# Yearly Status Report - 2015-2016

| Part A | |
|---|---|

## Data of the Institution

| | |
|---|---|
| **1. Name of the Institution** | **GOVT.COLLEGE RAJGARH -ALWAR** |
| Name of the head of the Institution | **DR. RADHE SAYAM MEENA** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **01464220043** |
| Mobile no. | **9414240700** |
| Registered Email | **gcrajgarh@gmail.com** |
| Alternate Email | **principalgcrajgarh@ymail.com** |
| Address | **TEHLA ROAD RAJGARH (ALWAR)** |
| City/Town | **RAJGARH (ALWAR)** |
| State/UT | **Rajasthan** |
| Pincode | **301408** |

## 2. Institutional Status

| Affiliated / Constituent | **Affiliated** |
| --- | --- |
| Type of Institution | **Co-education** |
| Location | **Rural** |
| Financial Status | **state** |
| Name of the IQAC co-ordinator/Director | **DR. PRAKASH CHAND MEENA** |
| Phone no/Alternate Phone no. | **01464220043** |
| Mobile no. | **9414233948** |
| Registered Email | **pcmina123@gmail.com** |
| Alternate Email | **principalgcrajgarh@ymail.com** |

## 3. Website Address

| Web-link of the AQAR: (Previous Academic Year) | https://hte.rajasthan.gov.in/dept/dce/raj_rishi_bhartrihari_matsya_university_alwar/govt._college_rajgarh_(alwar)/uploads/doc/2014-15%20aqar%20pdf.pdf |
| --- | --- |

| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| --- | --- |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://hte.rajasthan.gov.in/dept/dce/raj_rishi_bhartrihari_matsya_university_alwar/govt._college_rajgarh_(alwar)/uploads/doc/acI.pdf |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
| --- | --- | --- | --- | --- | --- |
| | | | | Period From | Period To |
| **1** | **B** | **71.95** | **2006** | **21-May-2006** | **20-May-2011** |
| **2** | **B** | **2.04** | **2016** | **05-Nov-2016** | **04-Nov-2021** |

| **6. Date of Establishment of IQAC** | **01-Jul-2007** |
| --- | --- |

## 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
|---|---|---|
| Regular meetings of IQAC Feedback of stakeholders | 11-Sep-2016 6 | 17 |
| View File | | |

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

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| nil | nil | nil | 2016 0 | 0 |
| No Files Uploaded !!! | | | | |

| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
|---|---|
| Upload latest notification of formation of IQAC | View File |
| **10. Number of IQAC meetings held during the year :** | **3** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | View File |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

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

college governing body, Principal, vice Principal, HODs BOS along with different administrative committee took care of planning other provisional activities in the college.

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

| Plan of Action | Achivements/Outcomes |
|---|---|
| 3. Scholarships Distribution for SC/ST/SBC | Deposit in Students Bank Account |

| | |
|---|---|
| 2. Time table : Teacher $ class wise | Ready In July |
| 1. Admission | Students admitted |

<div align="center">View File</div>

| | |
|---|---|
| **14. Whether AQAR was placed before statutory body ?** | No |
| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | No |
| **16. Whether institutional data submitted to AISHE:** | No |
| **17. Does the Institution have Management Information System ?** | Yes |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | A committee has been constituted by the Government of India to provide information from time to time under the Right to Information Rules. Which is working continuously. 2. To create awareness through various information in the college through agencies like NCC, NSS, Scout etc. 3. To create awareness among the student parents through education upgradation program under student parent and teacher dialogue program. 4. Providing information to the students through the Help Desk Committee and assisting the students. |

<div align="center">Part B</div>

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

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

Admission: - the admission of students is done based on the norms laid down by the University of RRBMU and commissioner of college education. Committees are formed by the principal to see all the work related to the admission. Under these committees comes the Committee on Arts, Commerce and Science. In-charge of these committees is also made. Who looks after the work related to the admission and keeps the document safe. All information related to admission is given on the college notice board, newspapers and web link. Examination: & Similarly, a committees are formed by the principal to look into the tasks related to the exam. The examination committee look after all the tasks related to the exam and keep their documents safe. The time table related to the exam is put on the notice board. The information related to this is communicated to the students by news papers web-link and by message. There is NSS, SCOUTING and sports activities also available in the college other : 1. Scholarship and

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
| --- | --- | --- | --- | --- | --- |
| CPLT | NIL | 01/07/2015 | 180 | EMPLOYABIL ITY | IGNOU |
| CFN | NIL | 01/07/2015 | 180 | EMPLOYABIL ITY | IGNOU |
| CCITSK | NIL | 01/07/2015 | 180 | EMPLOYABIL ITY | IGNOU |
| CNM | NIL | 01/07/2015 | 180 | EMPLOYABIL ITY | IGNOU |
| CIT | NIL | 01/07/2015 | 180 | EMPLOYABIL ITY | IGNOU |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
| --- | --- | --- |
| Nill | nill | Nill |
| No file uploaded. | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
| --- | --- | --- |
| BA LLB | NA | 12/12/2015 |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
| --- | --- | --- |
| Number of Students | 0 | 0 |

## 1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
| --- | --- | --- |
| Gender, Environment and Sustainability | 12/12/2015 | 80 |
| Human Values and Professional Ethics | 10/12/2015 | 80 |
| [View File](#) | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field |
| --- | --- | --- |

| | | Projects / Internships |
|---|---|---|
| MA | educational tour | 24 |
| View File | | |

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
|---|---|
| Teachers | Yes |
| Employers | No |
| Alumni | No |
| Parents | Yes |

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

Feedback Obtained

Feedback Action Student: - 1. The students were asked to repair the playing field. Both were repaired 2. Toilets and water tanks were asked to be cleaned periodically. Toilets and water tanks are cleaned periodically and their dates are marked. 3. Faculty-student interaction may be Learning Management Which enables the mutual interaction be made System through interactive enhanced. Smart class effective between faculty a nd student was programmers may activities which enables the mutual encouraged. Smart Class rooms, Video interaction be made effective. Conferencing etc. was made effective by use of ICT. Teacher :- 1. Teacher faculty suggested adding reference books in Library. Many reference books wee purchased. 2. There were suggestions to make the campus-fi devices have been installed in the campus, but the entire campus has not been wi-fi yet. 3. Giving employment information to the student and For this, a student counseling committee has solve their problems. been formed in the college. Parent: - 1. Due to the college being 3. kilometers away from the city, Stoppage have been made to stop the Auto. children have to face the problems there. 2. Giving information about childrens activity. Messages are sent and meeting are held. 3. Make the teaching more practical Courses certified by Courses certified by boards like CSTRI based boards like .

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|---|---|---|---|
| BA | arts | 3324 | 4550 | 3246 |
| BCom | commerce | 129 | 135 | 122 |
| BSc | science | 624 | 720 | 560 |
| MSc | chemistry | 23 | 25 | 20 |
| MA | pol science | 66 | 93 | 63 |
| MA | history | 67 | 85 | 63 |
| View File | | | | |

## 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2015 | 4077 | 156 | 33 | 21 | 21 |

## 2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 18 | 17 | 27 | 0 | 0 | 0 |
| View File of ICT Tools and resources | | | | | |
| No file uploaded. | | | | | |

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

Student mentoring system is working. For this, each faculty member is playing his role. 1. Problems of each student are solved by listening to their problems. 2. They are motivated by competitive examination and sports. 3. Students who cannot afford the fee are given jointly by the faculty members. 4. Textbooks are also provided. 5. Intelligent students are motivated and also honored at the annual function. 6. Jointly by the College of Students and Faculty Members, many tasks are done for the college, such as college cleaning, biodegradable Andon-biodegradable waste segregation, plantation and water saving. 7. Carefully listen to exam related and other problems and solve them in the best w ay. 8. Many activities are carried out simultaneously by the student and faculty members. Such as - sports, cultural programs, blood donation and quiz etc.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|---|---|---|
| 4074 | 54 | 1:75 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|---|---|---|---|---|
| 60 | 55 | 5 | 51 | 30 |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2015 | DR. SHIV SHARAN kAUSIK | Associate Professor | UGC INTER UNIVERSITY CENTRE FOR HUANITIES AND SOCIAL SCIENCES |
| 2015 | DR. RAJNI MEENA | Assistant Professor | STATE AWARD OF NSS |
| View File | | | |

## 2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination | Date of declaration of results of semester- end/ year- end examination |
| --- | --- | --- | --- | --- |
| MA | HISTORY | 2015-16 | 13/05/2016 | 16/09/2016 |
| MA | POL. SCIENCE | 2015-16 | 19/07/2016 | 30/06/2016 |
| MSc | CHEMISTRY | 2015-16 | 10/06/2016 | 30/07/2016 |
| BSc | NILL | 2015-16 | 27/04/2016 | 03/06/2016 |
| BCom | NILL | 2015-16 | 08/04/2016 | 27/06/2016 |
| BA | NILL | 2015-16 | 22/05/2016 | 15/06/2016 |
| [View File](#) | | | | |

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

Evaluation or assessment of student learning is usually done using the quizzes, homework, assignments, projects etc. 1. According to the monthly syllabus prepared by Department of college education (DCE), Jaipur, the topics are being taught in class, which is benefiting the students. 2. According to the monthly time table prepared by DCE, monthly test is being taken which is of 20 marks. From this, students are getting benefit exam preparation of several competitive examinations related to employment is being done through the Competition Efficiency Program. Under this programmed, GK exam was taken in which students participated with enthusiasm. 4. Lesson is being provided by post graduate students through PPT. 5. The information of exam and other information is given by messages. 6. If any student has any kind of problem, the entire college staff sits together and tries to solve it. 7. An attempt is made to solve the problem related to each students topic. 8. A meeting is held with the parent of the students. Parents are given information about students study and other activity. Suggestions are also received from the parents that how the college atmosphere can be improved.

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

The institution ensures effective time management and timeliness. It receives the university given timeline and adheres to it. ? at the commencement of the session, the class wise timetable is pasted on the notice board of the college. In this, room number, time, day and lecturers name etc. are indicated. The class time table is also uploaded to the web-link. ? Committees are made by the principal to make the exam fair smooth. Each committee performs its own functions. ? For the science stream, the college conducts assessment of the students in three different components - theory, practical and viva-voce. The pattern and the marks distribution of all the components is as per the university norms. ? The tentative dates of activities of NCC, YDC and Placement Cell are also given in the academic calendar. Schedule of other activities such as Parent-given in the academic calendar. Schedule of other activities such as Parent-teacher meeting, College social and other cultural programmed, College sports etc. are also provided in the academic calendar. ? The result of the examination of each subject is declared by the university, which is pasted on the notice-board.

## 2.6 – Student Performance and Learning Outcomes

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

https://hte.rajasthan.gov.in/dept/dce/raj_rishi_bhartrihari_matsya_university_a
lwar/govt._college_rajgarh_(alwar)/uploads/doc/2015-16%20program%20outcome%202.
6.1%20N%20-%20Copy.pdf

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| NILL | BA | ARTS | 871 | 785 | 90.12 |
| NILL | BCom | COMMERCE | 47 | 46 | 97.87 |
| NILL | BSc | SCIENCE MATH BIO | 171 | 161 | 94.15 |
| NILL | MSc | CHEMISTRY | 8 | 2 | 25 |
| NILL | MA | POL.SCIENCE | 53 | 45 | 84.90 |
| NILL | MA | HISTORY | 53 | 45 | 84.90 |

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## 2.7 – Student Satisfaction Survey

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

https://hte.rajasthan.gov.in/dept/dce/raj_rishi_bhartrihari_matsya_universit
y_alwar/govt._college_rajgarh_(alwar)/uploads/doc/SSS%202015-16.pdf

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|
| Major Projects | 0 | NILL | 0 | 0 |

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### 3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|---|---|---|
| HUMAN RIGHTS AND CHALLENGES | POLITICAL SCIENCE | 30/01/2016 |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|---|---|---|---|
| BEST NSS AWARD | DR RAJNI MEENA | DCE JAIPUR | 15/02/2015 | STATE LEVEL |

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| 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year | | | | | |
| --- | --- | --- | --- | --- | --- |
| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
| nill | nill | nill | nill | nill | Nill |
| No file uploaded. | | | | | |

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
| --- | --- | --- |
| 01 | 0 | 0 |

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

| Name of the Department | Number of PhD's Awarded |
| --- | --- |
| nill | 0 |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
| --- | --- | --- | --- |
| National | ECONOMIC | 1 | Nill |
| National | GEOGRAPHY | 8 | Nill |
| National | HINDI | 3 | Nill |
| National | HISTORY | 2 | Nill |
| National | POL. SCIENCE | 6 | Nill |
| National | SANSKRIT | 2 | Nill |
| National | SOCIOLOGY | 1 | Nill |
| National | CHEMISTRY | 2 | Nill |
| National | ZOOLOGY | 1 | Nill |
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### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
| --- | --- |
| SANSKRIT | 2 |
| POL SCIENCE | 2 |
| GEOGRAPHY | 3 |
| View File | |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
| --- | --- | --- | --- | --- | --- | --- |
| POLLUTION GROWTH | DR. JAGPHOOL MEENA | PERIODIC RESEARCH | 2015 | 13 | PG COLLEGE RAJGARH (ALWAR) | 20 |

| mewat ks aadhunik kabir lard | DR. DESH RAJ VERMA | CHIRAG - E - MEWAT | 2015 | 1 | PG COLLEGE RAJGARH (ALWAR) | 2 |
|---|---|---|---|---|---|---|
| MEDIA OR SMAJ KE AADHUNIK UTTAR AADHUNIK UTTA - SROKAR | DR. DESH RAJ VERMA | CHIRAG - E- MEWAT | 2015 | 6 | PG COLLEGE RAJGARH (ALWAR) | 8 |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| NILL | NILL | NILL | Nill | 0 | 0 | 0 |

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

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 42 | 163 | 0 | 0 |
| Presented papers | 36 | 124 | 0 | 0 |

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**3.4 – Extension Activities**

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| NATIONAL UNITY CAMP | NSS | 25 | 323 |
| BLOOD DONATION CAMP | NSS | 28 | 326 |
| NSS CAMP | NSS | 25 | 350 |
| INAUGURATION AND ORIENTATION PROGRAM | NSS | 25 | 316 |
| PLANTATION PROGRAM | NSS | 27 | 347 |

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

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|

| INTER COLLEGE ATHLETICS | 1st | RRBMU | 7 |
|---|---|---|---|
| INTER COLLEGE ATHLETICS | 2nd | RRBMU | 3 |
| INTER COLLEGE ATHLETICS | 3rd | RRBMU | 9 |
| View File | | | |

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|
|  | NSS GOVT COLLEGE RAJGARH ALWAR | CLEAN INDIA WEEK | 34 | 353 |
|  | NSS GOVT COLLEGE RAJGARH ALWAR | INTERNATIONAL YOGA DAY | 16 | 88 |
|  | NSS GOVT COLLEGE RAJGARH ALWAR | WORLD AIDS DAY | 13 | 325 |
|  | NSS GOVT COLLEGE RAJGARH ALWAR | GANDHI JAYANTI | 16 | 316 |
| View File | | | | |

## 3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| GEOSCIENTIFIC SURVEY EMPLOYEMENT PROGRAM | 30 | BOYS FUND | 1 |
| View File | | | |

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| YDC BLOOD DONATION CAMP | INSTITUTIONS | GOVT ARTS COLLEGE ALWAR | 12/01/2016 | 12/01/2016 | 35 |
| View File | | | | | |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| IGNOU | 22/08/2016 | DISTANCE LEARNING | 190 |
| VMOU | 11/02/2016 | DISTANCE LEARNING | 745 |
| View File | | | |

# CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 232000 | 10000 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Seminar halls with ICT facilities | Existing |
| Video Centre | Existing |
| View File | |

## 4.2 – Library as a Learning Resource

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

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| NILL | Nill | NILL | 2021 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 27436 | 405000 | 476 | 222467 | 27912 | 627467 |
| Reference Books | 10765 | 211000 | 0 | 0 | 10765 | 211000 |
| Others(specify) | 28 | 6000 | 0 | 0 | 28 | 6000 |
| Journals | 9 | 2000 | 0 | 0 | 9 | 2000 |
| View File | | | | | | |

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| NILL | NILL | NILL | Nill |

**4.3 – IT Infrastructure**

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 14 | 1 | 14 | 14 | 1 | 5 | 14 | 300 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 14 | 1 | 14 | 14 | 1 | 5 | 14 | 300 | 0 |

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

30 MBPS/ GBPS

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| NILL | NILL |

**4.4 – Maintenance of Campus Infrastructure**

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| 180000 | 0 | 0.35 | 0 |

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

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meeting of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories as The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises Library- The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out /resolved by the library committee. Classrooms-The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. With the help of the two full time

sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner. There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

https://hte.rajasthan.gov.in/dept/dce/raj_rishi_bhartrihari_matsya_university_alwar/govt._college_rajgarh_(alwar)/uploads/doc/2015-16%204.4.2%20support%20facilities%20N%20-%20Copy.pdf

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | NILL | 0 | 0 |
| Financial Support from Other Sources |  |  |  |
| a) National | SCHOLARSHIP FROM STATE GOVT | 2455 | 12275000 |
| b)International | NILL | 0 | 0 |
| View File |

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

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| INTERNATIONAL YOGA DAY | 15/06/2015 | 88 | NILL |
| View File |

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| Nill | NILL | 0 | 0 | 0 | 0 |
| No file uploaded. |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| 0 | 0 | 0 |

### 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |

| NILL | 0 | 0 | NILL | 0 | 0 |
|------|---|---|------|---|---|

**No file uploaded.**

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

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|------|------|------|------|------|------|
| Nill | 0 | NILL | NILL | NILL | NILL |

**No file uploaded.**

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

| Items | Number of students selected/ qualifying |
|-------|------|
| Nill | 0 |

**No file uploaded.**

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

| Activity | Level | Number of Participants |
|----------|-------|------|
| ATHELETICS CRICKET | ALL INDIA | 30 |
| ATHELETICS | INTER COLLEGE | 62 |
| | View File | |

## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|------|------|------|------|------|------|
| Nill | ATHELETICS | National | 12 | Nill | NILL | NA |
| | | View File | | | | |

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

Elections for student union in college are held every year in the month of august. These elections are conducted for president, vice president, general secretary and joint secretary. Elected student union plays a dominant role in many activities related to fine arts, sports and other co-curricular activities of the department and the students. Student members of the associations also observe important days like National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, Farewell Party, Joy of giving Week, World Literacy Day, World AIDS Day, World Kidney Day etc. Being a part of the organizing team of the Blood Donation Camp held each year in the college premises along with the NSS Units of the college. The students union helps students in filling the exam from, during admission time and in other works.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college Alumni Association conducted an Alumni meet in 11sep. 2016.

| Guidance to present students in academics and personal life Conducted value added course for students Assistance in placing the students. To share information with the former students about the developments in the college and to receive feedback to tune the college to the needs of the society. To solicit support for ventures in the college especially for scholarships, sponsorships, medals and foundations for the education of the marginalized. To collaborate with the college in organizing academic and cultural festivals, seminars, workshops and to be a part of the Board of Studies. To link the college with industries, centers of consultancy, research and placement and thus develop a brand for the college. |
| --- |

5.4.2 – No. of enrolled Alumni:

| 150 |
| --- |

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

| 0 |
| --- |

5.4.4 – Meetings/activities organized by Alumni Association :

| General Assembly Date:11.09.2016 A meeting of the alumni of Government College Rajgarh (Alwar) was organised on 11.09.2016 in the College campus. The meeting was presided over by Shri R. D. Meena. In the meeting, Government College Rajgarh Alumni Society was formed unanimously whose first executive body was elected as follows1. President-Shri R.D.Meena 2. Vice President-Nandlal Bairwa 3. General Secretory-Dr.Ravi kumar Vijay 4. Treasurer-Shri Narayan lal Verma 5. Joint Secretory- Madan lal Sharma 6. Cultural Secretory-Khemsingh arya 7. Organisation Secretory-Narendra avasthi 8. Members(04)-Dulichand Meena - Shivdayal Meena - Vijay kumar Goyal - Amar Singh On 12-10-2016, a meeting of the executive members of thee Alumni Society of Government P.G. College, Rajgarh (Alwar) was held in, the societys office. In this meetin8, the following decisions were taken by consensus1. During the inspection of the proposed NAAC team in the college, the officers of the society will present their aspect by being present in the college. 2. Alumni meet will be organized on the occasion of Golden Jubilee year of the college in the session 2017-18. 3. In the Session 2017-18, career counselling will be organized for the guidance of the current students of the college. 4. Year wise database of alumni will be prepared. 5. It has been decided to invite all the office bearers of the alumni as well as the alumni serving on the important posts in the state and civil service for guidance and discussions with them. |
| --- |

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

| The decentralized governance model is evident in every sphere as each department/faculty functions as a separate sub-unit, in deciding and implementing the student-centric programmed and activities. Principal is the administrative and academic Head, followed by voice principal and department heads. The principal meetings of the department are held often consider the recommendations are sent to the principal, the principal in consultation with all department heads the final decision is arrived at. The college follows all such norms laid down by the Government of Rajasthan and UGC in Academic and administrative Aspects. The case study related to such Participative management is stated as follows: - 1. N.S.S. camp is held once in a year, the N.S.S. committee conducts a meeting to decide the place/venue, dates and that is provided as per the convenience and discussion with the principal. The responsibility rests with the N.S.S. programmer officer. The decision between |
| --- |

participative the survive of meeting is conducted to arrive the decision. 2. The examinations are carried out periodically throughout the year for which there is separate examination department. The CEO is in charge of examination department, the administrative heads are the office employees. They conduct regular meetings and approved by principal thus the participative arrangements is being followed in decision making. 3. The participation of students in Sports, NSS, NCC, extracurricular activities is encouraged in order to attain overall development of students. 4. The cultural committees promote to the students to actively participate in drama competitions and debating oratory competitions outside the college in various competitions. 5. All in- charge of admission committee see the work of admission of their stream.

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

Yes

## 6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
|---|---|
| Teaching and Learning | Teaching and learning is a process that includes many variables. These variables interact as learners work toward their goals and incorporate new knowledge, behaviors, and skills that add to their range of learning experiences. 1. At the beginning of the session, a class time table is prepared for teaching in class, according to which class is taken by each teacher. The timetable is pasted on the notice board to inform all the students. 2. From time to time, experts are invited in NSS and YDC to get lecturers on knowledgeable and interesting topics. 3. Projectors and YouTube channels are also used to teach students. 4. Lessons are given by PG students through ppt. They are also given assignments on many topics. 5. Monthly tests of subjects are taken by faculty members. 6. Toppers of all classes are a warded at the annual function |
| Curriculum Development | Curriculum development is defined as planned, a purposeful, progressive, and systematic process to create positive improvements in the educational system. 1. Learning to Build curriculum Focus on the Students 2. Ask for Help 3. Choose a Supportive Program 4. Schedule Planning Time 5. Remember U-turns are Allowed 6. Plan for Feedback and Assessments |

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

| E-governace area | Details |
|---|---|
| Planning and Development | Implemented SMS system for dissemination of information including |

| | |
|---|---|
| | regular notice to all students stakeholders. |
| Administration | With the help of developed technological world college staff uses the same for administration purpose. Such as use of Smartphone with inbuilt social app like Gmail and WhatsApp. They share the notes to students. It helps to provide the brief notice of any event to be happened on college. WhatsApp Group for awareness and of smooth functioning of the same. The college have Biometric attendance for teaching and non-teaching staff. The college campus id equipped with CCTV Cameras at very place of need. |
| Finance and Accounts | The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure. |
| Student Admission and Support | The admission of students is done based on the norms laid down by the University of RRBMU and college education. Committees are formed by the principal to see all the work related to the admission. Under these committees comes the committee on Arts, commerce and Science. In-charge of these committees is also made. Who looks after the work related to the admission and keeps the document safe. All information related to admission is given on the college notice board, newspapers and web link. |
| Examination | The examination of students is done based on the norms laid down by the University of RRBMU and college education. Similarly, committees are formed by the principal to look into the tasks related to the exam. Who look after all the tasks related to the exam and keeps their documents safe. The time table related to the exam is put on the notice board. The information related to this is communicated to the students by web-link and message. |

## 6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended | Name of the professional body for | Amount of support |
|---|---|---|---|---|

| | | for which financial support provided | which membership fee is provided | |
| --- | --- | --- | --- | --- |
| Nill | DR. P.C. MEENA | WORKSHOP | organized INSTITUTION | 500 |
| Nill | Dr. Anil Kumar Sharma | WORKSHOP | organized INSTITUTION | 500 |
| 2015 | Dr. Jairam Bairwa | WORKSHOP | organized INSTITUTION | 500 |
| Nill | DR. BHARAT LAL MEENA | WORKSHOP | ORGANIZED INSTITUTION | 500 |
| View File | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
| --- | --- | --- | --- | --- | --- | --- |
| Nill | NIL | NIL | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | | |

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

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
| --- | --- | --- | --- | --- |
| Human Resource Development Programme | 1 | 18/07/2015 | 18/08/2015 | 21 |
| Human Resource Development Programme | 1 | 18/07/2015 | 18/08/2015 | 21 |
| View File | | | | |

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

| Teaching | | Non-teaching | |
| --- | --- | --- | --- |
| Permanent | Full Time | Permanent | Full Time |
| 54 | 54 | 19 | 19 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
| --- | --- | --- |
| ORIENTATION PROGRAM, REFRESHER PROGRAM, MEDICAL FACILITY | SHORT TERM TRAINING PROGRAM MEDICAL FACILITY | SCHOLARSHIP, KONYASHREE, YUVASHREE, HALF FEE, HOSTEL |

**6.4 – Financial Management and Resource Mobilization**

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

THE INSTITUTE CONDUCTS FINANCIAL AUDIT BY OUR INTERNALACCOUNTS STAFF AS WELL AS AN AUDIT BY THE REGISTERED CA FIRM AT THE END OF EACH FINANCIALYEAR.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| NILL | 0 | NILL |

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6.4.3 – Total corpus fund generated

| 0 |
|---|

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | NILL | No | NILL |
| Administrative | No | NILL | No | NILL |

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

1. College community-connect programmed:- Through this program, the teachers communicate with the parents of the students. The parents are concerned with the problems of children and their solutions are taken out. 2. Class attendance:- Students whose presence is less than 75, their parents are called to college and find out the reason for this. If there is any problem in attending the class, then an attempt is also made to remove it. 3. Related to poor students:- Poor students who cannot buy books and cannot submit their admission and exam fees. They are helped.

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

1. Computer Training of the office staff so that they are able to handle the online admission and registration of students. 2. RACE programmed. 3. Use of PPT during lectures.

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

1. FEEDBACK OF STUDENTS AND PARENTS. 2. CYCLE STAND FACILITY FOR STUDENTS. 3. ANY OTHER FACILITIES FOR GIRLS AND BOYS.

6.5.5 – Internal Quality Assurance System Details

| a) Submission of Data for AISHE portal | Yes |
|---|---|
| b)Participation in NIRF | Yes |
| c)ISO certification | Yes |
| d)NBA or any other quality audit | Yes |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| Nill | CONDUCT PARENT | 16/02/2016 | 12/10/2016 | 12/10/2016 | 450 |

| | |
|---|---|
| **TEACHER MEETING** | |

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| **RANGOLI** | **10/07/2015** | **10/07/2015** | **45** | **50** |

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

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| **WATER HARVESTING SYSTEM** |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| **Physical facilities** | **Yes** | **28** |
| **Provision for lift** | **No** | **Nill** |
| **Ramp/Rails** | **Yes** | **28** |
| **Braille Software/facilities** | **No** | **Nill** |
| **Rest Rooms** | **Yes** | **28** |
| **Scribes for examination** | **No** | **Nill** |
| **Special skill development for differently abled students** | **Yes** | **28** |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|
| **2015** | **10** | **8** | **01/04/2015** | **Nill** | **NILL** | **NILL** | **Nill** |

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| **NA** | **Nill** | **NA** |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|

| | | | |
|---|---|---|---|
| PLANTATION PROGDRAM | 16/07/2015 | 16/07/2015 | 374 |
| INAUGURATION AND ORIENTATION PROGRAM | 10/08/2015 | 10/08/2015 | 341 |
| NSS CAMP | 12/02/2016 | 19/02/2016 | 375 |
| BLOOD DONATION CAMP | 02/10/2016 | 02/10/2016 | 348 |
| NATIONAL UNITY CAMP | 31/10/2016 | 06/11/2016 | 350 |
| [View File](#) | | | |

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

The College campus consists of profound greenery and a well managed garden. Cleaning of campus is a routine job of NSS students. NSS has a special programmed on Briksha Roapn or tree plantation. students of final year are encouraged to prepare different projects on environmental conservation, preserving biodiversity and methods of reducing different forms of environmental pollution. The Rain water harvesting is done in the college campus.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.Environamantal awareness and Plantation programme was organized in the College. 2. Blood donation camp and awareness programme.

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

https://hte.rajasthan.gov.in/dept/dce/raj_rishi_bhartrihari_matsya_university_alwar/govt._college_rajgarh_(alwar)/uploads/doc/2015-16%20BEST%20PRACTICES%20N.pdf

## 7.3 – Institutional Distinctiveness

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

Vision: The institution is to educate, empower and promote intellect through learning, towards individual growth and social progress. Our mission is to develop a harmonious and symbiotic relation between the institution and society at large by providing the students with a conducive environment for sustaining the all – round development of their physical, intellectual, aesthetic, spiritual and social abilities, the remind objective is to install self – confidence, integrity, honesty, social responsibility and a spirit of adaptability to global changes among the students to help them to leaves, grow and evolve to realize their aspirations. Thrust • To provide need based quality higher education to students, hailing from rural background • To facilitate critical thinking and creativity. • To impart knowledge and skill for the development of the self through value based education. • To reach out to the diverse and varying needs of the society.

| Provide the weblink of the institution |
|---|
| https://hte.rajasthan.gov.in/dept/dce/raj_rishi_bhartrihari_matsya_university_alwar/govt._college_rajgarh_(alwar)/uploads/doc/2015-16%207.3.1%20INSTITUTIONAL.%20N%20-%20Copy.pdf |

## 8.Future Plans of Actions for Next Academic Year

 Organize Seminar and Workshop Organize Book Fair Organize Rojgarmela To publice in house journal of every department Arranging educational tours for Arts departments for enjoining learning