



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

GOVT. GIRLS COLLEGE, TONK

- Name of the Head of the institution **DR. VEENA MEHRA**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01432254360**
- Mobile No: **9351585050**
- Registered e-mail **govtgirlscollegetonk38@gmail.com**
- Alternate e-mail **govtgirlscollegetonk38@gmail.com**
- Address **Govt. Girls College, Gulzar Bagh, Tonk**
- City/Town **Tonk**
- State/UT **Rajasthan**
- Pin Code **304001**

2. Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Women**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **M.D.S. University, Ajmer**
- Name of the IQAC Coordinator **Dr. Archana Anand**
- Phone No. **01432254360**
- Alternate phone No. **01432254360**
- Mobile **9414279884**
- IQAC e-mail address **govtgirlscollegetonk38@gmail.com**
- Alternate e-mail address **govtgirlscollegetonk38@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)) <https://hte.rajasthan.gov.in/college/ggctonk>

4. Whether Academic Calendar prepared during the year? **No**

- if yes, whether it is uploaded in the Institutional website Web link: <https://hte.rajasthan.gov.in/college/ggctonk>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.80	2015	01/05/2015	30/04/2020

6. Date of Establishment of IQAC **11/08/2014**

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 **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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)

Tree Plantation

Campus Beautification (RUSA -2, CONTRACTION AND RENOVATION , FURNITURE)

Preparation of SSR

Co-Curricular Activities

Participation in Faculty Development Program

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	Online class on zoom , google meet and google class room were conducted by some faculty members to compensate for the loss of offline classes particularly in the month of July , august and September
2.Prepare lectures and Upload them on You Tube after providing tutorial workshops to use softwares.	All the faculty members contributed their best .The process continued throughout the year.
3.Elicit feedback and responses from the students.	Even tests were conducted on google forms.Regular online feedback was sought.
4.Making the library more accessible.	Desirable results still expected.

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	GOVT. GIRLS COLLEGE, TONK
• Name of the Head of the institution	DR. VEENA MEHRA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01432254360
• Mobile No:	9351585050
• Registered e-mail	govtgirlscollegetonk38@gmail.com
• Alternate e-mail	govtgirlscollegetonk38@gmail.com
• Address	Govt. Girls College, Gulzar Bagh, Tonk
• City/Town	Tonk
• State/UT	Rajasthan
• Pin Code	304001
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	M.D.S. University, Ajmer
• Name of the IQAC Coordinator	Dr. Archana Anand
• Phone No.	01432254360

• Alternate phone No.	01432254360				
• Mobile	9414279884				
• IQAC e-mail address	govtgirlscollegetonk38@gmail.com				
• Alternate e-mail address	govtgirlscollegetonk38@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://hte.rajasthan.gov.in/college/ggctonk				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:	https://hte.rajasthan.gov.in/college/ggctonk				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.80	2015	01/05/2015	30/04/2020
6.Date of Establishment of IQAC			11/08/2014		
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			2		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			No		

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Tree Plantation	
Campus Beautification (RUSA -2, CONTRACTION AND RENOVATION , FURNITURE)	
Preparation of SSR	
Co-Curricular Activities	
Participation in Faculty Development Program	
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	Online class on zoom , google meet and google class room were conducted by some faculty members to compensate for the loss of offline classes particularly in the month of July , august and September
2. Prepare lectures and Upload them on You Tube after providing tutorial workshops to use softwares.	All the faculty members contributed their best .The process continued throughout the year.
3. Elicit feedback and responses from the students.	Even tests were conducted on google forms. Regular online feedback was sought.
4. Making the library more accessible.	Desirable results still expected.
13. Whether the AQAR was placed before	No

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	02/08/2022
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
20.Distance education/online education:	

Extended Profile

1.Programme

1.1

02

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

File Description	Documents
Data Template	View File

2.Student2.1 363

Number of students during the year

File Description	Documents
Data Template	View File

2.2 240Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 140

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 11

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 14

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	02
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	363
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	240
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	140
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	11
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	14
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	422681
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	13
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

Government Girls College, Tonk is affiliated to Maharishi Dayanan Saraswati University (Rajasthan). All the UG programs taught in colleg are approved by the BOS of Maharishi Dayanand Saraswati University. I is a multi-faculty college having various undergraduate anc postgraduate academic programs on Campus. All the programs are rur in college under the category of curricular and co-curricular activities through a planned and well-documented process, which is monitored by the department and as well as college-level through specially constituted monitoring committees by the principal such as time-table committee, class monitoring, and discipline committee of senior faculty members. The timetable committee draws up a detailed and comprehensive timetable including all courses i.e. theory, practical tutorial, ICT, competitive classes, skill development, value education, and add-on classes; thereby ensuring a balance between the different types of engagement/ participation of students is expected. Each department sets its own objectives and prepares

teaching plans along with a teaching strategy consisting of a proportionate distribution of the syllabus as well as equal work and responsibility among all the faculty members of the department. The apportioning is done through discussion, deliberations, and common consensus among faculty members in departmental meetings.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://hte.rajasthan.gov.in/college/ggct_onk

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

The teachers prepare teaching plans according to the academic calendar and guidelines of the University. The schedule of external examination is fixed by the University and the same is displayed on the notice board for students. These changes are communicated to the students well in advance. However, all efforts are made by the Institute to adhere to the academic calendar for CIE. 1. Preparatory classes are conducted every year before university exams. 2. Coaching classes and E-Lectures are conducted by the faculty members during sessions. 3. Every teacher conducts regular class tests with multiple choice answer type questions, very short answer type questions, short type questions, and descriptive answer type questions on the related topic. 4. After the assessment of answers scripts are distributed among the students. Their doubts are also cleared with advice about writing appropriate answers. 5. In Corona Panic every faculty member uploaded his E-lectures on the college you-tube channel. Regular monitoring is done by the college administration. The Principal conducts curricular and extracurricular review meetings on regular basis to check the implementation and progress of all the activities in the academic calendar. Based on these review meetings some changes in schedules of activities are made if required.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.youtube.com/@ccerajggctonkclass1963

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

E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

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

0

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)	No File Uploaded

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)

0

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)	No File Uploaded

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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**

Our institution is making untiring efforts for the empowerment of youth. The women's cell strives towards the upliftment of girls socially, culturally, and physically. Various activities are conducted by this cell for the benefit of girls students. A woman's merit scholarship is also granted to our college. The college has its own e-Mitra plus machine system for all students including girls. Scootys are also distributed to girls coming from special backward classes under the scheme of Devnarayan scooty distribution scheme of govt. of Rajasthan. At the Graduate and Post Graduate level, we teach the following main components under various crosscutting issues to the students PROFESSIONAL ETHICS Honesty, Trustworthiness, Accountability,

Confidentiality, Respect, Obedience to the law, and Loyalty. GENDER Rights, Resources, Opportunities, Protections. HUMAN VALUES Self-Direction, Stimulation, Hedonism, Achievement, Power, Security, Conformity, Tradition, Benevolence ENVIRONMENT, AND SUSTAINABILITY Physical, Biological, Social Equal opportunity center is operating in our college with financial support from the university grant commission to full fill objectives as To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion. To enhance the diversity among the students, teaching, and non-teaching staff and at the same

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

0

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

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**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

D. Feedback collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://hte.rajasthan.gov.in/college/ggctonk

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 sanctioned seats during the year

400

File Description	Documents
Any additional information	No File Uploaded
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

75

File Description	Documents
Any additional information	No File Uploaded
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 socio-economic 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, psychosocial 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
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
363	11

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 counsel led and corrected to ensure their overall development. Certificates/ awards are given to motivate the students . The college takes various steps that complement teaching and learning experiences .Debates,poster competitions are organized to develop creativity skill among students. The institutiontries 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 go as to enable students and staff to get access the books they need on a rapid and regular basis . In wake of the covid crisis it became mandatory to impart online education. Teachers contributed generously through online classes , YouTube recordings, PDF notes and online tests .

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

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

With keen intention to deliver good during the lockdown , 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. 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 CCERAJGGCTONK CLASS in which as many as 500+videos have been posted by various faculty members as well as on their personal channels whichevoked huge positive response and is a continued process till date .Yet online teaching is a far flung thing due to unavailability Of smartphones and internet for many of students . 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 .

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.youtube.com/@ccerajggctonkclass1963

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

09

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

11

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

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

8

File Description	Documents
Any additional information	View File
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

11

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.

in the Examination pattern of our affiliating University, there is no arrangement for adding the marks of internal assessment conducted at college except in subjects with requirement of practical assessment. Nonetheless, certain measures to monitor the academic progress of the students, in practice, are as follows- under the directive of Commissioner College Education, Rajasthan a process of quarterly Test has been introduced. A date of the test for each month is decided beforehand in the teaching plan and modality of the class test is well defined in the departmental circular. Pattern of the question paper is well defined that is duly conveyed in advance to the students. Sometimes the faculty sets up question paper for district level examination as per direction from the commissionerate of College Education Rajasthan, Jaipur. Faculty members are, further, encouraged to hold surprise class test in their respective classes to assess student's learning level on specific topic in the subject as well as to evaluate their own teaching style. It is mandatory to appear in the Annual University Examination for students. Unless they appear and pass their respective University examination, usually held in March-April every year, they will not be eligible to hold the University Degree.

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

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

The college is affiliated Maharshi Dayanand Saraswati , 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, allotting 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-voceis conducted and marks submitted to usniversity 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 re-evaluation is announced by the University and changes are documented freshly.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Tabulation Records of mark sheets of all the students is downloaded from the Website of the University. 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. Marks of Class/ Monthly Tests are conveyed to students in the respective class by distributing back the answer sheetsto 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	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (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. In subjects with practical classes, the timely submission of practical files , students' performance throughout the session and their attendances are taken into count on 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 morale booster for them. The meritorious students are rewarded at the college level, which works as a motivation tool .

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

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

132

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

2.7 - Student Satisfaction Survey

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

[None](#)

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)	No File Uploaded

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

3.1.2.1 - 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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

nil

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

1

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

nil

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

3.3 - Extension Activities

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

Activities of the session 2020–21 were largely affected by Covid–19 crisis. Students could not make themselves available on several occasions including national festivals . However , a distinctive feature was that the NSS volunteers were present at every beck and call of the a&ninistration. 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. Therefore it was difficult to get all the advantage of online teaching/ learning and dissemination of information which was provided by the institution .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

nil

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - 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

3.3.3.1 - 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

nil

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

100

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

nil

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

nil

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	No File Uploaded

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 Govt. Girl's College campus is spread over on area of 12 bigha acres. college has chief focus on expanding its resources in terms of construction , ICT, lab/office equipment , furniture , library and other experiences taking proposals from various committees and departments according to the guidelines of funding agencies such as the state government , UGC and RUSA. Discussing issues related to college development in the meeting of college development committee. Informally discussing the particular matter with the members of IQAC and taking valuable suggestions from the committee. Discussing matters and taking decision related to purchase in the meetings of development and finance committee and purchase committee. Whenever it is necessary , the matter is referred to the staff council. Suggestions from student union are also invited wherever deemed necessary. The strategy of development involves a. Creation of new infrastructure b. Enhancement of existing infrastructure

detail of the facilities available for teaching and learning activities attached

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The college encourages students to enhance their interest in sports and cultural events by providing adequate budget and resource. Various committees are constituted to monitor the progress of the students in such extracurricular activities. Facilities for sports activities: The college has also made provisions for indoor games such as badminton ,carom and chess etc. the college organizes sports week every year. The competitions include events such as 100m, 200m, races for girls , cricket, long jump, kabaddi , hammer throw and disc throw. Cultural and literary activities: The college has a cultural committee. This committee plays a vital role in organizing cultural activities as dancing sinning and mono acting, skit 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 oi ssaste, hairstyling, salad preparing etc,

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

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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)

90

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)	No File Uploaded

4.2 - Library as a Learning Resource

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

we have library but it is not automated

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

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

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)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
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)	No File Uploaded

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

00

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 (4.2 rnbps) . 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	No File Uploaded
Paste link for additional information	https://hte.rajasthan.gov.in/college/ggctonk/CAMPUS-INFRASTRUCTURE

4.3.2 - Number of Computers

13

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

0

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

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 library is also cleaned and taken care of by the staff . 4 . Repair and maintenance of Computers , internet and other facilities are available on call . 5 . The academic, establishment and accounts section are also properly maintained and provided with ample furniture and equipments to manage the records . 6 . Proper filing of the documents is insisted upon

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

8

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)	No File Uploaded

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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)	No File Uploaded

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

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

A. All 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

0

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	No File Uploaded

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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.**

0

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

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 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	Nil
Upload any additional information	No File Uploaded

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

0

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

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

we have alumni but it is not registred

File Description	Documents
Paste link for additional information	NIL
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 education to the poor students, coming from the rural areas in 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 College Education, Rajasthan. The Principal is the administrative head of the institution. He is appointed through a departmental promotion process on basis of seniority. The Principal plays leadership role in implementing the vision and mission of the institution by calling various meetings of the Mahavidyalaya Vikas Samiti (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 college is well equipped with essential display and storage facilities and are technology enabled.

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

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

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 administrator 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 MT.A 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 to the task assigned by the Principal.
- 3 Faculty Members- Work according to 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.

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

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	No File Uploaded
Paste link for additional information	Nil
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.

1 . The college is through the At the college head of the faculty members The internal up can be seen anu service rules, procedures, etc.governed by the Government of Rajasthan Commissionerate, College Education, Rajasthan . level, the principal is the administrative institution and various committees of the help him/her to run administration smoothly .
 organizational structure and administrative set as follows :
 Section: Keeps the record of postings , promotions of college employees , Updates 2 . Establishment transfers and personnel Information of teachers, deals with pay scale/ Fixation details etc. and with enquiries against employees .
 3. 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.

4.Accounts Section : Deals with all kinds of payments and manages financial records
 5. Service Rules : The services of the employees and officers are governed by the Rajasthan Service Rules and UGC guidelines issued from time to time .
 6. 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 7 . 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	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

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 staff include 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	Nil
Upload any additional information	No File Uploaded

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

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

0

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)	No File Uploaded

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

0

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)	No File Uploaded

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

2

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)	No File Uploaded

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 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	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

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)

0

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)	No File Uploaded

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 five years is as given below

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

6.5 - Internal Quality Assurance System

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

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 . In the wake of covid crisis there was extensive participation in webinars

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/college/ggct_tonk/IQAC
Upload any additional information	No File Uploaded

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

The 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 aweli-furnished and well- equipped

computer 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-governanceThe admission is an 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. Health and hygiene is well-taken care of .

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/college/ggctonk/IQAC
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://hte.rajasthan.gov.in/college/ggctonk/IQAC
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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. As the students were hardly compelled to be present due to Covid-19, many activities related to gender sensitisation could not be conducted.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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. Girls 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– both of biodegradable and non-biodegradable. Solid waste Management The college has efficiently taken up the solid waste management issue. The major solid wastes which are generated in the campus are 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, compact discs (CDs) , 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	Nil
Any other relevant information	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

A. Any 4 or All of the above

greening the campus are as follows:	
<ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	

File Description	Documents
Geo tagged photos / videos of the facilities	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	E. None 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	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized	B. Any 3 of the above
--	------------------------------

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. Competitive Exam readiness Classes are also held. Teachers cater to different learning 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. 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	No File Uploaded

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

The College 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" efforts have been made to inculcate right attitude and skills required to make an honorable living and contribute to the socioeconomic development and welfare of the society. The Independence Day , Republic Day celebrations and celebration 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 . NSS activities of our institution has the affinity for Philanthropic initiatives which include donation of time or resources to government, charities and organizations at local , national levels to help victims during natural disasters. Many students participated in Covid awareness program, Vaccination motivation program, assisting the needy and Voter Awareness

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

E. None of the above

Conduct are organized

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 and competitions 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 celebrated Teacher' s Day on 5th September commemorating the birthday of Dr. Sarvapalli Radha Krishnan, a great teacher . Other days of national importance which include National 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)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. **Tree plantation:-**Tree plantation is a very good practice being followed in our college every year. The main purpose is to create awareness among students about environmental conversation and reduce pollution to restore global warming. Students show great enthusiasm as they know it would enhance tree cover on campus. This beautification of campus create responsibility in students to water them and take care of trees thus making life of future generations secure.

2. **THE DEPRIVED GIRLS OF SOCIETY:-**1.The curriculum of humanities and commerce streams are planned and prescribed by the M.D.S. university well ahead in time. 2. Academic calendar with extracurricular activities are followed strictly . 3. Regular attendance of the student is maintained in the register 4. Girls belonging by the rural background are updated with extra knowledge by the e-lectures,5. Syllabus completion statements are submitted to the dean by all faculty members to ensure timely completion of syllabus. 6. Extra classes are taken so as to make the girls understand and revise the syllabus thorogely before exam. 7. Fair evaluation of answer books of monthly exams and assignment are done . 8. ACR (Annual Confidential Report) is submitted annually

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Government Girls College Tonk largely aims at bringing out the innate potential of the rural, poor in Tonk District. It is the most prestigious educational institution of the district. The college has well defined vision, mission and core Values which reflect the unique characters of the Institution, needs of the students and value orientation. Imparting education, is practiced as a planned endeavour, which aims at making the students capable of becoming active , responsible, productive, and caring members of the society. The scholastic achievements of Government College, Tonk are indicators of its conviction to promote the highest quality of academic , ethical and social values among its students. The college envisions setting up very high standards of academics where excellence is achieved through hard work, dedication and brilliance. The college also aims at catering skill based and job oriented courses so as to enable the students a secure future . Teaching has become more learner-centered. Assignments group discussion, online classes, you tube recordings, surveys and seminars are being incorporated in teaching by the departments to develop the tendency of the search of knowledge and self- confidence. The students are encouraged to develop capabilities to share the new responsibilities imposed on them by socio-political and technological changes, by their own experience

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

7.3.2 - Plan of action for the next academic year

1. More emphasis on research activities and publication by faculty members . 2. To enhance resources for e-lectures and e-classes . 3 . Strengthen the Alumni association and its activity . 4 . Strengthen the facilities for sports . 5. To introduce some skill development and job-oriented courses . 6. Enable Green Audit. 7. To develop the campus into being more Eco-friendly, new plantation, walking track. 8. Develop canteen and better parking facilities