.Bajrang Lal Bairwa
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01432 247432
• Mobile no	9413960555
• Registered e-mail	principalgctonk@yahoo.in
• Alternate e-mail	principalgctonk37@gmail.com
• Address	Government College Tonk , Baheer Road Tonk
• City/Town	Tonk
• State/UT	Rajasthan
• Pin Code	304001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Maharshi Dayanand Saraswati University
• Name of the IQAC Coordinator	Dr.S.Asha

• Phone No.	**01432247432**	
• Alternate phone No.	**-**	
• Mobile	**9928798068**	
• IQAC e-mail address	**gctnaac2020@gmail.com**	
• Alternate Email address	**webpagegct@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/AQAR%202020-21.pdf
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**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	
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• 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)

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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

Year	Date of Submission
2021-22	20/12/2022

15.Multidisciplinary / interdisciplinary

The institution strongly believes in multidisciplinary /interdisciplinary approach in education. The syllabus inclusive of this approach framed by the university will be implemented in

earnest. At present several seminars/conferences have been organized within the state in which our faculty members have participated and presented papers.

16.Academic bank of credits (ABC):

The institution will abide by the University and Commissionerate College Education, Rajasthan guidelines regarding the method of preparing Academic bank of credits.

17.Skill development:

The institution is open to conducting a good numberof skill development courses.In the session 2019-20 we conducted Accounts and Taxation course in Livelihood Development Corporation .It was implementation of a new scheme initiated by the Minister . The students who enrolled in this(MMYKY: Mukya Mantri Yuva Kaushal Vikas Yojna) underwent a remarkable transformation in their personality.At the professional front,they are performing exceptionally,handling accounts of and organizations.More such courses will shape the future of many students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The institution belongs to Hindi speaking region.As most of the students have been conditioned in solely Hindi since childhood,it becomes imperative to use
the translation method,dual language method in teaching most of the subjects and even in Science subjects.Culture is a part of many courses like languages,History,Political Science,Geography.Teaching of culture is incorporated by celebration of days and festivals.The you tube lectures are ample evidence of blended language teaching.Link for the institution's You Tube channel: ccerajgctonk class.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Specific learning outcomes of all programs and courses are provided to the students during the admission process.Orientation programs are also
conducted basically to apprise the students of the courses they opt for.The are also made available on the institution website: https://hte.rajasthan.gov.in/college gctonk.

20.Distance education/online education:

The institution is committed to implement online teaching specially post covid-19 crisis.Although in its infancy,online

teaching methods were adapted by the teachers.The staff is willing to take online teaching to higher levels. Distance education is already being followed in IGNOU courses.Enrolling in MOOC and similar distance education courses will shape the future of the present generation.

Extended Profile	
1.Programme	

1.1 Number of courses offered by the institution across all programs during the year	**281**

File Description	Documents
Data Template	[View File](#)

2.Student	

2.1 Number of students during the year	**2706**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**3556**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**885**

File Description	Documents
Data Template	[View File](#)

3.Academic	

3.1	**64**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	**84**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**31**
Total number of Classrooms and Seminar halls	
4.2	**17.03391**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**52**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college follows the academic calendar issued by the Commissionerate, College Education Rajasthan for the effective implementation of the curricular and extra-curricular activities.The teachers recommend relevant books and other study materials to the students as per the prescribed syllabus.The head of the institution,and the time-table committee along with the head of the departments monitors the whole teaching / learning progress. Regular attendance of the students is ensured in fulfilling the aim of providing its students with a novel learning experience . The University provides the college with the updated syllabus for all the undergraduate and postgraduate courses.The university conducts the semester and the annual examinations. Our college is the examination centre of the regular as well as the

non-collegiate students. The college is also the examinations centre of the Vardhaman Mahaveer Open University(Kota). The college has a fully automated library,smart classes,wall mounted LCD projectors and infrastructure.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/1.1.1.pdf

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

The academic calendar is prepared well in advance off next academic session by the commissionerate of college education. The academic calendar is displayed on the college website, college notice board for reference of the students and staff. It carries approximate schedule regarding admission process teaching, learning schedule, curricular and co-curricular activities, major departmental and institutional events to be organised and dates of holidays. Continuous internal evaluation of the student is made by conducting home assignment andtutorials. The following are the important aspects of the academic calendar: Academic calendar of departmental activities. Planning of multiple activities of respective committees. Planning of extracurricular activities of NSS, NCC, WomenCell, Cultural Committee and sports. Planning of monthly tests . Tentative schedule of university examination. The College implements the internal examination and evaluation process by ensuring participation of students in monthly tests and keeping the record of their performance, Whatsapp groups of every class are formed by the mentor's to monitor the development of students. E-Contents and PDF's are provided by the subject teachers. Important information related to job vacancies, competitive exams and any other information related to welfare of students is given by mentors and put up on the display boards.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://hte.rajasthan.gov.in/dept/dce/mahar shi_dayanand_saraswati_university_ajmer/go vernment_college,_tonk./uploads/doc/1.1.2% 20Weblink.pdf

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 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. Any 3 of the above`

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

`Nil`

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)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

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

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

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 vision, mission, moto and core values of the college speak volume about these cross-cutting issues. through its curriculum delivery. The college offers programmes in which each and every issue such as civic sense and reponsibility, gender, environment, sustainability and human values are addressed. Naturally, each teacher integrates all these issues as a part of there teachinglearning process. Gender Issues: Reservation Policies and constitutional provisional are covered in political science, sex ratio, education, child mortality, water scarcity, drought, flood, polution, urbanization and modernization and village survey are practically exhibited through Geography. Gender issues in history, demographic issues and welfare related topics in economics and in commerce . Environmental Issues: Environmental studies is compulsury subject at graduation 2nd year level and also some

environmental issues included in the syllabi of Botany, Zoology, Chemistry, Geography, Economics, Humanities. Human Values : Human values are covered in curriculam of Gandhian Philosophy and various subjects. Professional Ethics: In commerce topics of professional ethics are inculcated . University prescribes compulsary courses on environment and Gandhian philoshopy at UG level. At the same time the institution has a long list of enrichment programms run through National Cadet Crop, National Service Scheme, Innovation cell, Women Cell etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

07

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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	View File

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

Nil

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

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	View File
URL for feedback report	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/1.4.1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2706

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2156

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The enrolment of the students in the college shows great socioeconomic diversity. The college effectively caters to the needs of the students belonging to these diverse backgrounds. The faculty members try to identify the advanced and slow learners in their respective subjects through class/monthly tests. The college runs special coaching classes for the national and state level competitive exams. Career guidance is provided through the college Career Guidance Cell. The committee provides academic, personal, psycho-social guidance and counseling to the students. Students seeking admission in various courses are extended counseling related to the subjects and the scope of the subject for competitive exams as well as job potential. Special efforts are made for the slow learners through special classes and by providing guidance and counseling so that they can fare well in their examinations. Regular class tests and monthly tests are conducted to assess the level of the students. For the poor students, the college is maintaining a Community Book Bank. It

regularly issues books to the needy students. According to the Government policy, the college provides totally free education to the students having more than 40 percentage disability.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2706	64

File Description	Documents
Any additional information	View File

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 plans and organizes the teaching, learning and evaluation schedules according to the guidelines provided by the Commissionerate, College Education,Rajasthan.Support structures and systems are available for teachers to develop skills like interactive learning, collaborative learning and independent learning.The college makes efforts to ensure students' growth and development in a congenial classroom atmosphere.Students are provided opportunities for academic interactions such as workshops and group discussions which help in interactive and collaborative learning. Right from the beginning students are counselled and motivatedto ensure their overall development.The college takes various steps that complement teaching and learning experiences. Debates, essay writing, poetry recitation, and poster making competitions are organized to develop creativity skills among students. The institution tries to inculcate various attributes in its students such as respect for humanity and democracy. Technologies and facilities are available and used by the faculty for effective teaching. Automated Library facility is available so

as to enable students and staff to get access the books they need on a rapid and regular basis. Teachers contributed generously through online classes, YouTube recordings, PDF notes and online tests.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.youtube.com/@ccerajgctonkclass6058/playlists

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

Most of the teachers began using online teaching methods and forums,like e-recording using software and holding classes on Google classroom, Zoom and Google meet platforms. It was a challenging task as the teachers although capable of using the computer were not adept with latest software to conduct online teaching. True results of online teaching and resources were realized only in the months of July, August, and September of 2020. Webinars and training programs for the staff armed them with the skill to use the relevant software. As a result the staff members prepared and delivered formidable e-lectures,notes as well as questionnaire and interactive sessions.E-lectures were uploaded on the YouTube channel of the college namely CCERAJGCTONK CLASS in which as many as 1100 videos have been posted by various faculty members as well as on their personal channels which evoked huge positive response and is a continued process till date.The best outcome of the ICT enabled tools was that the performance of the students and their level of understanding could be assessed through timely tests on Google forms.Online teaching has now become a familiar affair although offline classes remain the preferred mode. In addition to this,unavailability of smartphones and internet for many of students is still an impediment in acquiring the desired results.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

31

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

40

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)	View File

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

767

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 college is affiliated to MDS university and the students are only assessed during the annual examination conducted by the university. The institution thus does not have any direct process of continuous internal evaluation but the college has its own modus operandi for the same and implements evaluation procedures.Since last year monthly tests were deemed mandatory for all classes thereby promoting continuous internal evaluation.The assessment work is carried out by the concerned subject faculty and communicated to the students in the classroom. Online tests proved very beneficial. Each department holds a meeting to decide upon the performance of the students and the course content for the current year with the objective of eliciting better outcome.The post graduate Science (Chemistry and Mathematics)departments students are required to participate in the departmental seminars and make brief presentations. Timely submission of practical records is madatory. All such endeavors contribute indirectly to the evaluation process because they are like formative exercises for the students. Faculty members are

included as examiners in the examination panel of the University
.The evaluation process is transparent. The marks are filled in
the OMR sheet and complete secrecy is maintained. The University
usually declares the results well in time .

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://hte.rajasthan.gov.in/dept/dce/mahar shi_dayanand_saraswati_university_ajmer/go vernment_college,_tonk./uploads/doc/2.5.1. pdf

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

The college is affiliated Maharshi DayanandSarswati,University,
Ajmer and it follows an annual examination scheme as per the
University calendar. Any representation regarding question paper,
examination related issues and evaluation is forwarded to the
University. During the exams, unfair means case and grievance
related to question paper are forwarded to the university
immediately for necessary action. The examination procedure is
completely transparent. Procedure for Written Exam includes
display of time table,online generation of admit cards, alloting
duties to staff,conducting the
examination,collection,packing,sealing and sending to the
university for assessment process.The answer books are evaluated
fairly in time and results are declared and displayed on the
University website and result & mark sheets are sent to the
college.

Procedure for Practical Exams includes dates set by the
university,Preparation of students list by respective
departments,time table.Inviting examiners from university Panel.
Examination, viva-voce is conducted and marks submitted to
university online. At the University level, there is provision for
re-evaluation of answer sheets. The students can apply for re-
evaluation and the college forwards the students' complaint to the
university. Students have to apply before the last date. The last
date for revaluation is announced by the University and changes
are documented freshly.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://hte.rajasthan.gov.in/college/gctonk

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.

Tabulation Records of mark sheets of all the students is received from theUniversity. The college has clearly stated the learning outcomes.They are displayed at prominent places in the college compound to make the students and teachers aware of them. The college website also shows them. The details of the students of final year who appeared and passed is sought from the academic section and analysed by the respective departments. Marks of Class/ Monthly Tests are conveyed to students in the respective class by distributing back the answer sheets to monitor and communicate the progress and performance of students. The college-annual-report, presented at the time of annual day by the principal has a detailed report of performance of the students and is put in the public domain for observation of external stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hte.rajasthan.gov.in/college/gctonk/ignou-studay-center
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.

These outcomes are used as an indicator for evaluating students' performance and the achievement of learning objectives. The results of the courses are discussed in the meetings of various councils/committees and provisions are made about the required measures. After analyzing these results, extra classes and expert lectures are conducted for the students accordingly. In subjects with practical classes, the timely submission of practical files,

students' performance throughout the session and their attendances are considredon the evaluation scale.The students are guided at various levels of learning. Co-curricular activities also give thrust to the achievement of learning outcomes. Faculty members analyze the performance of students at such activities that works as motivational factor for them. The meritorious students are rewarded at the college level. The college takes many steps to enhance the relevance of courses by the lectures from eminent personalities from various fields that give an edge to the students pursuing study. College's Innovation Cell and Student Advisory Council actively works in this direction. Talks and expert lectures are arranged by the college to promote and motivate entrepreneurship. The Placement Cell is also working in the college. It strives to organize job fairs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/2.6.2.pdf

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

847

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/2.6.3.pdf

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)

http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_u
niversity_ajmer/government_college,_tonk./uploads/doc/2.7.1.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)

0

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)	View File

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

14

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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)	View File
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

We follow the dictum 'Unity is strength Division is Weakness'.The teaching,non-teaching and subordinate staff work together for the betterment of the institution.Various commitees are formed.The coordinators work together with their teams.They ensure that the suggestions put forward by IQAC are strictly followed.Foremost in this regard is maintaining discipline. The discipline committee sees to it that the students arrive on time,wear their identity cards and focus upon learning which is their primary aim. No untoward incident has been reported regarding discipline.There is an Internal Complaints Cell also. The fact that academic,establishment and accounts sections have teaching staff to monitor their activities,is evidence of a healthy ecosystem at work.Other areas of focus include computerising existing records, improving infrastructure- catering to repairs and renovations, cleanliness drive, conducting examinations smoothly,involving students in the useful and the good. Each member sees to it that the alloted work is accomplished within the time frame. There has been a considerable rise in online teaching .Teachers collaborate to record each others' presentations, share software knowledge,work in union to save and upload their lectures/pdf notes and also assist each other in creating online platforms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/3.2.1.pdf

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

`01`

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

`0.0`

File Description	Documents
URL to the research page on HEI website	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/3.3.1.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

06

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

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

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

29

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.4 - Extension Activities

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

Students participate in national festivals. A distinctive feature during the lockdown was that the NSS volunteers were present at every beck and call of the administration. They participated in rallies ,in awareness programsand distribution of masks.There were rallies for sensitizing on issues like 'Save the Girl Child','Promote Greenery','Vaccination Drive','No Mask,No Entry' etc.The students contributed their best when they were asked to join the faculty members in their task.Examinations for final year students came up in the month of September and October,a major role was played by student volunteers.They informed the students living in rural areas about the commencement of their examinations.Many students had to share their mobile phones with their siblings.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/3.4.1.pdf
Upload any additional information	View File

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

`00`

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
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

`06`

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

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

243

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

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	<u>View File</u>

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

00

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	[View File](#)

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 sprawling campus with a built up area of 5000 square meters with adequate infrastructural facilities . The institution is regularly utilizing funds from the State Government, UGC, centrally sponsored schemes like RUSA and college development fund. The resources so received have been efficiently utilized for enhancing the facilities like classrooms, laboratories, toilets, computers and ICT facilities, improving the library facilities and acquiring more sports equipment etc.Details of infrastructure includeAdministrative, Academic and Establishment and Account Sections,store rooms, Chambers of Principal and Vice-Principal, Student Union Office, Girls Common room ,31classrooms, at least one room for each Department. IQAC, web room, UGC Cell, Seminar Hall and NCC ROOM,Computer Lab and Botany Virtual Lab, two Smart Classes and a well-furnished Geography Department. Three rooms are used for different cells like Women Cell, Career Guidance Cell, Innovation Cell/ MMYKY, VMOU and IGNOU. The campus Library, a huge Auditorium, Playgrounds and Canteen , we have Water Harvesting System, Solar Panels, adequate drinking water facilities and toilets. ICT laboratory as well as all departments are equipped with computers, LAN connection and LCD projectors along with a white screen. The automated library is equipped with about 74207books.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/mahar shi_dayanand_saraswati_university_ajmer/go vernment_college,_tonk./uploads/doc/4.1.1% 20e-Library.pdf

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

The college encourages students to enhance their interest in sports and cultural events by providing adequate budget and resources. Facilities for sports activities: The college has outdoor playground facilities. The college has made provisions of indoor games such as table tennis, carom and chess etc. The college usually organizes sports week every year. The competitions include events such as 100m, 200m races for girls and boys, cricket, long jump, kabaddi, hammer throw and disc throw. The students of the college participate in inter college tournaments and the tournaments organised by the Commissionerate College Education Rajasthan and MaharshiDayanandSaraswati University, Ajmer. There has been considerable improvement in the performance and interest level of the students in various sports. Cultural and Literary Activities: The college has Liteary and cultural activities committees. These committees playa vital role in organizing cultural activities as dancing, singing and mono acting, skits and literary activities like poetry - recitation, extempore, debate and quiz which are conducted on a regular basis.In order to promote creativity among students the women cell also organizes some events like poster, slogan, essay writing competitions, paper art,mehndi competitions, rangoli and sketching best out of waste, hairstyling, salad preparing etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/mahar shi_dayanand_saraswati_university_ajmer/go vernment_college,_tonk./uploads/doc/4.1.2% 20Sport.pdf

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

07

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/4.1.3%20ict.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

Nill

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The college library is fully automated and access to books has become quite easy.There are computers and CCTV also installed in the library. a separate room for research scholars which is equipped with computers, printers and a photocopier. Computers for access in library 2 Printers with scanning ,photocopier facility MBPS internet facility through BSNL lease line .

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/4.1.1%20e-Library.pdf

4.2.2 - The institution has subscription for the   **E. None of the above**
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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)

21304

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

Nil

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

To enhance and update the IT facilities, the college has renovated the computer lab and purchased computers for the lab. The whole lab has been connected by internet facility which is being provided by the high speed BSNL lease line (4 mbps). The net connectivity in the computer lab of the college is also Wi-Fi enabled. The RUSA fund has greatly helped in improving the above facilities in the college. The fund has also being utilized for establishing one Smart class with modern IT facilities like online class, video conferencing and lectures recording.As it was set up by CCE, routine service has also proved beneficial in its upkeep.The college now boasts of an additional smart class.The Geography department has its own smart class.There is also AMC for technology.The computers,printers and photocopiers are kept up to date.The departments have been provided computers with internet facility too.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/4.3.1.pdf

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in   E. < 5MBPS

the Institution

File Description	Documents
Upload any additional Information	[View File](#)
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)

17.03

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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 an established system and procedures for maintaining the existing facilities in the college: 1.There are various committees such as the cleanliness and beautification management committee, computer and internet committee, sports committee, library committee etc. to look after the functioning of these facilities. 2. Hired workforce through placement agency cleans the entire premise on daily basis.The classrooms are cleaned and sanitized regularly. 3.The laboratories are cleaned and cleared of trash on a regular basis. 4.The library is also cleaned and taken careof by the staff. 5. Repair and maintenance of laboratory equipment ,Computers,internet and other facilities are available on call. 6.The academic,establishment and accounts section are also properly maintained and provided with ample furniture and equipments to manage the records. 7.Proper filing of

the documents is insisted upon.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>http://hte.rajasthan.gov.in/dept/dce/mahar shi_dayanand_saraswati_university_ajmer/go vernment_college,_tonk./uploads/doc/Commit tee%202021-22.pdf</u>

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

889

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

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

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	https://hte.rajasthan.gov.in/college/gctonk
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

Nil

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

40

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

E. None of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	*View File*
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

Nil

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)	*View File*

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

454

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

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

Nil

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

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.

01

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	_View File_
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	_View File_

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)

1. The College provides a platform for the active participation of the students in the various academic, administrative committees of the institution. This empowers the students gaining leadership qualities, and participation in framing rules and regulations with execution skills. 2. There is a provision of Students Union Election in accordance with the recommendations of the Lyngdoh Committee. For the Students Union Panel four students are elected by the students through ballot voting and two other students are nominated by the elected body. The Students Union works round the whole academic session for the redressal of the students issues and for greater facilities to the students.

File Description	Documents
Paste link for additional information	_http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/5.3.2.pdf_
Upload any additional information	_View File_

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

69

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

There is a registered alumni association in the college originally registered as Old Boys Association in 2009. Some of the present faculty members are also ex-students of the college; Hence they actively play part in the alumni association. Alumni meetings have been conducted regularly although we are yet to receive any significant financialcontribution from them.We are in touch with outstation Alumni virtually and trying to register them .

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/5.4.2.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

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

The main objective of the institution is disseminating knowledge and catering to the needs of higher educationto the poor students,coming from the rural areasin the district and the adjoining areas The eligibility of the college for various government fellowships greatly helps the institution in achieving the above stated objective. Besides teaching, the college also holds promise for its students to excel in various other fields like sports, social services, defence, leadership, culture and enhance their employability. The college is being run by the State Government through the Commissionerate College Education, Rajasthan. The Principal is the administrative head of the institution. He is appointed through a departmental promotion processon basis of seniority.The Principal plays leadership role in implementing the vision and mission of the institution by calling various meetings of the MahavidyalayaVikasSamiti (CDC) and Staff Council and also by appointing various committees for smooth discharge of all tasks. The senior staff members act as guide and mentors.The teaching and non-teaching staff works in collaboration. The academic, accounts and establishment sections are supervised by competent members of the teaching staff. There is sufficient infrastructure and the college is well equipped with essential display and storage facilities and are technology enabled.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.1.1%20Vision%20Mission.pdf
Upload any additional information	View File

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

The institution implements the policies and programs decided by the Commissionerate, College Education Rajasthan by following the principles of decentralization and participative management. The principal is the administrative head of the institution who appoints various committees of the faculty members for the smooth functioning of the college. The important decisions about the

development of the college are taken by the MahavidyalayaVikasSamiti which is composed of the principal, senior faculty members, one member from the local administration, nominee of the MLA and one member from the society. Staff Council of the college, decides important issues of the college through wider discussions. The IQAC is responsible to ensure qualitative development in the college. The system of working of the college can be understood as follows:

S.No Authorities with the usual Hierarchy

1 Principal- The highest authority in the college.

2 Conveners of various committees- Work according the task assigned by the Principal.

3 Faculty Members- Work according the guidelines of the Head of the Institution/and their respective Conveners.

4 Assistant Account Officer- Performs duty as the head of the accounts section. 5 Clerical/ministerial staff- Work and fulfill tasks as directed by the Principal in their respective sections.

5 Clerical/ministerial staff- Work and fulfill tasks as directed by the Principal in their respective sections.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/Committee%202021-22.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is a government institute and therefore implements the broad policies and plans, framed by the State Government . The rules and guidelines of UGC are followed .The perspective plans and deployment carried out keeping in mind the vision and mission of the college include:

Maintenance and infrastructure: At the implementation level the

college decides its priorities through the MahavidyalayaVikasSamiti(College Development Committee) and the Staff Council as well as the decisions taken by the IQAC. and various committees.

Teaching and learning: The academic time table is displayed on the notice board and classes are conducted at a regular basis. Human resource management: There is family atmosphere and very good coordination between the teaching, non-teaching and subordinate staff. All comply with the rules and regulation and observance of acts and rules mentioned in RSR. Research and innovation: Very good percentage of staff indulges in research activities like participation in seminars, conferences and regularly publish their articles in books and journals.

Community involvement: The NSS students and staff participate in community activities regularly.

Student welfare:. A wide range of scholarships are forwarded and disbursed by the college.

Student participation and representation: There is full student enthusiastic participation in learning and extra curricular activities.Students' union election are held as per the direction of commissionerate. This ensures students representation .

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.2.1%20link.pdf
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 college is governed by the Government of Rajasthan through the Commissionerate, College Education, Rajasthan. At the college level, the principal is the administrative head of the institution

and various committees of the faculty members help him/her to run administration smoothly. The internal organizational structure and administrative set up can be seen as follows:

1. Establishment Section: Keeps the record of postings, transfers and promotions of college employees,Updates personnel Information of teachers, deals with pay scale/ Fixation details etc. and with enquiries against employees.

2. Academic Section:deals with admission of the students.Maintains liaison with the university to conduct annual and semester exams, manage examination material and ensure disbursement of the amount received for examination duties. Maintains all records pertaining to the students.

3. Accounts Section:Deals with all kinds of payments and manages financial records

4. Service Rules:The services of the employees and officers are governed by the Rajasthan Service Rules and UGC guidelines issued from time to time.

5. The recruitment of the teaching faculty is done by the Rajasthan Public Service Commissions (RPSC) and the recruited teachers are promoted only after fulfilling the criteria of career Advancement .

6. The mechanism to provide of providing feedback to higher authorities about employees by the principal is through the process of Annual Self-Appraisal Form (A.C.R. Form) and feedback fro the students is also sought.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in   B. Any 3 of the above

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

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

6.3 - Faculty Empowerment Strategies

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

Efforts made by the institution to enhance the professional development of its teaching and non-teaching staffinclude sending its teaching staff to participate in Orientation and Refresher Courses and many training programs organized by the Commissionerate of College Education, Rajasthan.The non-teaching staff is encouraged to participate in the programs organized by the Commissionerate of College Education on issues such as Computer Training, Office Procedures, Rajasthan Service Rules and General Financial Rules etc. Academic leave is granted to the faculty members who participate and present their research papers in national and international seminars and conferences. There are numerous mechanisms available with the institution for the welfare of the staff as per rules of the government of Rajasthan:Gen. Provident Fund and New Pension Scheme.State Insurance,Privilege leave,medical leave,duty leave,academic leave,maternity leave,paternity leave, and child care leave.

File Description	Documents
Paste link for additional information	<u>http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.3.1.pdf</u>
Upload any additional information	<u>View File</u>

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)	<u>View File</u>

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

`NIL`

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	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

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

02

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	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

Details on the performance appraisal system of the staff: Annual performance appraisal is the medium whereby the performance of the teaching and non-teaching staff is evaluated. An assessment criterion for faculty is the regularity in the number of classes taken as allotted in the timetable and the results achieved for the classes assigned to them. Weightage is given to the publication of the work by faculty, research supervision done, conferences, and seminars attended. The Annual Confidential Reports are written based on self-appraisal to adjudge the performance of the faculty throughout the session in the field of teaching, conduct and potentialities, and are forwarded to the Commissioner ate of College Education, Rajasthan. If the appraisal authority makes adverse comments then clarification is sought by the higher authority from the principal and the employee both. If adverse comments are not proved then they are expunged from the employee's ACR. If charges are proved then employee may be punished either by freezing of increment or he/she may even be suspended.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/university_of_kota/government_college,_kota/uploads/doc/SSR%20NAAC%20(2021)%20CRITERIA%2006%20-%206.3.5.pdf
Upload any additional information	[View File](#)

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

Institution manages its financial resources in a very effective and full proof manner. Guidelines and finance rules of state govt. are strictly followed. The accounts section of college is computerized. Each transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred online and through cheques. The following types of accounts are created: 1. Receipts and Payment Accounts.

2. Income and Expenditure Accounts.

As per the need of each unit of the college, the funds are allocated or grants are applied for as per The State Govt. and UGC schemes for the building/development projects of the institution. Various committees put forth their purchase proposal to the college administration and after proper consideration, the administration takes decision over them. Income/expenditure is closely monitored by the accounts branch Proper procedure for purchases is adopted according to the finance rules of the state govt. Institutional mechanisms for internal and external audit: The Auditor General, Government of Rajasthan and CAG office of the Central Government, do the external audit.

File Description	Documents
Paste link for additional information	Nil
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)

NIL

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The major sources of institutional receipts/funding: The institute receives funds mainly through Rajasthan State Government, and from central government under the centrally sponsored schemes like RUSA, NSS and UGC. If there is any deficit, it is managed as per Government notifications. Audited income and expenditure statement of academic and administrative activities of the previous year as given below.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.4.3.pdf
Upload any additional information	[View File](#)

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

The Internal Quality Assurance Cell has been working towards realizing the goals of quality enhancement and sustenance. Envisioning an ideal student-centric learning environment is only made possible through continuous evaluation and feedback by IQAC. Out of the so many initiatives the two major contributions of IQAC in institutionalizing the quality assurance strategies are:

1. Teaching-Learning: The exigent task of catering to the diverse needs of students coming from diverse groups and rural background is well managed and manifested in the college and learning outcomes, student progression to higher education and placements.

.

2 Multiple forms of feedback: feedback generated through VikasSamiti, Student Council, during student union elections, from stakeholders, parents alumni, in the form of memorandums, meetings, interactions etc.Feedback is collected on academic and physical facilities, curriculum and the teaching-learning environment. ·

3. All sections of the office and various departments have been provided with computers,printers and internet. Projector and whiteboards are used as teaching aids. · 4. Encouraging Quality Research: Quality research has been promoted by IQAC by encouraging the staff members to organize and participate in seminars conferences and workshops.Most of the the academic events in 2021-22 were held online.The participation of the faculty members was commendable.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.5.1.pdf
Upload any additional information	View File

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 college is constantly extending and expanding its resources in terms of infrastructure, equipment, classroom furniture, Library, and other campus facilities. The extension of IT infrastructure and other learning resources have also been augmented.New classrooms , laboratories, addition in the furniture too.,expansion of Information Technology infrastructure, including awell-furnished and well- equipped computer Lab, Botany Virtual Lab, smart classes show incremental improvement. The college library is automated and facilitated with Wi-Fi network . The College has also shown inclination and implementation with respect to e-governance.The admission is online, finance,tendering and website management. LAN for access to database of students is made

available. Faculty service records updated and are available on HTE portal. Payment of fellowships and scholarships of UGC, ICSSR, and CSIR etc. is through PFMS. The payment of various Scholarships is through SSO module. Health and hygiene is well-taken care of. The college has established a Career Counselling and Placement Cell besides other platforms like NCC, and Women Cell.Organizing Job fairs is also an innovation. The teachers engaged in research have contributed not only by participating in national/international conferences but have also been invited as key-note speakers, chairpersons and have published their works in journals of national and international repute.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.5.2.pdf
Upload any additional information	View File

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://docs.google.com/spreadsheets/d/1RE08u_afiYEpdTfT0gOL-dJrqE4Y1DIb185KhHgaxVI/edit?usp=sharing
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The College sensitizes students and employees regarding gender equity and takes the social responsibility of reacting to the events happening in the society by various activities. The institute promotes gender equity in admissions, administrative functionality and academic activities. It is evident from the fact that the percentage of girls students is continuously on the rise. The increase in the number of girl students each year is ample evidence of the institution practising gender equity.The progress of the girl tudents is monitered regularly.There is good environment free from fear and favour.There have been no complaints lodged with the internal complaints Cell and no reports of ragging or any other intimidation.

File Description	Documents
Annual gender sensitization action plan	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.1.1.pdf
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	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.1.1%20photo.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

Govt. College, Tonk has designed methods for the management of waste generated in the campus using the basic waste management strategy of 3R's: Reduce, Reuse and Recycle i.e., Reduce the amount of waste generated, Reuse everything to its maximum after proper segregation and cleaning and keeping things which can be Recycled aside. The waste generated in the campus includes liquid waste and solid waste& chemical waste.

1. Solid waste Management The college has efficiently taken up the solid waste management issue. The major solid wastewhich isgenerated in the campus includes papers, and leaf litter. They are used for making compost to be used for the plantation in the College. We use both sides of the paper to print. 1. Liquid waste Management The College has three R.O. systems for drinking water. The waste water of R.O. systems is used for watering plants and trees in the College. 1. E-waste Management We prefer to repair electronic equipment instead of dumping them unless it becomes imperative to do so. E-waste mainly includes obsolete electronic devices, such as computer systems, servers, monitors, printers, scanners, copiers, calculators, fax machines, battery cells etc. E-waste is disposed of through vendors is still pending.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

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   A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

    B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and 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

    D. Any 1 of the above

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

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

    C. Any 2 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
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 is always at the forefront of inviting diversity, eradicate stereotypes, enhance self-esteem, encourage students to have a voice and demand educational achievement. To achieve these objectives, courses like Constitution of India, essence of Indian Traditional Knowledge are taught.Competetive Exam readiness Classes are also held. Teachers cater to differentlearning styles of the students . Anti- women harassment cell , Internal Complaints Cell and Women Cell aim at social protection, ensuring tolerance and harmony, reducing vulnerability, building human capital, empowering women and girls, cultural, regional inclusion. During national festivals and other events of the college, we emphasize the importance of tolerance and harmony towards cultural, regional, linguistic, communal ,socioeconomic and other diversities NSS activities promote social, religious harmony. The students get tomingle with one another and share their opinions and disagreements in a harmonious manner. Career Guidance cell and MMYKY(which came up in 2019-20) organizeslectures on 'Career Guidance for Jobs' in different fields. Job fairs were also conducted last year. The institute provides merit scholarships as financial support . Thus the institution is comitted to foster religious,social and cultural harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	View File

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

The College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to conduct as a responsible citizen. As the vision of the institute is "to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence and creating social awareness and imbibing morality" effots have been made to inculcate right attitudeand skills required to make an honorable living and contributeto the socioeconomic development and welfare of the society. The Independence Day ,Republic Day celebrations ,and celeberation of festivals nurture the students to blend culture,technology and ethical values in present times. Participation in rallies,and programs conducted in collaboration with the district administration fosters this spirit of duty and ethics among the students.Code of conduct compels the students and staff to obey the conduct rules. Many students participated in Covid awareness program,Vaccination motivation program,assissting the needy and Voter Awareness program . The institute also conducted rallies on "Beti Bachao Beti Padhao", cleanliness, Swachh Bharat, Blood donation etc. involving students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.1.9%20&%207.2.1.pdf
Any other relevant information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.1.9.pdf

01-11-2023 01:02:41

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
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 institute aims to inculcate values and nationalism in the students by celebrating the national festivals.The Institute pays tribute to all the national heroes on their birth and death anniversaries.Lectures, rallies andcompetitions like elocution etc were organized as during the last years. Gandhi Jayanthi is celebrated in memory of the Father of the Nation, who devoted his whole life preaching Truth and following Ahimsa. The NSS unit organized mass pledge in accordance with the Prime Ministers' urge for 'Swachh Bharat Abhiyaan'. The Institution celebratedTeacher's Day on 5th September commemorating the birthday of Dr. Sarvapalli Radha Krishnan, a great teacher.Other days of national importance which includeNational Unity day,Netaji Subhas Chandra Bose birth Anniversary, were celebrated with enthusiasm.Apart from this International Literacy Day - 8 September, World AIDS Day – 1 December and Human Rights Day - 10 December were also celebrated with full enthusiasm as in the past. Most of the celebration were through the online mode. National Voters Day is celebrated every year on 25th January to spread awareness about the necessity of

voting and to encourage young generation towards the voting rights. This is a continued process.The details of the voters are shared with the district administration regularly.

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	**No File Uploaded**
Any other relevant information	[View File](#)

7.2 - Best Practices

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

1.Social Committment and Community Outreach : The institution took up this program seriously.In the past it was confined to the NSS agenda but it was realized that community outreach needs to be practiced by one and all.Alot of needs of senior citizens wastaken up . Groups of students were encouraged to interactwith senior citizens who had problems with their pension ,bank deposits,security, familial. Our students volunteered by contacting senior citizes both in the town and in the villages. Literacy:Most of the students of the institution are first generation learners,this mission was carried out with entrusting the task of 'Each one teach one'. The students took it upon themselves to teach their parents,grandparents and younger brothers and sisters.General awareness about rights,electoral literacy and need to attend school,importance of online learning,tech education was conveyed to a great extent.

2. Academic Enrichment : IAll the departments prepared their profile as well as a power point presentations of their accomplishments. It was also decided to have a departmental magzine(online) documenting the works and achievements of the students.The students enthusiastic participation in Green audit is ample proof of their role in academic enrichment of the institution.

File Description	Documents
Best practices in the Institutional website	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.2.1%20Best%20Practices.pdf
Any other relevant information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.1.9%20&%207.2.1.pdf

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

The institution's asset it it's academic performance.The students fared very well in the annual examinations conducted by the university very late. Students names feature in the University list of toppers. Asif Khan has topped in University M.A Urdu examination 2022.The greatst achievement includes submission of SSR and enabling the completion of the process of Accreditation in time.The faculty members also continuously strive for excellence.They participate in seminars and conferences,publish articles in journals and chapters in books as well as guide students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college follows the academic calendar issued by the Commissionerate, College Education Rajasthan for the effective implementation of the curricular and extra-curricular activities.The teachers recommend relevant books and other study materials to the students as per the prescribed syllabus.The head of the institution,and the time-table committee along with the head of the departments monitors the whole teaching / learning progress. Regular attendance of the students is ensured in fulfilling the aim of providing its students with a novel learning experience . The University provides the college with the updated syllabus for all the undergraduate and postgraduate courses.The university conducts the semester and the annual examinations. Our college is the examination centre of the regular as well as the non-collegiate students. The college is also the examinations centre of the Vardhaman Mahaveer Open University(Kota). The college has a fully automated library,smart classes,wall mounted LCD projectors and infrastructure.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/1.1.1.pdf

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

The academic calendar is prepared well in advance off next academic session by the commissionerate of college education. The academic calendar is displayed on the college website, college notice board for reference of the students and staff. It carries approximate schedule regarding admission process teaching, learning schedule, curricular and co-curricular

activities, major departmental and institutional events to be organised and dates of holidays. Continuous internal evaluation of the student is made by conducting home assignment andtutorials. The following are the important aspects of the academic calendar: Academic calendar of departmental activities. Planning of multiple activities of respective committees. Planning of extracurricular activities of NSS, NCC, WomenCell, Cultural Committee and sports. Planning of monthly tests . Tentative schedule of university examination. The College implements the internal examination and evaluation process by ensuring participation of students in monthly tests and keeping the record of their performance, Whatsapp groups of every class are formed by the mentor's to monitor the development of students. E-Contents and PDF's are provided by the subject teachers. Important information related to job vacancies, competitive exams and any other information related to welfare of students is given by mentors and put up on the display boards.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/1.1.2%20Weblink.pdf

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 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. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

Nil

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)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

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 vision, mission, moto and core values of the college speak volume about these cross-cutting issues. through its curriculum delivery. The college offers programmes in which each and every issue such as civic sense and reponsibility, gender, environment, sustainability and human values are addressed. Naturally, each teacher integrates all these issues as a part of there teachinglearning process. Gender Issues: Reservation Policies and constitutional provisional are covered in political science, sex ratio, education, child mortality, water scarcity, drought, flood, polution, urbanization and modernization and village survey are practically exhibited through Geography. Gender issues in history, demographic issues and welfare related topics in economics and in commerce . Environmental Issues: Environmental studies is compulsury subject at graduation 2nd year level and also some environmental issues included in the syllabi of Botany, Zoology, Chemistry, Geography, Economics, Humanities. Human Values : Human values are covered in curriculam of Gandhian Philosophy and various subjects. Professional Ethics: In commerce topics of professional ethics are inculcated . University prescribes compulsary courses on environment and Gandhian philoshopy at UG level. At the same time the institution has a long list of enrichment programms run through National Cadet Crop, National Service Scheme, Innovation cell, Women Cell etc.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

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

07

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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	View File

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

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	View File
URL for feedback report	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/1.4.1.pdf

TEACHING-LEARNING AND EVALUATION
2.1 - Student Enrollment and Profile
2.1.1 - Enrolment Number Number of students admitted during the year
2.1.1.1 - Number of students admitted during the year
2706

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2156

File Description	Documents
Any additional information	[View File]()
Number of seats filled against seats reserved (Data Template)	[View File]()

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The enrolment of the students in the college shows great socioeconomic diversity. The college effectively caters to the needs of the students belonging to these diverse backgrounds. The faculty members try to identify the advanced and slow learners in their respective subjects through class/monthly tests. The college runs special coaching classes for the national and state level competitive exams. Career guidance is provided through the college Career Guidance Cell. The committee provides academic, personal, psycho-social guidance and counseling to the students. Students seeking admission in various courses are extended counseling related to the subjects and the scope of the subject for competitive exams as well as job potential. Special efforts are made for the slow learners through special classes and by providing guidance and counseling so that they can fare well in their examinations. Regular class tests and monthly tests are conducted to assess the level of the students. For the poor students, the college is maintaining a Community Book Bank. It regularly issues books to the needy students. According to the Government policy, the college provides totally free education to the students having more than 40 percentage disability.

File Description	Documents
Paste link for additional information	[http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/2.2.1.pdf]()
Upload any additional information	[View File]()

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

Number of Students	Number of Teachers
2706	64

File Description	Documents
Any additional information	View File

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 plans and organizes the teaching, learning and evaluation schedules according to the guidelines provided by the Commissionerate, College Education,Rajasthan.Support structures and systems are available for teachers to develop skills like interactive learning, collaborative learning and independent learning.The college makes efforts to ensure students' growth and development in a congenial classroom atmosphere.Students are provided opportunities for academic interactions such as workshops and group discussions which help in interactive and collaborative learning. Right from the beginning students are counselled and motivatedto ensure their overall development.The college takes various steps that complement teaching and learning experiences. Debates, essay writing, poetry recitation, and poster making competitions are organized to develop creativity skills among students. The institution tries to inculcate various attributes in its students such as respect for humanity and democracy. Technologies and facilities are available and used by the faculty for effective teaching. Automated Library facility is available so as to enable students and staff to get access the books they need on a rapid and regular basis. Teachers contributed generously through online classes, YouTube recordings, PDF notes and online tests.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.youtube.com/@ccerajgctonkclass6058/playlists

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

Most of the teachers began using online teaching methods and forums,like e-recording using software and holding classes on Google classroom, Zoom and Google meet platforms. It was a challenging task as the teachers although capable of using the computer were not adept with latest software to conduct online teaching. True results of online teaching and resources were realized only in the months of July, August, and September of 2020. Webinars and training programs for the staff armed them with the skill to use the relevant software. As a result the staff members prepared and delivered formidable e-lectures,notes as well as questionnaire and interactive sessions.E-lectures were uploaded on the YouTube channel of the college namely CCERAJGCTONK CLASS in which as many as 1100 videos have been posted by various faculty members as well as on their personal channels which evoked huge positive response and is a continued process till date.The best outcome of the ICT enabled tools was that the performance of the students and their level of understanding could be assessed through timely tests on Google forms.Online teaching has now become a familiar affair although offline classes remain the preferred mode. In addition to this,unavailability of smartphones and internet for many of students is still an impediment in acquiring the desired results.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

31

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

40

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)	View File

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

767

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 college is affiliated to MDS university and the students are only assessed during the annual examination conducted by the university. The institution thus does not have any direct process of continuous internal evaluation but the college has its own modus operandi for the same and implements evaluation procedures.Since last year monthly tests were deemed mandatory for all classes thereby promoting continuous internal evaluation.The assessment work is carried out by the concerned subject faculty and communicated to the students in the classroom. Online tests proved very beneficial. Each department holds a meeting to decide upon the performance of the students and the course content for the current year with the objective of eliciting better outcome.The post graduate Science (Chemistry and Mathematics)departments students are required to participate in the departmental seminars and make brief presentations. Timely submission of practical records is madatory. All such endeavors contribute indirectly to the evaluation process because they are like formative exercises for the students. Faculty members are included as examiners in the examination panel of the University .The evaluation process is transparent. The marks are filled in the OMR sheet and complete secrecy is maintained. The University usually declares the results well in time .

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/2.5.1.pdf

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

The college is affiliated Maharshi DayanandSarswati,University, Ajmer and it follows an annual examination scheme as per the University calendar. Any representation regarding question paper, examination related issues and evaluation is forwarded to the University. During the exams, unfair means case and grievance related to question paper are forwarded to the university immediately for necessary action. The examination procedure is completely transparent. Procedure for Written Exam includes display of time table,online generation of admit cards, alloting duties to staff,conducting the examination,collection,packing,sealing and sending to the university for assessment process.The answer books are evaluated fairly in time and results are declared and displayed on the University website and result & mark sheets are sent to the college.

Procedure for Practical Exams includes dates set by the university,Preparation of students list by respective departments,time table.Inviting examiners from university Panel. Examination, viva-voce is conducted and marks submitted to university online. At the University level, there is provision for re-evaluation of answer sheets. The students can apply for re-evaluation and the college forwards the students' complaint to the university. Students have to apply before the last date. The last date for revaluation is announced by the University and changes are documented freshly.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://hte.rajasthan.gov.in/college/gctonk

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.

Tabulation Records of mark sheets of all the students is received from theUniversity. The college has clearly stated the learning outcomes.They are displayed at prominent places in the college compound to make the students and teachers aware of them. The college website also shows them. The details of the students of final year who appeared and passed is sought from the academic section and analysed by the respective departments. Marks of Class/ Monthly Tests are conveyed to students in the respective class by distributing back the answer sheets to monitor and communicate the progress and performance of students. The college-annual-report, presented at the time of annual day by the principal has a detailed report of performance of the students and is put in the public domain for observation of external stakeholders.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://hte.rajasthan.gov.in/college/gctonk/ignou-studay-center
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.

These outcomes are used as an indicator for evaluating students' performance and the achievement of learning objectives. The results of the courses are discussed in the meetings of various councils/committees and provisions are made about the required measures. After analyzing these results, extra classes and expert lectures are conducted for the students accordingly. In subjects with practical classes, the timely submission of practical files, students' performance throughout the session and their attendances are considredon the evaluation scale.The students are guided at various levels of learning. Co-curricular activities also give thrust to the achievement of learning outcomes. Faculty members analyze the

performance of students at such activities that works as motivational factor for them. The meritorious students are rewarded at the college level. The college takes many steps to enhance the relevance of courses by the lectures from eminent personalities from various fields that give an edge to the students pursuing study. College's Innovation Cell and Student Advisory Council actively works in this direction. Talks and expert lectures are arranged by the college to promote and motivate entrepreneurship. The Placement Cell is also working in the college. It strives to organize job fairs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/2.6.2.pdf

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

847

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/2.6.3.pdf

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)

http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/2.7.1.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)

0

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)	View File

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

14

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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)	[View File](#)
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

We follow the dictum 'Unity is strength Division is Weakness'.The teaching,non-teaching and subordinate staff work together for the betterment of the institution.Various commitees are formed.The coordinators work together with their teams.They ensure that the suggestions put forward by IQAC are strictly followed.Foremost in this regard is maintaining discipline. The discipline committee sees to it that the students arrive on time,wear their identity cards and focus upon learning which is their primary aim. No untoward incident has been reported regarding discipline.There is an Internal Complaints Cell also. The fact that academic,establishment and accounts sections have teaching staff to monitor their activities,is evidence of a healthy ecosystem at work.Other areas of focus include computerising existing records, improving infrastructure- catering to repairs and renovations, cleanliness drive, conducting examinations smoothly,involving students in the useful and the good. Each member sees to it that the alloted work is accomplished within the time frame. There has been a considerable rise in online teaching .Teachers collaborate to record each others' presentations, share software knowledge,work in union to save and upload their lectures/pdf notes and also assist each other in creating online platforms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/3.2.1.pdf

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

01

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0.0

File Description	Documents
URL to the research page on HEI website	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/3.3.1.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

06

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

29

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Students participate in national festivals. A distinctive feature during the lockdown was that the NSS volunteers were present at every beck and call of the administration. They participated in rallies ,in awareness programsand distribution of masks.There were rallies for sensitizing on issues like 'Save the Girl Child','Promote Greenery','Vaccination Drive','No Mask,No Entry' etc.The students contributed their best when they were asked to join the faculty members in their task.Examinations for final year students came up in the month of September and October,a major role was played by student volunteers.They informed the students living in rural areas about the commencement of their examinations.Many students had

to share their mobile phones with their siblings.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/3.4.1.pdf
Upload any additional information	View File

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
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

06

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

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

243

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

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	<u>View File</u>

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

00

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	View File

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 sprawling campus with a built up area of 5000 square meters with adequate infrastructural facilities . The institution is regularly utilizing funds from the State Government, UGC, centrally sponsored schemes like RUSA and college development fund. The resources so received have been efficiently utilized for enhancing the facilities like classrooms, laboratories, toilets, computers and ICT facilities, improving the library facilities and acquiring more sports equipment etc.Details of infrastructure includeAdministrative, Academic and Establishment and Account Sections,store rooms, Chambers of Principal and Vice-Principal, Student Union Office, Girls Common room ,31classrooms, at least one room for each Department. IQAC, web room, UGC Cell, Seminar Hall and NCC ROOM,Computer Lab and Botany Virtual Lab, two Smart Classes and a well-furnished Geography Department. Three rooms are used for different cells like Women Cell, Career Guidance Cell, Innovation Cell/ MMYKY, VMOU and IGNOU. The campus Library, a huge Auditorium, Playgrounds and Canteen , we have Water Harvesting System, Solar Panels, adequate drinking water facilities and toilets. ICT laboratory as well as all departments are equipped with computers, LAN connection and LCD projectors along with a white screen. The automated library is equipped with about 74207books.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/4.1.1%20e-Library.pdf

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

The college encourages students to enhance their interest in sports and cultural events by providing adequate budget and resources. Facilities for sports activities: The college has outdoor playground facilities. The college has made provisions of indoor games such as table tennis, carom and chess etc. The college usually organizes sports week every year. The competitions include events such as 100m, 200m races for girls and boys, cricket, long jump, kabaddi, hammer throw and disc throw. The students of the college participate in inter college tournaments and the tournaments organised by the Commissionerate College Education Rajasthan and MaharshiDayanandSaraswati University, Ajmer. There has been considerable improvement in the performance and interest level of the students in various sports. Cultural and Literary Activities: The college has Liteary and cultural activities committees. These committees playa vital role in organizing cultural activities as dancing, singing and mono acting, skits and literary activities like poetry - recitation, extempore, debate and quiz which are conducted on a regular basis.In order to promote creativity among students the women cell also organizes some events like poster, slogan, essay writing competitions, paper art,mehndi competitions, rangoli and sketching best out of waste, hairstyling, salad preparing etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/4.1.2%20Sport.pdf

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

07

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/4.1.3%20ict.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

Nill

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The college library is fully automated and access to books has become quite easy.There are computers and CCTV also installed in the library. a separate room for research scholars which is equipped with computers, printers and a photocopier. Computers for access in library 2 Printers with scanning ,photocopier facility MBPS internet facility through BSNL lease line .

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/4.1.1%20e-Library.pdf

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 — **E. None 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)	[View File](#)

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)

21304

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

Nil

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

To enhance and update the IT facilities, the college has renovated the computer lab and purchased computers for the lab. The whole lab has been connected by internet facility which is being provided by the high speed BSNL lease line (4 mbps). The net connectivity in the computer lab of the college is also Wi-Fi enabled. The RUSA fund has greatly helped in improving the above facilities in the college. The fund has also being utilized for establishing one Smart class with modern IT facilities like online class, video conferencing and lectures recording.As it was set up by CCE, routine service has also proved beneficial in its upkeep.The college now boasts of an additional smart class.The Geography department has its own smart class.There is also AMC for technology.The computers,printers and photocopiers are kept up to date.The departments have been provided computers with internet facility too.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/4.3.1.pdf

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution | **E. < 5MBPS**

File Description	Documents
Upload any additional Information	View File
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)

17.03

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 an established system and procedures for maintaining the existing facilities in the college: 1.There are various committees such as the cleanliness and beautification management committee, computer and internet committee, sports committee, library committee etc. to look after the functioning of these facilities. 2. Hired workforce through placement

agency cleans the entire premise on daily basis.The classrooms are cleaned and sanitized regularly. 3.The laboratories are cleaned and cleared of trash on a regular basis. 4.The library is also cleaned and taken careof by the staff. 5. Repair and maintenance of laboratory equipment ,Computers,internet and other facilities are available on call. 6.The academic,establishment and accounts section are also properly maintained and provided with ample furniture and equipments to manage the records. 7.Proper filing of the documents is insisted upon.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/Committee%202021-22.pdf

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

889

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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	<u>https://hte.rajasthan.gov.in/college/gctonk</u>
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

Nil

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

40

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	**E. None of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
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

Nil

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)	View File

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

454

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

Nil

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

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.

01

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

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)

1. The College provides a platform for the active participation of the students in the various academic, administrative committees of the institution. This empowers the students gaining leadership qualities, and participation in framing rules and regulations with execution skills. 2. There is a provision of Students Union Election in accordance with the recommendations of the Lyngdoh Committee. For the Students Union Panel four students are elected by the students through ballot voting and two other students are nominated by the elected body. The Students Union works round the whole academic session for the redressal of the students issues and for greater facilities to the students.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/5.3.2.pdf
Upload any additional information	View File

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

69

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

There is a registered alumni association in the college originally registered as Old Boys Association in 2009. Some of the present faculty members are also ex-students of the college; Hence they actively play part in the alumni association. Alumni meetings have been conducted regularly although we are yet to receive any significant financialcontribution from them.We are in touch with outstation Alumni virtually and trying to register them .

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/5.4.2.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

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

The main objective of the institution is disseminating knowledge and catering to the needs of higher educationto the poor students,coming from the rural areasin the district and the adjoining areas The eligibility of the college for various government fellowships greatly helps the institution in achieving the above stated objective. Besides teaching, the college also holds promise for its students to excel in various other fields like sports, social services, defence, leadership, culture and enhance their employability. The college is being run by the State Government through the Commissionerate College Education, Rajasthan. The Principal is the administrative head of the institution. He is appointed through a departmental promotion processon basis of seniority.The Principal plays leadership role in implementing the vision and mission of the institution by calling various meetings of the MahavidyalayaVikasSamiti (CDC) and Staff Council and also by appointing various committees for smooth discharge of all tasks. The senior staff members act as guide and mentors.The teaching and non-teaching staff works in collaboration. The academic, accounts and establishment sections are supervised by competent members of the teaching staff. There is sufficient infrastructure and the college is well equipped with essential display and storage facilities and are technology enabled.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.1.1%20Vision%20Mission.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as

decentralization and participative management.

The institution implements the policies and programs decided by the Commissionerate, College Education Rajasthan by following the principles of decentralization and participative management. The principal is the administrative head of the institution who appoints various committees of the faculty members for the smooth functioning of the college. The important decisions about the development of the college are taken by the MahavidyalayaVikasSamiti which is composed of the principal, senior faculty members, one member from the local administration, nominee of the MLA and one member from the society. Staff Council of the college, decides important issues of the college through wider discussions. The IQAC is responsible to ensure qualitative development in the college. The system of working of the college can be understood as follows:

S.No Authorities with the usual Hierarchy

1 Principal- The highest authority in the college.

2 Conveners of various committees- Work according the task assigned by the Principal.

3 Faculty Members- Work according the guidelines of the Head of the Institution/and their respective Conveners.

4 Assistant Account Officer- Performs duty as the head of the accounts section. 5 Clerical/ministerial staff- Work and fulfill tasks as directed by the Principal in their respective sections.

5 Clerical/ministerial staff- Work and fulfill tasks as directed by the Principal in their respective sections.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/Committee%202021-22.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is a government institute and therefore implements the broad policies and plans, framed by the State Government . The rules and guidelines of UGC are followed .The perspective plans and deployment carried out keeping in mind the vision and mission of the college include:

Maintenance and infrastructure: At the implementation level the college decides its priorities through the MahavidyalayaVikasSamiti(College Development Committee) and the Staff Council as well as the decisions taken by the IQAC. and various committees.

Teaching and learning: The academic time table is displayed on the notice board and classes are conducted at a regular basis. Human resource management: There is family atmosphere and very good coordination between the teaching, non-teaching and subordinate staff. All comply with the rules and regulation and observance of acts and rules mentioned in RSR. Research and innovation: Very good percentage of staff indulges in research activities like participation in seminars, conferences and regularly publish their articles in books and journals.

Community involvement: The NSS students and staff participate in community activities regularly.

Student welfare:. A wide range of scholarships are forwarded and disbursed by the college.

Student participation and representation: There is full student enthusiastic participation in learning and extra curricular activities.Students' union election are held as per the direction of commissionerate. This ensures students representation .

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswaty_university_ajmer/government_college,_tonk./uploads/doc/6.2.1%20link.pdf
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 college is governed by the Government of Rajasthan through the Commissionerate, College Education, Rajasthan. At the college level, the principal is the administrative head of the institution and various committees of the faculty members help him/her to run administration smoothly. The internal organizational structure and administrative set up can be seen as follows:

1. Establishment Section: Keeps the record of postings, transfers and promotions of college employees,Updates personnel Information of teachers, deals with pay scale/ Fixation details etc. and with enquiries against employees.

2. Academic Section:deals with admission of the students.Maintains liaison with the university to conduct annual and semester exams, manage examination material and ensure disbursement of the amount received for examination duties. Maintains all records pertaining to the students.

3. Accounts Section:Deals with all kinds of payments and manages financial records

4. Service Rules:The services of the employees and officers are governed by the Rajasthan Service Rules and UGC guidelines issued from time to time.

5. The recruitment of the teaching faculty is done by the Rajasthan Public Service Commissions (RPSC) and the recruited teachers are promoted only after fulfilling the criteria of career Advancement .

6. The mechanism to provide of providing feedback to higher authorities about employees by the principal is through the process of Annual Self-Appraisal Form (A.C.R. Form) and feedback fro the students is also sought.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Efforts made by the institution to enhance the professional development of its teaching and non-teaching staffinclude sending its teaching staff to participate in Orientation and Refresher Courses and many training programs organized by the Commissionerate of College Education, Rajasthan.The non-teaching staff is encouraged to participate in the programs organized by the Commissionerate of College Education on issues such as Computer Training, Office Procedures, Rajasthan Service

Rules and General Financial Rules etc. Academic leave is granted to the faculty members who participate and present their research papers in national and international seminars and conferences. There are numerous mechanisms available with the institution for the welfare of the staff as per rules of the government of Rajasthan:Gen. Provident Fund and New Pension Scheme.State Insurance,Privilege leave,medical leave,duty leave,academic leave,maternity leave,paternity leave, and child care leave.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.3.1.pdf
Upload any additional information	View File

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)	View File

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

NIL

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	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

02

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Details on the performance appraisal system of the staff: Annual performance appraisal is the medium whereby the performance of the teaching and non-teaching staff is

evaluated. An assessment criterion for faculty is the regularity in the number of classes taken as allotted in the timetable and the results achieved for the classes assigned to them. Weightage is given to the publication of the work by faculty, research supervision done, conferences, and seminars attended. The Annual Confidential Reports are written based on self-appraisal to adjudge the performance of the faculty throughout the session in the field of teaching, conduct and potentialities, and are forwarded to the Commissioner ate of College Education, Rajasthan. If the appraisal authority makes adverse comments then clarification is sought by the higher authority from the principal and the employee both. If adverse comments are not proved then they are expunged from the employee's ACR. If charges are proved then employee may be punished either by freezing of increment or he/she may even be suspended.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/university_of_kota/government_college,_kota/uploads/doc/SSR%20NAAC%20(2021)%20CRITERIA%2006%20-%206.3.5.pdf
Upload any additional information	View File

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

Institution manages its financial resources in a very effective and full proof manner. Guidelines and finance rules of state govt. are strictly followed. The accounts section of college is computerized. Each transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred online and through cheques. The following types of accounts are created: 1. Receipts and Payment Accounts.

2. Income and Expenditure Accounts.

As per the need of each unit of the college, the funds are allocated or grants are applied for as per The State Govt. and UGC schemes for the building/development projects of the

institution. Various committees put forth their purchase proposal to the college administration and after proper consideration, the administration takes decision over them. Income/expenditure is closely monitored by the accounts branch Proper procedure for purchases is adopted according to the finance rules of the state govt. Institutional mechanisms for internal and external audit: The Auditor General, Government of Rajasthan and CAG office of the Central Government, do the external audit.

File Description	Documents
Paste link for additional information	Nil
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)

NIL

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

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

The major sources of institutional receipts/funding: The institute receives funds mainly through Rajasthan State Government, and from central government under the centrally sponsored schemes like RUSA, NSS and UGC. If there is any deficit, it is managed as per Government notifications. Audited income and expenditure statement of academic and administrative activities of the previous year as given below.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.4.3.pdf
Upload any additional information	View File

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

The Internal Quality Assurance Cell has been working towards realizing the goals of quality enhancement and sustenance. Envisioning an ideal student-centric learning environment is only made possible through continuous evaluation and feedback by IQAC. Out of the so many initiatives the two major contributions of IQAC in institutionalizing the quality assurance strategies are:

1. Teaching-Learning: The exigent task of catering to the diverse needs of students coming from diverse groups and rural background is well managed and manifested in the college and learning outcomes, student progression to higher education and placements. ·

2 Multiple forms of feedback: feedback generated through VikasSamiti, Student Council, during student union elections, from stakeholders, parents alumni, in the form of memorandums, meetings, interactions etc.Feedback is collected on academic and physical facilities, curriculum and the teaching-learning environment. ·

3. All sections of the office and various departments have been provided with computers,printers and internet. Projector and whiteboards are used as teaching aids. · 4. Encouraging Quality Research: Quality research has been promoted by IQAC by encouraging the staff members to organize and participate in seminars conferences and workshops.Most of the the academic events in 2021-22 were held online.The participation of the faculty members was commendable.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.5.1.pdf
Upload any additional information	View File

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 college is constantly extending and expanding its resources in terms of infrastructure, equipment, classroom furniture, Library, and other campus facilities. The extension of IT infrastructure and other learning resources have also been augmented.New classrooms , laboratories, addition in the furniture too.,expansion of Information Technology infrastructure, including awell-furnished and well- equipped computer Lab, Botany Virtual Lab, smart classes show incremental improvement. The college library is automated and facilitated with Wi-Fi network . The College has also shown inclination and implementation with respect to e-governance.The admission is online, finance,tendering and website management. LAN for access to database of students is made available. Faculty service records updated and are available on HTE portal. Payment of fellowships and scholarships of UGC, ICSSR, and CSIR etc. is through PFMS. The payment of various Scholarships is through SSO module. Health and hygiene is well-taken care of. The college has established a Career Counselling and Placement Cell besides other platforms like NCC, and Women Cell.Organizing Job fairs is also an innovation. The teachers engaged in research have contributed not only by participating in national/international conferences but have also been invited as key-note speakers, chairpersons and have published their works in journals of national and international repute.

File Description	Documents
Paste link for additional information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/6.5.2.pdf
Upload any additional information	View File

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://docs.google.com/spreadsheets/d/1RE08u_afiYEpdTfT0gOL-dJrqE4Y1DIb185KhHgaxVI/edit?usp=sharing
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The College sensitizes students and employees regarding gender equity and takes the social responsibility of reacting to the events happening in the society by various activities. The institute promotes gender equity in admissions, administrative

functionality and academic activities. It is evident from the fact that the percentage of girls students is continuously on the rise. The increase in the number of girl students each year is ample evidence of the institution practising gender equity.The progress of the girl tudents is monitered regularly.There is good environment free from fear and favour.There have been no complaints lodged with the internal complaints Cell and no reports of ragging or any other intimidation.

File Description	Documents
Annual gender sensitization action plan	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.1.1.pdf
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	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.1.1%20photo.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

Govt. College, Tonk has designed methods for the management of waste generated in the campus using the basic waste management strategy of 3R's: Reduce, Reuse and Recycle i.e., Reduce the amount of waste generated, Reuse everything to its maximum

after proper segregation and cleaning and keeping things which can be Recycled aside. The waste generated in the campus includes liquid waste and solid waste& chemical waste.

1. Solid waste Management The college has efficiently taken up the solid waste management issue. The major solid wastewhich isgenerated in the campus includes papers, and leaf litter. They are used for making compost to be used for the plantation in the College. We use both sides of the paper to print. 1. Liquid waste Management The College has three R.O. systems for drinking water. The waste water of R.O. systems is used for watering plants and trees in the College. 1. E-waste Management We prefer to repair electronic equipment instead of dumping them unless it becomes imperative to do so. E-waste mainly includes obsolete electronic devices, such as computer systems, servers, monitors, printers, scanners, copiers, calculators, fax machines, battery cells etc. E-waste is disposed of through vendors is still pending.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	*View File*
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and 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	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	*View File*

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	**C. Any 2 of the above**

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	

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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 is always at the forefront of inviting diversity, eradicate stereotypes, enhance self-esteem, encourage students to have a voice and demand educational achievement. To achieve these objectives, courses like Constitution of India, essence of Indian Traditional Knowledge are taught.Competetive Exam readiness Classes are also held. Teachers cater to differentlearning styles of the students . Anti- women harassment cell , Internal Complaints Cell and Women Cell aim at social protection, ensuring tolerance and harmony, reducing vulnerability, building human capital, empowering women and girls, cultural, regional inclusion. During national festivals and other events of the college, we emphasize the importance of tolerance and harmony towards cultural, regional, linguistic, communal ,socioeconomic and other diversities NSS activities promote social, religious harmony. The students get tomingle with one another and share their opinions and disagreements in a harmonious manner. Career Guidance cell and MMYKY(which came up in 2019-20) organizeslectures on 'Career Guidance for Jobs' in different fields. Job fairs were also conducted last year. The institute provides merit scholarships as financial support . Thus the institution is comitted to foster religious,social and cultural harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	View File

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

The College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to conduct as a responsible citizen. As the vision of the institute is "to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence and creating social awareness and imbibing morality" effots have been made to inculcate right attitudeand skills required to make an honorable living and contributeto the socioeconomic development and welfare of the society. The Independence Day ,Republic Day celebrations ,and celeberation of festivals nurture the students to blend culture,technology and ethical values in present times. Participation in rallies,and programs conducted in collaboration with the district administration fosters this spirit of duty and ethics among the students.Code of conduct compels the students and staff to obey the conduct rules. Many students participated in Covid awareness program,Vaccination motivation program,assissting the needy and Voter Awareness program . The institute also conducted rallies on "Beti Bachao Beti Padhao", cleanliness, Swachh Bharat, Blood donation etc. involving students.

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File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.1.9%20&%207.2.1.pdf
Any other relevant information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.1.9.pdf

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	**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
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 institute aims to inculcate values and nationalism in the students by celebrating the national festivals.The Institute pays tribute to all the national heroes on their birth and death anniversaries.Lectures, rallies andcompetitions like

elocution etc were organized as during the last years. Gandhi Jayanthi is celebrated in memory of the Father of the Nation, who devoted his whole life preaching Truth and following Ahimsa. The NSS unit organized mass pledge in accordance with the Prime Ministers' urge for 'Swachh Bharat Abhiyaan'. The Institution celebratedTeacher's Day on 5th September commemorating the birthday of Dr. Sarvapalli Radha Krishnan, a great teacher.Other days of national importance which includeNational Unity day,Netaji Subhas Chandra Bose birth Anniversary, were celebrated with enthusiasm.Apart from this International Literacy Day - 8 September, World AIDS Day – 1 December and Human Rights Day - 10 December were also celebrated with full enthusiasm as in the past. Most of the celebration were through the online mode. National Voters Day is celebrated every year on 25th January to spread awareness about the necessity of voting and to encourage young generation towards the voting rights. This is a continued process.The details of the voters are shared with the district administration regularly.

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	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

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

1.Social Committment and Community Outreach : The institution took up this program seriously.In the past it was confined to the NSS agenda but it was realized that community outreach needs to be practiced by one and all.Alot of needs of senior citizens wastaken up . Groups of students were encouraged to interactwith senior citizens who had problems with their pension ,bank deposits,security, familial. Our students volunteered by contacting senior citizes both in the town and in the villages. Literacy:Most of the students of the institution are first generation learners,this mission was carried out with entrusting the task of 'Each one teach one'.

The students took it upon themselves to teach their parents,grandparents and younger brothers and sisters.General awareness about rights,electoral literacy and need to attend school,importance of online learning,tech education was conveyed to a great extent.

2. Academic Enrichment : IAll the departments prepared their profile as well as a power point presentations of their accomplishments. It was also decided to have a departmental magzine(online) documenting the works and achievements of the students.The students enthusiastic participation in Green audit is ample proof of their role in academic enrichment of the institution.

File Description	Documents
Best practices in the Institutional website	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.2.1%20Best%20Practices.pdf
Any other relevant information	http://hte.rajasthan.gov.in/dept/dce/maharshi_dayanand_saraswati_university_ajmer/government_college,_tonk./uploads/doc/7.1.9%20&%207.2.1.pdf

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

The institution's asset it it's academic performance.The students fared very well in the annual examinations conducted by the university very late. Students names feature in the University list of toppers. Asif Khan has topped in University M.A Urdu examination 2022.The greatst achievement includes submission of SSR and enabling the completion of the process of Accreditation in time.The faculty members also continuously strive for excellence.They participate in seminars and conferences,publish articles in journals and chapters in books as well as guide students.

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

7.3.2 - Plan of action for the next academic year

1.IQAC has proposed to initiate ADD on courses in Competitive Examination Readiness,Computer literacy and Communication skills.

2.In addition to this, Monthly test have to be conducted.

3.Placement cell needs to be activated.More job fairs ned to be organized,

4.Project work and field work have to be encouraged,

5.More extension activities need to be conducted.

6.More emphasis on sports and cultural activities have to be conducted.

7.Departmental E- Magazines have to be prepared.Fine art fest should be organized.