



**Government Girls College, Chomu**  
**Jaipur**  
**The College Handbook**



**(Established in 1999)**

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## **1. GENERAL INTRODUCTION**

In its infancy, the Government Girls College, Chomu, was commenced in Government Maheshwari Secondary School, Chomu as there was no building available earmarked for the college. This college was inaugurated on 7th July 1999 at the hands of Shri Bhagwan Sahai Saini, Hon'ble MLA. The Jaipur Development Authority allotted 5.01 hectares of land to the college possession of which was obtained by the college authorities on 4th September, 2002. The foundation stone of the present building of the college was laid on 3rd February 2006 by Hon'ble Shri Ghanshyam Tiwari, the then-Education Minister of Rajasthan and also the new building was inaugurated by him on 21st February 2007.

Government Girls College Chomu is situated on the National Highway No. 52 (Jaipur-Bikaner), in Chomu town, about 33 km from Jaipur. The objectives of the college are to bring out and groom the hidden talents among the students by facilitating them with the latest means of higher education in their chosen fields of study. Currently, at the undergraduate level, the college runs classes in all three faculties i.e. Arts, Commerce and Science. The college has well-equipped laboratory facilities for both the Arts and Science faculties. The college also runs postgraduate classes in History, Hindi and Political Science for the Faculty of Arts, and also in Chemistry for the Faculty of Science. The college has been able to create an environment for the students that not only inspires them to excel in their studies but also shapes their character to make them better human beings. The college encourages its students to participate in co-curricular such as literary activities and also in extracurricular activities such as sports etc. Academically also, our students are par excellence with results more than 95% across the faculties and have participated in sports like Kho-Kho and Baseball at the national level competitions. Presently, more than 2420 girls have been enrolled as the regular students in various faculties. The college has given many talented students to the world who have created their niche in politics as well as in administrative services. Many alumni of the college have joined different professions like Professors, Teachers and Chartered Accountants. The College endeavours for inculcating the humane character, intelligence and self-sustaining personality in the students in the path towards preparing them for the today's competitive world. The college woes to maintain its great ethos and excellent work culture.

## **2. VISION & MISSION**

### **VISION:**

To mould, equip and empower young minds for achieving physical, intellectual, social and spiritual potential as individuals and responsible citizens.

To extend the horizon of women's education.

To enlighten students through instilling a deep and lasting respect for the world of the mind, steadfastness of values and commitment to social concerns.

To empower students and cultivating their abilities through capacity building.

### **MISSION:**

Holistic development of the personality of students and tapping their full potential.

To provide ideal academic atmosphere for the pursuit of academic excellence in higher education in Science, Commerce and Arts.

To create an enabling environment for participation of women in the public domain.

To impart pertinent knowledge to face current competitive world.

To disseminate knowledge to foster their analytical thinking.

To organize extension activities for community development focusing on civic responsibilities, social awareness and value-based education.

### **3. INSTITUTIONAL PROFILE**

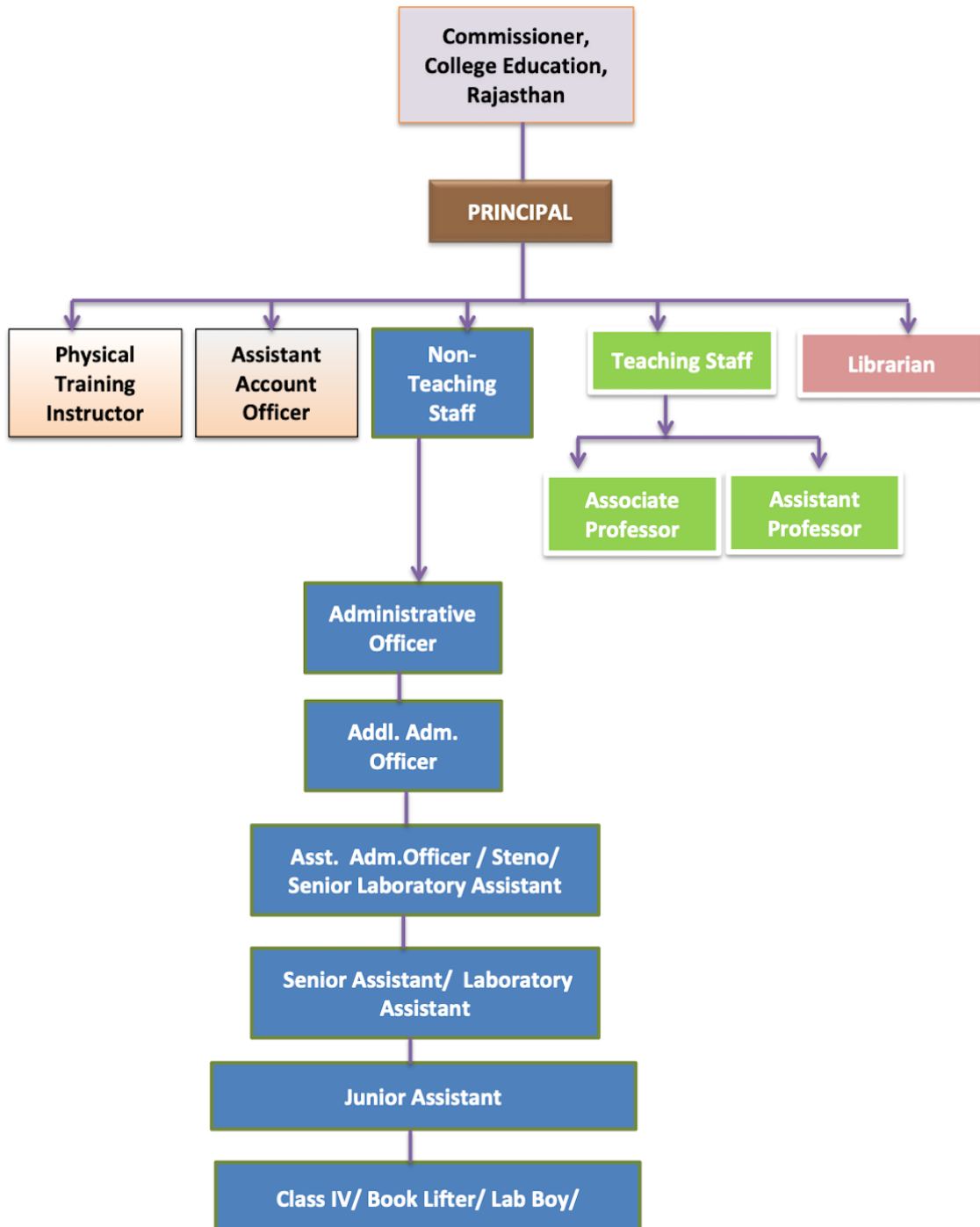
To accomplish this vision and mission, the college has a defined organizational structure for effective decision-making and execution of responsibilities. The college has sought to maintain its ideals and tradition and made continuous efforts to bring innovations in teaching-learning methodology. The college has been striving to augment its physical and IT infrastructure thereby enhancing teaching-learning standards.

As the college is a government institution, the Commissionerate of College Education Rajasthan, Jaipur regulates it and gives directions to the Principal to take the required steps to follow and execute the government decisions and policies. Instructions and circulars from the Commissionerate and College are communicated to faculty members through the college Email ID and circular page of the website of the Commissionerate.

The principal is the head of the institution who decentralizes duties through various committees and cells. The senior faculty members are given charges of the Establishment section, Accounts section and Academic section to carry out various administrative responsibilities. The Heads/ In-charges of various departments act so by virtue of their seniority and are responsible for the functional activities of the Departments. Regular meetings of the College Development Committee and stakeholders play a significant role in overall governance viz. planning, deployment, monitoring and execution of agendas pertaining to development, teaching, social responsibilities, and innovative practices.

## GOVERNMENT GIRLS COLLEGE, CHOMU (JAIPUR)

### Organogram of the Administration of College



#### 4. INSTITUTIONAL PEDAGOGICAL APPROACH

The college follows the path of human value shown by great Indian philosophers like Swami Vivekanand, Mahatma Gandhi, Baba Saheb Ambedkar, etc. Teaching has been made more effective with the support of experimental learning and field visits. To accomplish this idea, the college has organized various activities through the Cultural and Literary Committee. The students are inspired by addresses given by the principal and guest speakers on the occasion of the commemoration of various days. To inculcate values like National Integrity, bravery, unity, patriotism socialism, cultural awareness, etc. Among students, a number of activities have been organized. A perfect vision is initiated to propagate moral, educational and socio-cultural values, nationality and thoughts of the great personalities of the world. Various activities to sensitize students and employees to the constitutional obligation, values, rights duties and responsibilities of citizens have been included in the institutional academic calendar. Students are motivated to take part in various activities through NSS Units, Ranger Units, YDC, Innovation Cell, and Sports Committee. The Departments of Geography, Zoology, Botany and Home Science have organized study tours and industry visits that make them understand the importance of the rights and duties of citizens. The college also makes them aware of constitutional values by conducting lectures on human rights and the constitution of India.

Youth is the most important and dynamic segment of the population. It is believed that developing countries with large youth populations could have tremendous growth, provided they invest in young people's education, and health and make them aware of their rights and responsibilities towards society and nation. We can undoubtedly say that today's youth is tomorrow's innovators, builders and leaders. They have the power to change the nation.

To inculcate tolerance and harmony among students, the college encourages them to participate in various activities for hands-on learning and enriching their experience through activities that provide different perspectives to look at society and promote cultural values. Some of these include the *Aanandam* programme, introduced as a compulsory course for students in this session, aimed to instil the 'joy of giving and sharing' in young people through community participation. Faculty members, appointed as Mentors for this programme, engaged students by working on numerous issues such as taking charge of environmental issues and cultural diversity, looking after elderly people, addressing local social issues, etc. NSS units organized activities like awareness campaigns, educating children and women in a nearby adopted

community for communal, cultural, and socio-economic harmony, gender sensitization and mask distribution during COVID-19 pandemic. Our rangers have contributed significantly during the COVID-19 pandemic to serve society by making people aware to take proper precautions to prevent the spread of COVID-19. Ek Bharat Shreshtha Bharat: To help students understand and respect cultural, regional and communal diversity, the institution has been successfully implementing the EBSB program of the government. Its various activities include quizzes and poster making of the sister-state (Assam). A sentence in the Assamese language was uploaded daily on the website for fifty- The college strongly believes that unless the present generation of youth is not sensitized about the significance of the duties and responsibilities of a citizen, they are not able to contribute to the development of the nation. The constitution of India is an inclusive constitution of the largest democracy in the world. By common endeavour of students and staff, the institution promotes an understanding of values, rights and duties laid down in our constitution. The college encourages students to know about our fundamental duties and rights, human rights related to peace and non-violence, awareness about the right to information, right to education and several other constitutional features which help in effective governance giving them a deep insight into the framework of our constitution. The College has run a fortnight campaign to spread awareness about Sanitization and prevention of the spread of COVID-19. During this campaign, face masks were distributed in different localities; posters of guidelines for COVID-19 were displayed in public places. The Human Rights Club has aimed to spread awareness about moral values, rights and duties and inculcate a sense of responsibility among students through the SVEEP (Systematic Voters' Education and Electoral Participation) programme.

## **5. MODERNIZATIONS & BEST PRACTICES**

As this is an institution for girls, women constitute the total strength and the majority of students come from nearby villages and hamlets with limited available transportation facilities. Providing education and sports facilities, encouraging them to set and achieve their goals and developing confidence in these rural students is the motto of the institution. The institution identifies the need to enable them to respond to the challenges, confront their traditional roles and change their life for betterment by educating these women. The institution is a post-graduate college with Science faculty (Chemistry) as well as Arts faculty (History, Political Science and Hindi Literature) and offers UG programmes in all three faculties viz. Science, Arts and Commerce and follows the calendar set by the Commissionerate of College



Education, Government of Rajasthan and syllabi prescribed by the university to which it is affiliated.

### Best Practice 1: Women Empowerment

The empowered women are powerful beyond measure and confident beyond description. “There is no tool for development more effective than the empowerment of women”, says Kofi Annan. The institution, being a girls’ college, works to provide a plethora of platforms at college to boost the confidence and groom the personalities of students of the rural backdrop. The biggest objective of imparting education is that every girl child should hold a position in society either by getting a job or by becoming self-reliant.

The other significant objectives of the practice follow thus:

1. To create a free and fair environment for women’s education
2. To encourage students to participate in the decision making
3. To aware students of human rights and fundamental freedom for equal rights and opportunities
4. To address the issues related to women’s safety, health, hygiene, employment etc.
5. To provide student-centric practices for holistic development.

Being an institution for girls, women constitute the total strength and the majority of students come from nearby villages and hamlets with limited available transportation facilities. Providing education and sports facilities, encouraging them to set and achieve their goals and developing confidence in these rural students is the motto of the institution. The institution identifies the need to enable them to respond to the challenges, confront their traditional roles and change their life for betterment by educating these women. The college has been continuously striving to uplift the status of women through education, training and creating awareness. The mission of our institution is to impart education and the overall development of students. In response to the aforesaid agenda, our college, Government Girl’s College, Chomu, has organized several productive programmes for developing skills among students as well as faculties. It conducts diverse activities to educate and empower them in different spheres of life be it education, sports, or entrepreneurship. In order to educate women's safety rights, various awareness campaigns and drives have been organized by the faculty with the joint collaboration of the police department. The NSS team of the college organized a program

for basic awareness of cybercrime to protect the rights and duties of women as a part of women empowerment. The police department of Chomu explained how to use personal information and data on mobile/Laptops/Computers so that cybercrimes against them could be avoided. Apart from this, excellent sports infrastructure is provided by the institution. Numerous sports and games competitions are organised by the institution which helps students to gain confidence and identify their talents and capabilities. Additionally, we encourage students to participate in state and national-level competitions and take up sports-related careers. Various online workshops and practical training have been conducted by the Home Science department such as textile dyeing and printing workshop, practical training in fresh and dry flower arrangements, culinary skills and Faculty Development Programmes. We also have a strong mentor-mentee system which helps students to get their issues resolved. The students of the college have participated in various district and state-level competitions in debate, essays, sports and cultural programmes. A number of players have been selected for the team of the University of Rajasthan and have won accolades for the college. The former students of the college are placed in reputed job profiles and various positions. The list of successful college alumni is everlasting be it in education, social service or entrepreneurship.

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#### **Best Practice 2: ENVIRONMENTAL CONSCIOUSNESS**

The college has run a number of campaigns and rallies to spread awareness and execute practices to save and conserve the environment. The NSS units and Ranger units of the college have played an active role in promoting environmental conservation in society in general. The Department of Botany conducts class workshops for the students to explain and make them understand the economic and medicinal value of plants through displays of plants and detailed charts. Garbage boxes are kept on the college premises by the municipal corporation. Students have been encouraged to keep college premises, their houses and the locality clean. The use of plastic bags is avoided on campus and the authority has declared the entire campus a “No Plastic Zone” and a ‘No Tobacco Zone.’ Care is taken to ensure that the college environment has low levels of carbon emission and pollution levels so that the campus is healthy for all. The NSS units of the institution have played an active role in promoting environmental conservation

in society in general. NSS units organized the 'Harit Rajasthan' Program on 24 July 2017 and the plantation drive from 24th July to 29th July 2017. An awareness rally was conducted on 24th September 2019 to spread awareness about environmental consciousness as a part of the fortnight program of the 150th anniversary of Mahatma Gandhi (24-09-2019 to 08-10-2019). A cleaning drive has also been carried out by NSS volunteers and Ranger units from time to time. "Swacchta Pakhwada" has been organised from 02 October to 17 October 2020 by the college during which all students and staff members have contributed to cleaning the campus. The tree plantation drive is initiated in the campus and nearby areas by NSS volunteers, Rangers and through the Anandam programme. During this plantation drive, the college organized plantation programmes on the 15th of August Independence Day; on the 20th of August 2020 with the Judiciary Officers; on the 31st of August 2020 by the Sub Divisional Magistrate and NSS units and staff members. On 12th August 2021, NSS units and Ranger units organized a plantation programme with the guidance of the principal Dr. Kavita Gautam. In this activity, many students, teaching staff and non-teaching staff participated and took the pledge to keep our environment green and clean.

A field trip was undertaken by the students of the Department of Science to Smriti Van which is located in Jaipur, under the guidance of the faculty members in 2017. The field trip was conducted to give students a field-based study on the importance of eco-tourism in providing a means of livelihood to the people.

Students have also contributed to protecting and conserving the environment in many ways:

- Students have been motivated to keep the environment of their houses healthy by growing plants such as medicinal, ornamental and vegetable plants which can be easily grown. This practice inculcated the hobby of gardening among them.
- Students and staff are motivated to use jute bags or cotton bags.
- The students and staff have planted several tree saplings during various tree plantation programmes organized by the institution through the NSS units and all these trees are taken care of and maintained by the volunteers.
- Students have been inspired to pursue habits and practices like not spoiling and harming plants/trees during their visits to the garden and public areas and to love and respect nature.
- Medicinal plants and herbs are the treasure trove of the college.

## 6. INSTITUTIONAL DISTINCTIVENESS

The college is situated in the rural area of Jaipur district established in 1999. Higher educational institutes with economic education and reliable environment are rare in numbers. The college, being a state government institution (the only government college for girls in Chomu Tehsil) has a nominal fee structure and does not charge tuition fees. The most distinctive feature of the college is that it caters to educating the rural youth, especially girls/women coming from a poor socio-economic background where most of the population consists of agricultural backgrounds. This college is committed to the empowerment and upliftment of women. The college provides a perfect platform for students to develop their innovative skills by promoting a research-based teaching and learning process. Teachers always encourage and motivate students to understand topics through a research-minded approach that ensures a better understanding and provides a strong foundation for their future academics.

While preserving the enduring values of its mission of “To mould, equip and empower young minds” the institution focuses on imparting quality education to students ensuring students' participation in community service, nurturing critical thinking, developing soft skills, proficiency in communication and analytical skills as well as inculcating a sense of moral and social responsibility.

Faculty members are appointed through the Rajasthan Public Service Commission (RPSC), which ensures high-quality teachers, thus providing quality education under a nominal fee structure. Presently more than 90% of students enrolled in various disciplines are from rural backgrounds and 50% of students are first generation learners. The college was established with an inclusive approach to impart education in its true sense, to cater to the needs of socio-economically backward strata of society and above all enhance accessibility to knowledge. This objective is effectively accomplished with the help of qualified faculty and enthusiastic students.

The college provides an honest, trustworthy student-teacher relationship with a transparent management system and disciplined administration. Students do not face any discrimination, opportunities are equal for everyone. The green campus is plastic-free and tobacco-free. To provide quality education, college faculty members are duly qualified and trained to keep them updated. The efficient faculty members are supportive and ready to guide creative, talented and

hardworking students. Our institution works on a holistic approach while inculcating humane values as far as teaching-learning is concerned. The faculty is respected by society and by students. Besides developing a scientific temper through lab activities and innovative teaching, the institution also offers a platform to inculcate creative and critical thinking.

As far as the value system is concerned, students are from traditional families with humble socio-cultural values. The impact of the college environment is visible in a student's personality when compared to her entry and passing out of the college. They are provided exposure to IT-friendly and eco-friendly atmospheres. A large number of students participate in community service works through NSS, Ranger Units, the 'Aanandam' programme, etc. to make them learn their responsibility towards the society and nation. Students participate in various co-curricular and extra-curricular activities to help all round personality development. The students have opportunities to develop personalities through participating in cultural and literary activities. The NSS and Ranger units, aiming at developing socially responsible citizens, are active around the year.

We are working hard towards the inculcation of knowledge and ethical values among students. We aim to develop independent, courageous and confident women imparting a strong and significant contribution to the country.

## **7. CODE OF CONDUCT FOR STUDENTS**

Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.

Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.

Impersonation during roll call is a punishable offence.

Use of Mobile Phone during class hours is prohibited and is liable for punishment.

Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.

Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.

When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.

Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.

Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.

Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.

When assembled every class must consider itself responsible for the conduct of its members.

Students are forbidden from inviting friends from other institutions and outsiders to the College.

No posters are to be pasted or fixed with cello-tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.

Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.

Students must refrain from mishandling and tampering with library books or college computer systems.

The right to access Girl's Common Room is reserved to girls.

A student shall not commit or cause breach of peace inside and around the College campus.

Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.

Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the University of Calcutta related to ragging.

Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposed upon the whole class if the students responsible for such damage cannot be detected.

Habitual misconduct/repeated breach of the College Rules & Regulation will be considered a grave offence and will result in suspension/expulsion of the student with immediate effect.

## **8. CODE OF CONDUCT FOR TEACHING AND NON- TEACHING STAFF**

For Teaching Staff:

Adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.

Manage his/her private affairs in a manner consistent with the dignity of the profession.

Seek to make professional growth continuous through study and research, writing and decent conduct.

Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.

Co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and

Participate in extension, co-curricular and extracurricular activities including community service.

For Non-Teaching Staff:

Loyalty to the College by being punctual and reliable in all duties.

Integrity by being honest in words and actions.

Creating and maintaining strong relationships with students and staff:

Proper interactions with students.

Maintaining professional boundaries with students and staff.

Maintaining dignity by treating students with care and kindness.

Being supportive and cooperate with other staff members.

Fulfilling responsibilities by meeting the required standards for every assigned task.

Practise mutual respect, trust and confidentiality.

Practise justice by being committed to the well-being of individuals, the wider community and the common good of all people.

Must respect and maintain the hierarchy in the Administration.

Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.

Must not use unauthorised persons to perform official duties.



## 9. INSTITUTIONAL STRATEGIC GOALS

The functioning of the institutional bodies is effective and efficient as evident from policies, administrative setup, appointments, service rules and procedures. The college is administered by the Commissionerate of College Education, Rajasthan headed by the Commissioner. The senior members of the faculty are given charges of the establishment section, accounts section, and academic section. The staff members include teaching staff, office support staff, a librarian, a faculty of Physical Education and laboratory assistants. Various Committees are constituted for different assignments. A faculty of physical education organizes all sports activities. AAO and Accountant deal with the financial matters. Besides, many are recruited on a contractual basis via College Development Committee like the Security guards, Gardeners, *Safai Karmchari*, computer operators etc.

As the college is a government institution, it follows the rules, regulations, policies framed by the State Government (RSR). The staff is recruited by Rajasthan Public Service Commission/ Rajasthan Staff Selection Board. The regular promotions are decided on the basis of recommendations made by the Departmental Promotion Committee based on specific guidelines framed for the purpose. The college has framed the internal complaints committee, anti-ragging cell, grievances redressal cell, and anti-women harassment committee to look into complaints and solve such issues, if any, with full commitment, judiciously and without any biases. Besides, for grievance redressal related to Government Girls College, Chomu and Chomu Tehsil, anyone having a grievance can file a complaint on *Sampark Portal* from anywhere in India.

The college has a perspective plan for the overall development and effective implementation of its objectives. Some of the strategic planning areas include maintenance and augmentation of infrastructure, teaching and learning, human resource management, student welfare and support. The effective deployment of plans in these areas is well reflected in the following actions: The institution, being the oldest government institution of girls' education in the region, holds its significant place. The increasing number of students has posed a need to enhance the infrastructure facilities. The computer facilities with an Internet connection have been provided to almost all the departments. The construction of the boundary wall has been an important milestone in the augmentation of infrastructure. To meet the scarcity of fourth-grade employees, Peon and 'safari armchairs' were hired on a contractual basis.

The admission process has been online, as per the guidelines of the admission policy of the Commissioner of College Education, Rajasthan. The students are provided with the option to choose their subjects from a plethora of subject combinations available to them. The college continued the teaching-learning process through preparing and sharing Video lectures and contents with students on college WhatsApp groups even amid the pandemic in the assessment year. These lectures are also available on the YouTube channels and college webpage. The mentor-mentee system for each class was adopted to provide support and guidance to the students amid the situations of COVID-19.

## 10. INSTITUTIONAL STRENGTH

**FINANCIAL SUPPORT:** Since most of the youth belonging to local communities have rural and traditional backgrounds, along with weaker economic conditions, they seek easily accessible, low cost and quality higher education at an affordable fee in our college. For financial support, there are various scholarships like CM, Post-matric, Dev Narayan Scooty Yojana, National Scholarship for minorities, and Scholarships for disabled students, to assist students in getting through their education. *Kali Bai Bhil Medhavi Chhatra* Scooty Scheme is available for ST students.

Employment Cell and Rajiv Gandhi Vidyarthi Seva Kendra have organized various workshops and lectures to guide students for their careers, examinations, entrance exams, etc. In GYAN SUDHA- many students registered for free online coaching on competitive exams. Microsoft Office Specialist Training -Students were trained for Microsoft Office in 2018-19. Guidance for “Career in LIC”, and “Career in Banking Sector” were given by experts in the related fields. A visit and a workshop were organized at the Pearl Farming Centre, Kushalpur, Baasan.

COUNSELLING AND MENTORING CELL works to guide and encourage students to nurture their college aspirations. Many of the departments are engaged in counselling and mentoring of the students of their departments and randomly students seeking their guidance.

WOMEN CELL functions for gender sensitization towards social, legal and constitutional rights of women and conducts activities regarding women's health, safety, entrepreneurship and grooming as an umbrella cell. Rajasthan Rajya Mahila Niti Samiti organises talks, Medical

check-up Camps, lectures, and workshops as per the calendar of the activities to aware and empower girls students of the college. To boost their confidence and develop their employability skills, various literary and cultural competitions are organised. The Internal Grievance Redressal Cell and the Mental Health Centre take care of a healthy environment and their psychological well-being.

**SPORTS AND CULTURAL ACTIVITIES:** Sports activities are an integral part of making students healthy and developing leadership skills and discipline. Students have participated and won accolades in many college-level, intercollege, and state-level sports and cultural activities.

**HUMAN RIGHTS CLUB** has organized many competitions to make students learn about their human rights.

**PROGRAMS ON WOMEN’S RIGHTS** by *RAJYA MAHILA NITI SAMITI*: Talks and interactive sessions on Prevention of Sexual Harassment at the workplace, Human Rights of Women, Role of Women in Powerful India, *Mahila-Utpeedan Niwaran Kanoon*, *Mahila-Adhikar Vyakhyan*, Gender Budget and Women Empowerment, and workshop on PCPNDT Act are organized to make girls aware of their rights.

**YOUTH DEVELOPMENT CELL** – It was functional till 2019. It had been working for the holistic personality grooming and development of students and is now merged into the Innovation and Skill Development Cell.

**E-LEARNING RESOURCES--** Video lectures prepared by faculty members are catalogued as Rajiv Gandhi E-content Bank, the link to this bank is available on the college webpage. The college has a YouTube channel named – ccerajggcchomuclass. Faculty members have their personal YouTube channels also.

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## 11. INSTITUTIONAL COMMITMENTS TOWARDS SOCIETY

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Youth is the most important and dynamic segment of the population. It is believed that developing countries with large youth populations could have tremendous growth, provided they invest in young people's education, and health and make them aware of their rights and responsibilities towards society and nation. We can undoubtedly say that today's youth is tomorrow's innovators, builders and leaders. They have the power to change the nation.

To inculcate tolerance and harmony among students, the college encourages them to participate in various activities for hands-on learning and enriching their experience through activities that provide different perspectives to look at society and promote cultural values. Some of these include the Aanandam programme, introduced as a compulsory course for students in this session, aimed to instil the 'joy of giving and sharing' in young people through community participation. Faculty members, appointed as Mentors for this programme, engaged students by working on numerous issues such as taking charge of environmental issues and cultural diversity, looking after elderly people, addressing local social issues, etc. NSS units organized activities like awareness campaigns, educating children and women in a nearby

adopted community for communal, cultural, and socio-economic harmony, gender sensitization and mask distribution during the COVID-19 pandemic. Our rangers have contributed significantly during the COVID-19 pandemic to serve society by making people aware to take proper precautions to prevent the spread of COVID-19. *Ek Bharat Shreshtha Bharat*: To help students understand and respect cultural, regional and communal diversity, the institution has been successfully implementing the EBSB program of the government. Its various activities include quizzes and poster making of the sister-state (Assam). A sentence in the Assamese language was uploaded daily on the website for fifty- The college strongly believes that unless the present generation of youth is not sensitized about the significance of the duties and responsibilities of a citizen, they are not able to contribute to the development of the nation. The constitution of India is an inclusive constitution of the largest democracy in the world. By common endeavour of students and staff, the institution promotes an understanding of values, rights and duties laid down in our constitution. The college encourages students to know about our fundamental duties and rights, human rights related to peace and non-violence, awareness about the right to information, right to education and several other constitutional features which help in effective governance giving them a deep insight into the framework of our constitution. The College has run a fortnight campaign to spread awareness about Sanitization and prevention of the spread of COVID-19. During this campaign, face masks were distributed in different localities; posters of guidelines for COVID-19 were displayed in public places. The Human Rights Club has aimed to spread awareness about moral values, rights and duties and inculcate a sense of responsibility among students through the SVEEP (Systematic Voters' Education and Electoral Participation) programme.

## 12. IQAC

The Internal Quality Assurance Cell has been working towards realising the goals of quality enhancement and sustenance. Logistics is a big challenge yet it is the most dynamic and distinctive feature of the college. Envisioning a deal of student-centric learning environment is only made possible through continuous evaluation and feedback by IQAC. The contribution of IQAC in implementing and driving resourcefulness to the growth and development of the college is conspicuous. Various initiatives of IQAC in institutionalising the quality assurance strategies follow thus:

#### Faculty Profile Enrichment:

Professional challenges faced by new and experienced faculty members and the need for experienced faculty to keep pace with the novel demands of the profession require a continuous professional development process. IQAC geared up the academic development of the faculty by organising FDPs, lectures and webinars providing active learning opportunities to the faculty. Simultaneously the IQAC encourages the faculty to increase their academic capacity. In the last five years, our faculty members have participated in FDP/short-term courses and national/international conferences/seminars to be updated with cutting-edge research. Our college has also organized 02 FDPs and 04 webinars during the last 5 years.

#### Teaching-Learning:

With the advent of new technologies, the institute has readily adapted to the use of technology in teaching. A link to the Rajiv Gandhi E-content Bank has been provided to the students that consisted of E-lectures on different topics. The IQAC made concrete efforts amid COVID-19 for innovation in new techniques of teaching and learning. The faculty prepared 3154 YouTube videos and 2420 PDFs on academic topics for the integrated study of students. To maintain student-teacher relationships the mentor-mentee system was strengthened. Student problems were solved through WhatsApp groups. Student seminars are conducted by postgraduation departments to encourage student participation in the knowledge system.

#### Multiple Forms of Feedback:

Feedback from students, parents, alumni and citizens of the Chomu is collected regarding curriculum, teaching-learning environment, college infrastructure, the safety of girls, teacher behaviour and support, and academic and physical facilities. The feedback was analysed and conveyed to the concerned authority for the betterment of the college.

#### Library Facilities:

A library committee has been formed. The college library has subscribed to N-List services to strengthen ICT infrastructure enabling faculty to access scholarly, peer-reviewed electronic resources. A community book bank has been established with donated books and maintained. The library visitor register is maintained.

#### Student tracking system:

IQAC has developed a student tracking system. Students collecting their degrees have to fill in their information about their placements and occupations in a register. Students WhatsApp groups with teachers are used for tracking their placement status subject teachers also subject teachers keep in touch with some of their old students and keep track of their progress.

Free coaching for competitive exams:

Free coaching for the competitive exams was provided through the *DISHARI* scheme, *Pratiyogita Dakshta Programme*, and *Gyan Sudha* channel. The college is also providing video lectures available online to students for guidance related to competitive exams. The Innovation Cell, the Placement Cell and Rajiv Gandhi Vidyarthi Seva Kendra are also providing guidance and career counselling. They also organise various lectures, talks and workshops for the same.

The suggestions made by IQAC have also been executed at the levels of developing IT Infrastructure, effective teaching, proper allocation and maintenance of funds, research and student support.

Faculty Exchange Programme:

The college has exchanged the faculty under Resources Assistance for Colleges with Excellence (RACE) regulated by the Commissionerate of College Education. Eleven faculty members of various disciplines have contributed to this programme.

### **13.MANAGEMENT INFORMATION SYSTEM**

- Notices and circulars are regularly displayed and circulated among students, faculty and staff members for the day-to-day execution of works of importance.
- Admission: Online Admission Process for UG and PG students. The admission module on the college website also provides essential links and information to complete this process. The merit list is also generated online and uploaded on the college webpage.
- Accounts and Finance: The college uses the IFMS (Integrated Financial Management System), and PFMS (Public Financial Management System). Monthly salary bills of all employees through the Pay Manager Portal.
- E-tendering module helps in the procurement of goods and items and placing orders.
- E-prospectus uploaded on the website gives information related to subject combinations, academic calendar, admission policy and code of ethics.

- Examination forms, permission letters, and course outcomes are all through a centralised university module on the affiliated university website.
- Examination conducted through in-house software developed indigenously.
- LAN for access to the database of students' academic performance and other queries.
- Various government and citizen apps and modules on SSO (Single Sign On) give access to the facility of property return, provident fund, the profile of employees, Self-appraisal Report and also applying for leave.
- Faculty service records are updated and available on IIHRMS and HTE portals.
- Payment of fellowships and scholarships of UGC, ICSSR, CSIR etc. through PFMS.
- Payment of various Scholarships through the SSO module.

#### **14.MAHAVIDLAYA VIKAS SAMITI**

(College Development Committee) Government Girls College Chomu

Date of Establishment: 25-09-2004

Organisational structure:

Principal- Chairperson

M.L.A. - Member

Zila Pramukh- Member

Representative of District Collector – Member

Representative of Director of College Education- Member

Two local educationists nominated by the Principal- Member

Two learned citizens nominated by State Government – Member

Vice Principal- Member Secretary

President of student Union/Representative of students nominated by the principal- Member

Faculty Member nominated by the Principal- Treasurer

Two Guardians of students- Member



Donor/Trustee- Member

Administrative Structure:

Principal- Chairperson

Representative of District Collector – Member

Representative of Director of College Education- Member Treasurer- Member

Two Educationists and Two Learned Citizens nominated by Development Committee-Member

Vice Principal- Member Secretary

Functions:

To provide and maintain Basic Infrastructure for the overall development of the college.

Rules:

The committee has its constitution in which rules are mentioned and in all financial activities GF & AR rules are followed.

Procedure:

Proposals related to the committee are passed in general body meetings and the Principal executes according to the decision taken by the committee.

## **15.INSTITUTION FUTURE PLAN**

To enhance academic excellence with potential strategies and cognitive approach, the institution has the following plans:

1. To get registered as a research centre to promote research activity.
2. To procure and accomplish more funded research projects with active participation of students.
3. To open More postgraduate departments will be open in the future.
4. To provide standard facilities of hostel accommodation, physical education and value education.
5. To develop campus beautification as per the layout plan.
6. To create a widespread educational network seeking mass participation in education.

7. To provide quality education to socially and economically backward classes.
8. To bring out educational and cultural development of the rural population.
9. To provide holistic value-based education and inculcate entrepreneurial abilities in students to face the challenges of the corporate world.
10. To arrange career guidance programmes.
11. To promote the intellectual, ethical and cultural development of society.
12. To impart technical and professional education to increase employability and economic development.
13. To prepare well well-equipped computer lab.
14. To develop more infrastructure such as a library building, auditorium, and sports complex (both indoor & outdoor).
15. To increase the use of modern and innovative teaching aids for effective teaching and learning processes.