YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

LAL BAHADUR SHASTRI GOVERNMENT COLLEGE KOTPUTLI

- Name of the Head of the institution

  Dr.Urmil Mahlawat

- Designation

  Principal

- Does the institution function from its own campus?

  Yes

- Phone no./Alternate phone no.

  01421248008

- Mobile no

  9828375425

- Registered e-mail

  govtcollegekotputli@gmail.com

- Alternate e-mail

  iqac.govtcollegekotputli@gmail.com

- Address

  N.H.8,KOTPUTLI

- City/Town

  kotputli

- State/UT

  Rajasthan

- Pin Code

  303108

2.Institutional status

- Affiliated /Constituent

  Affliated

- Type of Institution

  Co-education

- Location

  Rural

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

- Name of the Affiliating University   **University of Rajasthan**

- Name of the IQAC Coordinator   **Dr.Geeta Garg**

- Phone No.   **94606985850**

- Alternate phone No.   **01421248008**

- Mobile

- IQAC e-mail address   **iqac.govtcollegekotputli@gmail.com**

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

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

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

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

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.60**	**2016**	**19/02/2016**	**18/02/2021**

6.Date of Establishment of IQAC   **11/06/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

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

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

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

- If yes, mention the amount

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

Data for pending AQARs (2015-16 onwards) for SSR was collected. Pending AQARs TILL 20-21 were successfully uploaded on NAAC portal. Faculty was motivated to enhance their academic qualifications by going for FDPs/Webinars/Seminars/Refresher and orientation programs. Various activities under College Community connect program were organized. Training program under Mukhy Mantri Yuva Kaushal Yogna(MMYKY) for skill development of students. Various activities, seminars and extension lectures on career guidance, water conservation , environment etc were organized. Monitoring of undergoing maintenance and Development work of the college.

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

Plan of Action	Achievements/Outcomes
To conduct the meetings of IQAC	Conducted four meetings of IQAC
To monitor certification courses	Certificate and diploma courses by IGNOU were run in this academic year
To organize virtual workshops and webinars	National webinar ,Online webinars were Organised
To enhance research activities	Research cell take a meeting and motivate all the faculty members to involve in research work and research project with students
To organize remedial classes for slow learners	Remedial classes organised for slow learner students using innovative techniques
Assesemnt and Accreditation of College	ssr and data template preparation is under process
Inter house competitions of sports and cultural activities	Executed

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	LAL BAHADUR SHASTRI GOVERNMENT COLLEGE KOTPUTLI
• Name of the Head of the institution	Dr.Urmil Mahlawat
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01421248008
• Mobile no	9828375425
• Registered e-mail	govtcollegekotputli@gmail.com
• Alternate e-mail	iqac.govtcollegekotputli@gmail.com
• Address	N.H.8,KOTPUTLI
• City/Town	kotputli
• State/UT	Rajasthan
• Pin Code	303108
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• Affiliated /Constituent	Affliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Rajasthan
• Name of the IQAC Coordinator	Dr.Geeta Garg

• Phone No.	**94606985850**
• Alternate phone No.	**01421248008**
• Mobile	
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• Alternate Email address	**govtcollegekotputli@gmail.com**
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• if yes, whether it is uploaded in the Institutional website Web link:	YES

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.60**	**2016**	**19/02/2016**	**18/02/2021**

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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9.No. of IQAC meetings held during the year	**4**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	**Yes**	

website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	18/01/2022

15.Multidisciplinary / interdisciplinary

The National Education Policy (NEP) was approved on 29th July 2020 by the Union Cabinet of India. The NEP 2022 covers all aspects of education, right from childhood education to higher education and vocational training in India. It seeks to transform

the education system in India. The preparedness of LBS Government college is mentioned below:

1. Multidisciplinary /Interdisciplinary:

1. As per National Educational Policy 2020, the College is preparing to have more of multi-disciplinary subjects, as it tries to identify the program learning outcome along with courses and unit learning outcomes that define the specific knowledge.

2. The college will focus on the overall personality development of students. Our education would be aimed at developing all capacities of students: Intellectual, aesthetic, social, physical emotional, and moral values in an integrated manner.

3. The college will organize programs to integrate humanities and science, for example, lectures by resource persons will be conducted to inculcate basic scientific knowledge among humanities and commerce students.

4. The college offers flexible and innovative curricula that include credit-based courses in the areas of environmental education and value-based education, eg Yoga Day, Environment day celebrations.

16.Academic bank of credits (ABC):

Academic bank of credits (ABC): Regarding the implementation of Academic Bank Credits, the institution has to wait for the affiliating university to implement it. These will be implemented as per the guidelines given by the affiliating university as well as the governing body I.e., the Department of College education Rajasthan.

17.Skill development:

The vision of the college is promoting Value-Based Quality Education, the college celebrates National festivals like Independence Day and Republic Day and observes various programs like World Aids Day, Environment Day, etc. Mentoring students is practiced to enable students to explore future employment pathways after graduation. The College plans to provide vocational courses in order to eliminate dropouts to promote skill development. Proposal to collaborate with faculties from vocational institutions to provide vocational skills and training.

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

The college offers various Indian languages like Hindi and English subjects in degree courses. All other subjects are taught in bilingual mode i.e., in Hindi and English. Preservation and promotion of languages are one of the targets of the College in the future. The college conducts various programs promoting Indian art and integrating the culture and languages of India. Our effort of adopting a state i.e Assam is one such effort in this field in which the exchange of language and cultural features of both the states was encouraged among students.

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

The College prepares students to acquire a positive attitude and other qualities which will lead to a successful life. The institution provides good education to students, regular carrier counselling sessions are conducted. To interpret, analyze, evaluate and develop responsibility and effective citizenship is one of the program outcomes of the students.

20.Distance education/online education:

The College will offer vocational courses through ODL mode in due course of time. Keeping in view the convenience of the student, the various technological tools used by the faculties, especially during the pandemic lockdown like Google Classroom, Zoom, Google Meet, using videos as teaching and learning aids,

Extended Profile

1.Programme

1.1   **323**

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

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

2.Student

2.1   **7216**

Number of students during the year

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

2.2   **2996**

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

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

2.3   **3012**

Number of outgoing/ final year students during the year

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

3.Academic

3.1   **68**

Number of full time teachers during the year

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

3.2   **98**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**323**

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

2.Student

2.1 Number of students during the year	**7216**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**2996**

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

2.3 Number of outgoing/ final year students during the year	**3012**

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

3.Academic

3.1 Number of full time teachers during the year	**68**

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

3.2 Number of sanctioned posts during the year	**98**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**37**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**60.12**
4.3 Total number of computers on campus for academic purposes	**38**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

College follows the curriculum assigned by the University of Rajasthan.At the very beginning of each academic session, class wise and faculty wise time table, according to the duration proposed by the University and UGC norms is prepared and displayed. Each faculty member prepares roadmap or teaching plan of their program, following which, all the HODs and faculty members take the responsibility of completion of syllabi in definite duration. Head of the Institution and class monitoring committee ensure strict running of classes according to the time table. Dates for annual theory and practical examination are announced by the University, and teachers start to prepare their students for exams by providing them sample papers and guidance about how to solve question papers on definite time and how to answer the questions to achieve the maximum score. Attendance of students in theory and practical sessions is documented in student attendance register mentioning the lecture delivered and lab work conducted. Minimum 75% attendance of students is

mandatory to appear in annual exams. Shortage of attendance, if
any, is communicated to the respective guardians.The faculty
themselves enrich themselves through participation in Faculty
Development Programs (FDP.), conference & seminars. The library
and laboratories are annually upgraded as per requirements.
Subject tours and Industrial visits are organized to give
practical on hand exposure.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Arts,Science,Commerce%20time%20table17-22.pdf

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

College follows the academic calendar declared by the
Directorate of college education, Rajasthan throughout the
academic session.The college also prepares its own calendar
parallel to that of DCE. The college calendar includes the date
of starting of admission process and registration, commencement
of classes, provisional dates of extracurricular activities and
other programs. The academic calendar also specifies the date of
commencement of classes, date of internal assessment of students
and other significant events including extracurricular
activities. Staff club meetings, staff council meetings,
committee meetings are conducted for the smooth conduction of
all the activities. The main object of designing college
calendar is: * Completion of syllabus on time .

*Physical verification of all departments.

Schedule of field works, educational trips, visits.

Schedule of departmental seminars *Schedule of College Community
Connect (CCC) programme. *Sports day. *Cultural week

Approved calendar of events is circulated to each department and

displayed on notice boards.The Strategic Plans prepared by the Departments and the different cells of the college are in synch with the DCE. Annual Exam pattern is followed in UG and PG Programs.The internal evaluation includes Tests, assignment, problem solving, group discussion, quiz and seminars.

Research: Every Department takes initiative to guide students to submit research projects under various schemes of government.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Academic%20Calendrar%2017-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

37

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

10

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

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

10

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

1.3 - Curriculum Enrichment

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

The curriculum designed by the University of Rajastha incorporates cross cutting issues relevant to gender, environment, sustainability, professional ethics and human values. Gender Papers in history, political science, Hindi, English on both UG and PG level, address gender concerns. Health checkup camps, special talks, save the girl child campaigns and poster exhibition and other related activities are conducted for female students by women?s cell.

Environment and sustainabilitySyllabi of all streams of UG part 1 and PG science streams have been designed integrating environmental issues and sensitizing students towards it.campus of college is totally free of polythene and eco-friendly. Regular plantation programs, debates, cleanliness, and other programs are conducted by campus beautification committee and NSS.

Human valuesConducting road safety campaigns, celebrating Human Rights Day, blood donation camps celebrating national festival inculcate moral, human and patriotic values in students.

Professional ethicsSyllabi of both UG and PG standards include elementary and advanced computer applications to update students with basic and advanced computer knowledge and equip them well with it. Topics related to law, justice legislations, governance ,business management, quality control, pollution control, IPR,library and laboratory ethics are taught in almost all academic programs. Workshops, field trips, industrial visits apprise with ethical aspects.Research scholars have to essentially follow the research ethics and guidelines.

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File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

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

38

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

B. Any 3 of the above

institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/acion%20feedback%20signed.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows   C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/acion%20feedback%20signed.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2886

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

1936

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Programs for slow learners: ? The course teachers and the mentors counsel them to free them from inhibitions and instill confidence in them to focus their concentration on studies. ? The mentors help them to find out the reasons for their poor performance and suggest remedial measures to rectify them. ? The concern and assistance of the peer group and faculty members to the physically challenged and the disadvantaged students is a notable feature of the college. ? Bright students are encouraged to help slow learners. ? Parent interaction with teachers is encouraged. ? Assignments and study notes are provided by teachers Some of the measures taken for advanced learners are: ? Challenging assignments and projects are given to them to hone up their intellectual caliber and sharpen their inquisitiveness. ? Responsibility as group leaders in various clubs. ? Guest lectures and extension lectures for competitive exams ? Debates, presentations and counseling for future goals. ? Responsibilities in literary and cultural activities. ? Motivated to make use of open access e -resources. ? Training related to computers and IT. ? Thrust in research is whetted by motivating them to attend conferences/seminars in research institutes, apply for students? projects from funding agencies.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/2.2.1%20WRITE%20UP.pdf
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
7196	71

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Activity Learning through Educational Tours and Excursions: Field trips, excursions, Educational tours are conducted regularly in Botany, Geography, Zoology. The subject experts are invited periodically to deliver extension lectures and these help in Providing added and updated knowledge of the subject and enhances the learning experience.

Practical in Laboratories: The practical in laboratories is performed in batches where students Learn from each other thereby encouraging participatory learning. Project-based learning -Subjects like Physics, Chemistry, Zoology, Botany and Geography, demand project-based Learning. The teachers guidethe studentsto prepare and apply forstudent projects. All the PG courses have project work and seminars as part of sullabi. Virtual lab trainings in collaboration with IIT Delhi was also an important part of experiential learning. Participative Learning – Role plays, games and the practical in laboratories are performed in batches where students learn from each other. Language departments also organize Quizzes, workshops, Creative Writing Competitions, Debates and Poetry competitions.

Problem-Solving Method – Guest/extension lectures by experts are invited periodically to impart updated subject knowledge and share their experiences. Free coaching classes are being organized for the students to prepare for various competitive exams such as IAS, RAS, NET etc. through an initiative of the Commissionerate College Education Pratiyogita Dakshta Classes.

20

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/2.3.1.pdf

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

All the teachers of the College try to make the maximum use of the technology in their teaching process. They have the knowledge and skills to use new digital tools to help all students achieve high academic standards. The college has wi fi wnabled at administraive block and science block which helps the teachers and students to stay connected to the internet and learn and teach the updated information. The college has 3 ICT Enabled Classrooms having Desktops, Projectors which helps in the e-learning process.The mode of delivery is Chalk and Talk, PPT or Video Lecture. As a regular practice, out of the total lectures that are delivered for a course, at least thirty-forty percent lectures are delivered by using ICT enabled tools and resources. The college is well adapted to the social media apps like WhatsApp . Teachers share reading materials, short notes, e-books over different media like GoogleClassroom, E-Mail, College Portal, Whats App, etc. The college has its own you tube channel where subject-wise e-contents, videos, and assignments for theory and practical prepared by all the faculty members are made available to the students through teacher-wise playlists and Google Drive of the college and their links are shared on the college websiteand also on the whats app group of students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<u>View File</u>

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

2.3.3.1 - Number of mentors

71

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

2.4 - Teacher Profile and Quality

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

71

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

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

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

41

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

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

2.4.3.1 - Total experience of full-time teachers

265

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The HEI has a provision for evaluating students internally in certain courses through a seminar, dissertation, or project work. The PG departments in the college focus on seminar presentations of students to nurture their presentation skills while providing a platform for the expression of thought and ideas.The students are informed well in time about the seminar/project submission dates and evaluation parameters.The college administration ensures the conduct of the internal test, seminars and assignments, monthly and term tests under the supervision of the department in-charges. For ensuring an effective delivery pattern i.e. subject content, style and presentation, the students are evaluated and informed about their progress by the concerned faculty.Two term (class) tests are held at the end of the term as per the schedule suggested by the commissioner college education.After checking the papers, the students were made aware of their drawbacks individually and

about how they can improve upon their performance.Monthly tests were conducted on last Saturday of every month covering the syllabus as per the guidelines from DCE. The evaluation was done and shared with the students.The College follows an internal assessment procedure in programs and courses having practical's like Zoology, Botany, Chemistry, Mathematics, Physics and Geography in which internal assessment is done the basis of attendance, file work, practical efficiency at undergraduate and postgraduate levels.

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

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

The teachers evaluate the academic performance of the students throughout the session. As the college follows the annual exam pattern of the university .it does not have any direct process of internal evaluation. Any representation regarding question papers, examination-related issues, and evaluation is forwarded to the University. During the exams, unfair means cases and grievances related to question papers are forwarded to the affiliating university immediately for necessary action. In all the subjects where practical exams are part of the curriculum, it is mandatory to submit a practical record that is evaluated and marks added during the final exams. The project and seminar report is compulsory in postgraduate subjects of science and commerce and is considered for assessment. The answer books are provided a code number by the University and the evaluation process is transparent. The internal examination-related grievances are resolved quickly and a transparent and fair mechanism is followed by the examination committee headed by senior faculty members and students get immediate relief. Some of the grievances regarding practical examinations/theory examinations/Degrees/Mark sheets/filling up of online examinations form are resolved by the academic section of the college in collaboration with the affiliating University. Each subject teacher and HOD takes up the responsibility to redress

any grievances related to the internal exam. If the students are dissatisfied then the affiliating university gives them a revaluation facility in which re-total marks are done.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/final%20test%20papers%20merged.pdf

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes (POs) and Program Specific Outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through various means such as college prospectus, Principals address to students and parents, Alumni meets and dissemination in classroom by concerned staff. The POs, PSOs and COs are displayed on the college website and are also communicated to students, teachers, and other staff by displaying them in the Departmental Laboratories, College Library, HODs and Faculty rooms, Course files etc. The results are displayed on the website of the affiliating university. The tabulation registers (TR) of results for all the classes are made available to the college by the affiliating university and are referred by teaching faculty to collect relevant information regarding the performance of their students and to fill their ACR. Also, the mark sheets of the student are made available by the university which the students collect from the college office. There is a help desk in the college where faculty members of all streams are available even during the summer vacations. The students seeking admission in the first year seek advice from teachers and discuss the CO/PO and PO's. This helps them in selecting electives and extension activities offered by the institute. The outcomes for all courses, programs and elective papers helps the teachers evaluate the objectives of the subject content.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/COURZE%20OUTCOME%20.pdf
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The programmer and course outcomes are evaluated and corrective measures are taken. The Institution follows a well - defined direct method of computing the course outcomes using the assessment instruments and indirect method of computing through Teachers Feedback, Student Feedback and Alumni Feedback. Indirect evaluation of the students (UG &PG) is also done based on monthly test, term test and surprise class test, quiz and by seminar presentation of PG students. The performance of the students in the internal and external examinations, in the practical and assignments, participation in class activities, role in departmental activities are some of the means by which program specific outcomes are measured. Teachers provide critical inputs to the students based on their performance. The tabulation registers (TR) of results for all the classes are made available to the college by the affiliating university which are referred by teaching faculty to collect information regarding the performance of students. The summary of attainment of the POs and COs at the college level is assessed for the results of each programme and course. Result is analyzed by each department as soon as the results are published by the University and conveyed to the students which explicitly exhibit the course outcomes. Students qualifying in competitive examinations NET/REET also underline the fact of attainment of POs and COs. Publications of research working CARELISTED and peer-reviewed refereed journals by research students of many departments and the number of Ph.D. awarded in the assessment period exhibit their research skills.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/COURZE%20OUTCOME%20.pdf

2.6.3 - Pass percentage of Students during the year

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

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

2.7 - Student Satisfaction Survey

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

Nil

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	[View File](#)

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

3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

An Innovation and Skill Development Cell (ISDC)exists in

college, which aims to promote entrepreneurial activities at campus and encourage innovation driven activities in the college. Gyandoot, Gyan Sudha programs were conducted by directorate college education under which online live sessions and lectures were conducted for students by the faculty members of all the government colleges. Students of M.Sc. were encouraged to participate in practical training program on Molecular biology, bio-technology, genetic engineering being organized by Indian Academy of Sciences Pune. During COVID-19 lockdown period, students were taught online and several videos and pdf notes on topics covering the syllabus prescribed by affiliating university were uploaded on the YouTube channel ccerajgclbskotclass' of our college. Link of this channel was shared with students WhatsApp groups. e-library links, e-books/ you tube links for relevant videos well provided to students. Webinars were also conducted by different departments of the college like- Chemistry, Zoology, Geography, Business Administration, History and Political Science. One of the innovations of Botany Department of the college is generation of QR Codes for trees and plants of the campus. All the information about that tree, like- its botanical name, local name, family, use, medicinal use was available at one click. Community Book center was created in college. In this facility books not more than three years old published, were collected by volunteer donors of society, alumni and present working faculty members. These books were available to economically weaker students of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/3.2.1%20PHOTOS.pdf

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

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

02

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

3.3 - Research Publications and Awards

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

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

01

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

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

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

08

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

10

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

3.4 - Extension Activities

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

The College aims at the holistic development of the students. Plantation is done throughout the year on several occasions like NSS camps, college functions, Birthdays of staff members, by the dignitaries visiting the college. Sensitization drive on health and hygiene issues and cleanliness drive is conducted on regular basis by the NSS units of the college. The College, organizes events on Yoga and Meditation on world Yoga Day which helps the students in improving flexibility, balance, endurance and physical strength . On Pandit Deen Dayal Jayanti in September each year, blood donation camp is organized in which all the private and government colleges also participate collectively. Various competitions like Rangoli making, slogan writing, poster making, debates, are organized to percolate the message related to the social issues of the Society. "AIDS" awareness programs are conducted through committees like women cell, Red Ribbon Club, NSS NCC units of the college. The Aanandam project encouraged all students to indulge in social welfare activities and the slogan of "Feel Good by doing Good "is promoted. "Voter Awareness" drive was conducted in the college to make the students aware about the importance of voting. IDEA and YDC lectures on diverse topics related to academics , health, research, latest innovations, national economy, and personality development and so on groomed the minds of students on regular basis. Celebration of Festivals and commemoration of national leaders from time-to-time inculcated nationalistic fervor and respect for social customs.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/3.4.1PDF.pdf
Upload any additional information	**No File Uploaded**

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

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

00

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

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

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

13

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

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

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

1185

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

3.5 - Collaboration

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

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

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a sprawling campus of 104176 square yards with a built-up area of 45000 square meters. The college has adequate parking space fort two-wheelers, and four wheelers. Each department is equipped with computer, Wi-Fi and internet facilities. Canteen and cafeteria facilities for students and staff members are available in the college campus. The Main Block of the college has Academic and Establishment Sections, Principal and Vice Principal office, staff room, girls common room, Examination control room, IQAC room, Central library, YDC, IGNOU, NCC and NSS offices, Sports and Yoga center, smart class room, Departments of Social Science and Humanities and class rooms. The Science Block has well developed UGC Cell, smart class room, Department of Physics, Department of Zoology, Department ofMathematics, Department of Chemistry, Department of Botany,Department of Geography, and class rooms for teaching. The college has separate Lavatory facilities for staff members, girls and boys. RO systems have been installed at all the blocks of the campus including Staff room and Principal room. There are 35 traditional classrooms,,12 Practical Laboratories, 2 Smart Classrooms.ICT laboratory is equipped with 38 computers with LAN connection. The college library has 61734 books, 22periodicals, 19 subject journals, whole library is facilitated with Wi-fi network.Whole campus is under CCTV camara surveillance as 75 HD quality CCTV Cameras are installed at every nook and corner of the campus. Whole campus is compounded by a high boundary wall to separate it from the surrounding residential areas.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.1.1.pdf

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

A well-equipped indoor stadium of 60X40m, having synthetic (acrylic) surface laid over an Asphalt base, has been constructed in the college campus under the khelo India Scheme of Government of India to promote and harness the sports skills among the rural students. For sports events adequate infrastructure is available. A 400m track is available to conduct different racing events such as 100m race, 200m race, 400m race, 800m race, 1600m race and so on up to cross country. A Volleyball Court: Size- 24X17m3.Basketball Court: Size- 30X17m.There is a sports room where sports articles and records pertaining to them are kept. For various tournaments players are provided with the kit for practice.In the college regular activities like dancing, singing and mono acting, skit, and literary activities like poetry - recitation, extempore, debate and quiz which are conducted on a regular basis. In order to promote creativity among students the women cell also organizes some events like poster, slogan, essay writing competitions, paper art, mehndi competitions, rangoli and sketching best out of waste, hairstyling, salad preparing etc. There is a dedicated room where cultural activities are conducted and college also has an open Arena for organizing annual prize distribution, cultural activities and cultural competitions. Yoga room is available for yoga, Pranayama, Meditation and recreation. Yoga and self-defense workshops are organized by committees like NSS, women cell.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.1.2.pdf

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

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.1.1.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

24420

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

4.2 - Library as a Learning Resource

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

Recently Library is automated using Integrated Library Management System (ILMS).As the primary information resource centre and store house of books, journals magazines, newspaper and e-resources for staff and students . Apart from text books library is a collection of reference books, books, journals, dictionaries, encyclopaedias, year books,e-journals and e-books through INFLIBNET & DELNET consortium. The college library has

61734 books, 22 periodicals, 19 subject journals, whole library is facilitated with Wi-fi network.

qualified librarian and supporting staff are looking after the library.

*The library has open access system and is fully automatic with Alice for Window software.

*DDC system is adopted for classification and categories catalyzing services are provided.

* A seating capacity of 50 at a time.

*Digital Institutional Repositories by using Automation and Higher & Technical Education Portal.

*Previousquestion papers are made available to users.

*Books search link 61.2.243.12;81/library for searching books online.

*The whole library is facilitated with CCTVs and is fully automatic since 2006-07.

* Name of ILMS software: Alice for Window

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.2.1.pdf

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

B. Any 3 of the above

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

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

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

00

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

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

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

3000

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

4.3 - IT Infrastructure

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

To enhance and update the IT facilities, the college has renovated the computer lab and has purchased quality computers through RUSA funds for the lab. It is connected by high speed BSNL lease line internet. There is a Geography smart class room also. The college administration has insured that each

department, accounts, establishment, academic section as well as the seminar hall cum language lab is ICT enabled. The smart class is equipped with modern IT facilities like LCD projector, digital podium, audio systems, video cameras, video conferencing and lectures recording facility and adequate furniture. It is used to conduct online meetings, FDPs and webinars and also live teaching. Traditional way of teaching has been gradually supplemented with multi-media teaching pedagogy. The college has systematically updated its IT facilities including Wi-Fi. The administrative block is Wi-Fi enabled and equipped with adequate working computers, MF printers and Photostat Machines., LAN facility is available in all the departments and administrative sections including library. There are 2rooms with a smart board facility. There are 75 HD CCTV cameras installed in the campus. The college has 36 computers and plans to buy more in the coming session.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.3.3.pdf

4.3.2 - Number of Computers

38

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

59.87

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

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

The maintenance and utilization of physical, academic and support facilities are maintained through various committees like Development Committee, Purchase Committee, Library enhancement Committee, Academic Committee, ICT committee, College campus cleanliness committee. These Committees looks after the maintenance, repair and construction work of the college. Grant received by the State Government, RUSA, UGC, and College Development Fund are the main financial sources for this purpose. All minor faults are attended and repaired by hired technicians, carpenters. Purchase Committee looks after the purchase of equipment, instruments for laboratories and, ensures optimal utilization of funds allocated to the respective departments, each academic year. The purchase is now made through the GEM portal. Electrically sensitive equipments are provided with necessary back up to ensure steady functioning in case of disruption in power supply, rooftop solar power panels having a capacity of 125 KVA functions as the substitute source. The Institution has spacious classroom equipped with LED lights. A well-equipped, indoor stadium has been constructed in the college campus under the khelo India Scheme of Government of India.The College has a computer laboratory for students having 37 computers. The ICT lab is maintained and monitored by the ICT committee. Smart class room is equipped with digital podium, interactive board and projector etc. with Wi-Fi facility.

External agencies are called in case of any repair beyond the scope of the system administrator or In-charge.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.4.2%20writeup.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2723

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

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

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

6316

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

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

A. All of the above

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

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

356

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

356

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

9

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

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

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

9

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

5.3 - Student Participation and Activities

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

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

10

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

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

The democratic process finds its roots in academic institutions. Student's council known as Students union is formed in the college as per the recommendations and guidelines laid down

in the Lyngdoh committee and the government of Rajasthan. The four executive posts in students' union are of President, Vice President, General Secretary and Joint Secretary. In addition, the regular students also elect Class Representative (CR) from each section of class. Student Union representatives play a major role in planning and execution of all the developmental activities related to academics and administration of the college. President of the student's union is an ex-officio member of "MahavidyalayaVikasSamiti" of the college. The student's union acts as a bridge between students and the college administration. Feedback of students regarding infrastructural facilities, academics, etc. as well as their grievances are presented by the student's union in meeting with college administration. Sports day/week is also organized where the role of games secretary is very important. He is an integral part of conduct committee of all games and sports interclass and open competition. Student representation is also evident in extension activities like NCC, NSS, YDC, Ranger/Rover, and various awareness programs, community services etc. The departmental associations and clubs have student representation. The students actively participate and manage PG departmental seminars, library, and assignments. In field and community activities the students not only participate but are also

assigned important responsibilities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

7

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

5.4 - Alumni Engagement

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

The objective of the Alumni Association is to develop a close relationship among the alumni themselves. Together they help in promoting the welfare activities in the college for the benefit of the students. An informal group of students who graduated from the college since its establishment in 1962 got together and formed the old boys association. It was formally registered on 25 Nov. 2020. On 23 December 2021, a conference of the alumni association was organized in the college under the chairmanship of Dr. Vasudev Gupta, in which the solutions to various problems of the college were discussed and all the members expressed their will power to be always ready for the development of

college. The members offer a variety of benefits and services to assist alumni in staying connected to their educational institution and fellow graduates. The suggestions given by the alumni are extremely beneficial in upgrading and updating the different aspects of the college. Alumni association has contributed significantly in plantation in the college.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/5.4.1.pdf
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision of the institute is to emphasize on transforming the students into socially responsible citizens. The College is committed to providing a stimulating teaching- learning environment by providing excellent facilities to the students. The main objectivesare:

1. Enhancing knowledge through education.
2. To prepare the students to face any challenge.
3. To develop an understanding of the importance of healthy competition.
4. To develop human values.
5. To create an awareness of social problems.
6. To develop leadership qualities in the students
7. To develop positive thinking in the students.

Our college is one of the oldest caterings to students from rural background. The stakeholders – the students- learn the

importance of healthy competition which ultimately helps in human resource development and in making them better and more responsible individuals. L.B.S. Govt. College Kotputli formulates policies in accordance with the college education policy of Rajasthan and the principal and faculty members work accordingly in conjunction to formulate strategies for their implementation. Various institutional committees discuss various issues and present their views and recommendations to the head of the institution. The committees are well supported by non-teaching staff. The IQAC has been conceptualized for planning, guidance and monitoring to meet the diverse needs of planners. This includes faculty members of all levels, alumni and associated stake holders.Staff council and 'mahavidalaya vikas samittee' are the big support for overall development of the college. The principal ensures the fulfilment of the policies formulated.

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

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

The various in-house committees are Information and Career guidance cell, Monitoring Committee, Store Committee, Academic Committee, Discipline Committee, Purchase Committee, Internal Audit Committee, Cultural Committee, Library Committee, Campus beautification Committee, Sports and Games Promotion committee, Students discipline committee, Hostel advisory committee, N.S.S. Advisory committee, College monthly test committee, Vidhansabha Question Committee, Internal Complaints committee, Women cell, Various scholarship Committee etc. The student's members are invited accordingly to the committee meetings and hence become a major part of various decisions taken. The setting up of a guardian's forum is another example of decentralization. A guardian's feedback and Faculty feedback are collected by IQAC in the standard format. Regular staff meetings are an example of this participated management. Issues relevant and important to the college are discussed in these meetings, and decisions are taken accordingly.

- Sports committee organised various sports activities as per schedule provided by Commissionerate, College education.
- NCC and four units of NSS conduct various activities in the college seamlessly as per the instructions of the Commissionerate, College education.
- Cultural committee and Women cell organised various competitions.

To keep unhindered academic activities during Covid-19, the decision of the Commissionerate, College education to reach doorsteps of each and every student, subjectwise e-content, video and assignments are being prepared by all the faculty members of and made online through YouTube channel of the college and compiled under Rajiv Gandhi e-content bank.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.1.2.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Under strategy development and deployment are included-

1. admission of students

2. Industry interaction,

3. Human resource management,

4. Library,

5. ICT and Physical infrastructure,

6. Research and development,

7. Teaching and learning,

8. Curriculum development,

9. Examination and evaluation etc.

Process of admission:

At the time of admission, students deposit the fees through e-Mitra. Subsequently, the CCEreleases the online admission list.Simultaneously waiting list is released and made available to college website.

The number of admitted students in the various streams in the session 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 are given below-

S.No.

Session

Class

Total no of students admitted

1.

2017-18

B.A. -I

1440

B.Sc.-I

578

B.Com.-I

301

M.A. Pre

160

M.Sc. Pre

50

M.Com. Pre

181

1.

2018-19

B.A. -I

1500

B.Sc.-I

616

B.Com.-I

241

M.A. Pre

246

M.Sc. Pre

60

M.Com. Pre

122

1.

2019-20

B.A. -I

1481

B.Sc.-I

604

B.Com.-I

213

M.A. Pre

245

M.Sc. Pre

61

M.Com. Pre

124

1.

2020-21

B.A. -I

1515

B.Sc.-I

616

B.Com.-I

212

M.A. Pre

226

M.Sc. Pre

57

M.Com. Pre

127

1.

2021-22

B.A. -I

1591

B.Sc.-I

604

B.Com.-I

240

M.A. Pre

M.Sc. Pre

M.Com. Pre

Major developments that have taken place in past five years –

1. **Renovation and repairing of college building**
2. **Drinking water facilities and toilet facilities**
3. **Development of smart class room**
4. **Installation of solar power plant on roof top**
5. **Sports room was setup with improved facilities**

College is Nodal for virtual lab of IIT Delhi in which students can perform experiments virtual.

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

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

The various institutional bodies are given below:

Administrative setup – The college comes under the Commissionerate of college education, Rajasthan. The setup is headed by the commissioner, followed by the principal, then conveners of committees, office staff and subordinate staff. Financial matters are dealtby theAAO and Accountant. Member of the teaching staffs are appointed as conveners and members of various committees.

Service Rules- The Collegefollow the rules, regulation and policies framed by the state Government known as Rajasthan Service Rule (R.S.R.)

Recruitment – Staff is recruited by the RPSC and Rajasthan staff selection Board. Class four employees, Security guards, Gardeners, 'Safai Karamcharies' are hired on contractual basis. There is also a provision of compensatory appointment on the demise of an immediate family member, subject to state government policy. Guest faculties are recruited on part time basis under Self Finance Scheme (SFS) for post graduate classes and under 'Vidhyasambal yojana'.

Grievance redressal – The College has framed internal complaints committee, anti- ragging cell, and anti-women harassment committee.

Promotion: Every year Principal asses the performance of teaching and non-teaching staff in the form of Annual Confidential Report (ACR) and after putting his remark he submits to CCE. The CCE review it and submit it to the Department of Personnel, Govt. of Rajasthan. For Career Advancement Scheme (CAS), the CCE invites applicationaccording to the UGC regulation. The IQAC asses the CAS form and submit to principal, he then forwards it to CCE for necessary action.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.2.2.pdf
Link to Organogram of the institution webpage	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/organogram%206.2.2.pdf
Upload any additional information	No File Uploaded

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

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

6.3 - Faculty Empowerment Strategies

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

It is mandatory for the college to implement the welfare schemes of the state Government through various welfare measures. GPF/NPS, SI and Group Insurance are compulsory deduction. Health expense incurred by the employee is reimbursed by the state government under medical claim made by the employee. On superannuation the employee receives the fund contributed by them to the Rajasthan pensioner's medical fund. On retirement, the employee receives gratuity, leave encashment, PF contribution and pension.

Leaves – Teachingstaff get 15 days of PL, 20 HPL, and 15 CL in

one academic sessionand Non-teaching staffgets 30 days of PL, 20 HPL, and 15 CL in one calendar year. . Also 15 days academic leaves given toteaching staff in one academic session for academic purposes. Female staff is entitled to maternity leave of maximum 180 days twice and Child Care Leave (CCL) of maximum 730 days during service. Paternity leave of 15 days given to the male staff twice during service.

Faculty Development Programs (FDP)- The college organizesFDP periodically (as directed by CCE) to upgrade their teaching learning skills and knowledge.

Parking- Parking Facility is provided for teaching and non-teaching staff within the campus.

The Rajasthan Service rules read in concurrence with pay commission Page 69/94 dated 09-11-2021 12:33:36 Self Study Report of GOVERNMENT COLLEGE recommendation of UGC provides respectable and satisfactory salary and job inducements. Different types of leaves are admissible for teaching staff and non-teaching staff as per the Rajasthan Service Rules.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.3.1.pdf
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

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

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

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

5

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

The achievements of faculty members are monitored and maintained through Performance appraisal system as per the guidelines from Government of Rajasthan and UGC. The appraisal report of faculty is submitted to the head of the institute.The performance of every employee, whether teaching or non-teaching, is appraised by the principal and reviewed by the competent authority on annual basis covering various aspects of working, behavior and overall performance. The records are kept in the office of the Commissionerate to be reviewed by DPC at the time of promotions.At the second step the 'Reporting Officer' judges and rates the work carried out by the reportee.

At the third step, the 'Reviewing' authority, the Commissioner then finally gives the overall rating, which then is conveyed back to the reportee who is now the 'Accepting' officer.

Only for teaching staff: In addition to the above proforma, the teachers have to fill one more proforma which comprises:

1. Academic qualifications

2. Teaching experience

3. Teaching proforma of the session

4. Examination results of all the classes

5. Publication details

6. Research Supervision

7. Participation in co-curricular and extra-curricular activities

8. Any other contribution

9. Points of satisfaction/dissatisfaction and suggestions pertaining to Curriculum,teaching, examination, student service etc.

The college conducts its academic and administrative audits from affiliated university, and Govt. bodies. Thus, the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the faculty members.

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

6.4 - Financial Management and Resource Mobilization

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

Every budgetary allocation from different sources and their related expenses are kept by Accounts Section of the College. General Financial & Accounts Rules (G.F. & A.R.) are strictly followed in utilization of all the received funds.

The following types of auditing are prescribed and conducted in the college:

1. **Internal Audit: This committee carries out and inspection of income and expenditure heads of the college every year, verification of physical resources is done and the financial verification is done by charted Accountant (C.A.) aegis of internal audit and inspection committee. If any discrepancy is found, the same is brought in the notice of the principal.**

2. **External Audit: External audit is done by Auditing team from the office of the Auditor General (AG), Govt of Rajasthan and by Comptroller & Auditor General (CAG), Government of India.**

- **Audit by AG office of Govt of Rajasthan: - The audit of accounts of the college is done by the audit team of AG office, every 3 years.**
- **Audit by CAG office of Govt of India: - The audit of accounts of the college is also done by the audit team of AG office, every 5 years.**
- **The service records are also audited by both AG office and CAG office teams. The Auditor ensures that all payments are duly authorized after the audit. The report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribe time limits.**

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

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

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

7233350

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

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

The institute received funds mainly from the state government. Funds are utilized as per GF & AR of the State. DDO looks after the financial matters including the salary of the college employees. AAO maintain ledger with details of the financial support received and utilized. The funds are received under the following schemes/heads:

1. State Government: allocates a specific amount to Govt. Colleges for overall development and maintenance.The state budget and grants are released for salary, TA, medical, office work, construction and maintenance, lab grant, books and journals, etc. The proposals for requirements related to maintenance are also submitted to CCE, CDC,UGC.
2. State Government Scholarships:The payment of various Scholarships is online and executed through the SSO module.
3. UGC and RUSA: UGC has been providing assistance till 2017 and 2018 onwards funds are being distributed by RUSA. Funds of Rs 2 crore were allocated to the college under three major heads construction, renovation and equipment. The fund was judiciously utilized and Utilization Certificate was submitted timely to the office of the RUSA.
4. Mahavidhyalay Vikas Samiti: Any funds needed for any purpose other than listed above are met through 'Mahavidhyalay Vikas Samiti'.
5. Research: The College depend on various funding agencies like UGC, DST, DBT, CSIR, ICSSR etc for financial support to pursue research activities.
6. MP and MLA: The funds generated through MP and MLA schemes are utilized as per requirements suggested by stakeholders.
7. Bhamashah and Alumni: They are also contributing in development of college campus by providing facilities.

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

6.5 - Internal Quality Assurance System

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

IQAC has been actively functioning in the college since 2014. IQAC has contributed towards quality assurance by holding periodic meeting time to time. The decisions taken were implemented through unanimous vote with the permission of the principal of the college.

- **The feedback of students, parents and teachers is an important initiative by IQAC.**
- **It was also suggested by the IQAC to strengthen the alumni association, so that student's progression may be taken care of and this was also accordingly implemented.**
- **It stressed the need for holding webinars with the intention of the enrichment of faculty members.**
- **It also suggested for the use of ICT tools for making videos and Pdfs.**
- **It also suggested for upgradation of labs.**
- **It also encouraged for the renovation and upgradation of botanical garden in college premises.**
- **It also encouraged for renovation of running track in the college campus.**
- **It also suggested for the plantation in the college campus.**
- **It also suggested to increase the basic facilities such as drinking water, toilets, parking, boring etc.**
- **Another noteworthy effort of IQAC is related with organizing webinars and workshops.**
- **With a view to sensitize students and teachers on gender issues IQAC and Women Cell of the college went on to organize various programs in every academic session.**

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.5.1%20new.pdf
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC periodically reviews and suggest measuresforthe teaching learning process as-

1. Extra classes are willingly taken by faculty members of the college for the students to prepare for the competitive examinations.

2. Innovative research projects are the exclusive feature of the college.

3. Students Advisory Bureau of the college provides academic, personal, psychosocial guidance.

4. Besides classroom teaching and curriculum, co-curricular activities and extra-curricular activities that fall outside the educational curriculum are a regular feature in the college and are conducted by Youth Development Centre (YDC), Women Cell, NSS, NCC, Ranger and Rovers etc.

5. Measures are taken to make classroom teaching more student-centric, the emphasis is laid on interactive sessions, field studies and community activities. This is supported by the field trips in Science and Geography.

Methodologies of operation: The planning procedures and implementation of IQAC initiatives in the area of teaching learning is reflected in the following:

1.The feedback procedure in the college is in the form of a questionnaire separate for parents, teachers, students and alumni to the development of the college.

2.ICT facilities: Smart classroom, LCD, slide projectors, Computers and internet and Wi-fi connectivity has facilitated the learning process.

3. The college showing concern towards the ever-increasing demand of the region for mainstream regular courses that otherwise are not available has come forth by putting up a regional study center of Vardhman Mahaveer Open University (VMOU) Kota and IGNOU

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.5.2.pdf
Upload any additional information	**No File Uploaded**

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.5.3.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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

rallies and camps by NSS and NCC student volunteers, and women cell.

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

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

D. Day care centre for young children – NA.

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

File Description	Documents
Annual gender sensitization action plan	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/7.1%20upload.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

Solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable which is is dumped in pits for decomposition over time. The minimal amount of non-biodegradable is mostly burnt in pits. The solid biodegradable waste collected from the parks, play field after use of lawn mower and bush cutter is collected and dumped for decomposition to be used as a source of bio fertilizer. During the autumn season a large quantity of fallen dry leaves are bathroom is collected into soakage pits through systematic drainage. Zero percent leakage of waste water is ensured.

Liquid waste Liquid waste generated from washrooms is sent to municipal sewerage ·Raw water is used for watering plants trees in campus. Lab water is dumped in nearby soil and planning for its recycling going on.

Biomedical waste management NA·

E- Waste management the college has minimum e-waste. The waste if any is sold to vendors for recycling. E-waste is given off to e waste sellers who recycle and reuse the e-waste.. An inkjet cartridge is also used after refilling. This method also reduces the volume of e-waste generation. ·

Waste recycling system NA

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

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

D. Any 1 of the above

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

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

B. Any 3 of the above

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

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

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

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

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

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

andprotect unity and integrity of nation. Furthermore, the Collegeestablishes policies that reflect core values. Code of conduct is,strictly, followed for students and staff.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/7.1.9.pdf
Any other relevant information	**Nil**

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

B. Any 3 of the above

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

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

The College organizes and celebrates various days of importance to educate the students on issues of social concerns as well as

the achievements of humanity. The College celebrates and organizes theNational Festivals with great pride and zest. The activities to celebrate various days are many and include: Organizing extension lectures, Meetings of students with an expert on topic, Exhibitions of works and achievements Quiz and Essay-writing competitionsConducting Awareness camps for blood donation, hygiene, cleanliness etc. Distributing published materials, print-out of relevant works etc. A few days of national and international importance celebrated at the college is given in following list:

11 July World Population Day

05 September Shikshak Divas, Dr.Sarvapalli Radha Krishna Jayanti

08 September Antarrashtriya Saksharta Divas, InternationalLiteracyDay

14 September Hindi divas

24 September NSS Day

02 October Gandhi Jayanti, Shastri Jayanti,International AhimsaDivas

24 December Rashtriya Upbhokta Divas,

12 January Rashtriya Yuva Divas,

26 JanuaryRepublic DayFlag-hoisting ceremony

30 January Shaheed Divas

08 March Antarrashtriya Mahila Divas, International Women?s Day

23 March Bhagat Singh, Sukhdev, Rajguru Shaheed Divas

14 April Ambedkar Jayanti

21 June Antar rashtriya Yog Divas, International Yoga Day

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

7.2 - Best Practices

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

1. **Title of the practice: - Science Club**
2. **The context that required the initiation of the practice: -We have reached such a stage that we cannot think of a single moment without science. Whatever we see around us today we see the touch of science in everything around us. The present age is the age of science, an age marked by the unique contribution of science and scientific temperament. Science teaches man to think rationally and the application of this rational approach in every walk of life. Science based technology has rendered our life very comfortable and has generated numerous facilities for us. The purpose of Science Club is to enhance the general awareness of the students about the role of science and Technology as their future scope.**

Title of the practice: - Eco club

2. The context that required the initiation of the practice

An Eco-Club is a group of College students interested in environmental issues and willing to make significant contribution to society.

- **Under its aegis, students explore environment, understand its concepts and challenges, and take appropriate actions to conserve and protect it. They sensitize their peers, school authorities, parents and community about environmental problems through club activities.**
- **The rising temperature, climate change, ozone layer depletion ,Greenhouse effect ,is a matter of concern. It**

was felt that the students be made aware of these burning problems. So, Eco Club was formed.

File Description	Documents
Best practices in the Institutional website	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/BEST%20PRACTICE%20.pdf
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

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

The Institute is celebrating Sixty two years of its meaningful contribution in the promotion of higher education with a commitment to impart quality higher education along with a holistic development to the large number of students it caters to. The college has also focused on developing an innovation culture among the students and faculty members. Aligning to this goal institute has setup Institute Innovation Council (IIC) and is encouraging students and faculty members towards developing innovative ideas. The college has never discriminated against gender, religion, language or caste and has treated each stakeholder with equal dignity. The NSS units of the college has adopted 4 nearby villages namely Buchaher a,Badabaas, Putli and Amai and is committed to work upon the various aspects like health, education, sanitization and sensitization of the villagers and contribute to an overall upliftment of their lives. Subjects like Political Science, English, Economics, History etc. include topics on gender sensitization in their syllabus and the teachings on these social issues extends beyond the classroom. The Women's Cell actively organizes various programmes and holds discussions and interactive sessions on gender equity and sensitization. The Cell Against Sexual Harassment and the Grievance Redressal Cell take care of any complaints lodged by any student about any untoward incident. The College achieved the distinction of being recognized as

Research Centers by the University of Rajasthan in the subjects of Chemistry, Political Science and Geography. This reflects the deep interest of faculty members in research.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

College follows the curriculum assigned by the University of Rajasthan.At the very beginning of each academic session, class wise and faculty wise time table, according to the duration proposed by the University and UGC norms is prepared and displayed. Each faculty member prepares roadmap or teaching plan of their program, following which, all the HODs and faculty members take the responsibility of completion of syllabi in definite duration. Head of the Institution and class monitoring committee ensure strict running of classes according to the time table. Dates for annual theory and practical examination are announced by the University, and teachers start to prepare their students for exams by providing them sample papers and guidance about how to solve question papers on definite time and how to answer the questions to achieve the maximum score. Attendance of students in theory and practical sessions is documented in student attendance register mentioning the lecture delivered and lab work conducted. Minimum 75% attendance of students is mandatory to appear in annual exams. Shortage of attendance, if any, is communicated to the respective guardians.The faculty themselves enrich themselves through participation in Faculty Development Programs (FDP.), conference & seminars. The library and laboratories are annually upgraded as per requirements. Subject tours and Industrial visits are organized to give practical on hand exposure.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Arts,Science,Commerce%20time%20table17-22.pdf

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

College follows the academic calendar declared by the Directorate of college education, Rajasthan throughout the academic session.The college also prepares its own calendar parallel to that of DCE. The college calendar includes the date of starting of admission process and registration, commencement of classes, provisional dates of extracurricular activities and other programs. The academic calendar also specifies the date of commencement of classes, date of internal assessment of students and other significant events including extracurricular activities. Staff club meetings, staff council meetings, committee meetings are conducted for the smooth conduction of all the activities. The main object of designing college calendar is: * Completion of syllabus on time .

*Physical verification of all departments.

Schedule of field works, educational trips, visits.

Schedule of departmental seminars *Schedule of College Community Connect (CCC) programme. *Sports day. *Cultural week

Approved calendar of events is circulated to each department and displayed on notice boards.The Strategic Plans prepared by the Departments and the different cells of the college are in synch with the DCE. Annual Exam pattern is followed in UG and PG Programs.The internal evaluation includes Tests, assignment, problem solving, group discussion, quiz and seminars.

Research: Every Department takes initiative to guide students to submit research projects under various schemes of government.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/Academic%20Calendrar%2017-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

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

1.2 - Academic Flexibility

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

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

37

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

10

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

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

10

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

1.3 - Curriculum Enrichment

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

The curriculum designed by the University of Rajastha incorporates cross cutting issues relevant to gender, environment, sustainability, professional ethics and human values. Gender Papers in history, political science, Hindi, English on both UG and PG level, address gender concerns.

Health checkup camps, special talks, save the girl child campaigns and poster exhibition and other related activities are conducted for female students by women?s cell.

Environment and sustainabilitySyllabi of all streams of UG part 1 and PG science streams have been designed integrating environmental issues and sensitizing students towards it.campus of college is totally free of polythene and eco-friendly. Regular plantation programs, debates, cleanliness, and other programs are conducted by campus beautification committee and NSS.

Human valuesConducting road safety campaigns, celebrating Human Rights Day, blood donation camps celebrating national festival inculcate moral, human and patriotic values in students.

Professional ethicsSyllabi of both UG and PG standards include elementary and advanced computer applications to update students with basic and advanced computer knowledge and equip them well with it. Topics related to law, justice legislations, governance ,business management, quality control, pollution control, IPR,library and laboratory ethics are taught in almost all academic programs. Workshops, field trips, industrial visits apprise with ethical aspects.Research scholars have to essentially follow the research ethics and guidelines.

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File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

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

38

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/acion%20feedback%20signed.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/acion%20feedback%20signed.pdf

TEACHING-LEARNING AND EVALUATION
2.1 - Student Enrollment and Profile
2.1.1 - Enrolment Number Number of students admitted during the year
2.1.1.1 - Number of students admitted during the year
2886

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

1936

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Programs for slow learners: ? The course teachers and the mentors counsel them to free them from inhibitions and instill confidence in them to focus their concentration on studies. ? The mentors help them to find out the reasons for their poor performance and suggest remedial measures to rectify them. ? The concern and assistance of the peer group and faculty members to the physically challenged and the disadvantaged students is a notable feature of the college. ? Bright students are encouraged to help slow learners. ? Parent interaction with teachers is encouraged. ? Assignments and study notes are provided by teachers Some of the measures taken for advanced learners are: ? Challenging assignments and projects are given to them to hone up their intellectual caliber and sharpen their inquisitiveness. ? Responsibility as group leaders in various clubs. ? Guest lectures and extension lectures for competitive exams ? Debates, presentations and counseling for future goals. ? Responsibilities in literary and cultural activities. ? Motivated to make use of open access e -resources. ? Training related to computers and IT. ? Thrust in research is whetted

by motivating them to attend conferences/seminars in research institutes, apply for students? projects from funding agencies.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/2.2.1%20WRITE%20UP.pdf
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
7196	71

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Activity Learning through Educational Tours and Excursions: Field trips, excursions, Educational tours are conducted regularly in Botany, Geography, Zoology. The subject experts are invited periodically to deliver extension lectures and these help in Providing added and updated knowledge of the subject and enhances the learning experience.

Practical in Laboratories: The practical in laboratories is performed in batches where students Learn from each other thereby encouraging participatory learning. Project-based learning -Subjects like Physics, Chemistry, Zoology, Botany and Geography, demand project-based Learning. The teachers guidethe studentsto prepare and apply forstudent projects.

All the PG courses have project work and seminars as part of sullabi. Virtual lab trainings in collaboration with IIT Delhi was also an important part of experiential learning. Participative Learning – Role plays, games and the practical in laboratories are performed in batches where students learn from each other. Language departments also organize Quizzes, workshops, Creative Writing Competitions, Debates and Poetry competitions.

Problem-Solving Method – Guest/extension lectures by experts are invited periodically to impart updated subject knowledge and share their experiences. Free coaching classes are being organized for the students to prepare for various competitive exams such as IAS, RAS, NET etc. through an initiative of the Commissionerate College Education Pratiyogita Dakshta Classes.

20

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/2.3.1.pdf

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

All the teachers of the College try to make the maximum use of the technology in their teaching process. They have the knowledge and skills to use new digital tools to help all students achieve high academic standards. The college has wi fi wnabled at administraive block and science block which helps the teachers and students to stay connected to the internet and learn and teach the updated information. The college has 3 ICT Enabled Classrooms having Desktops, Projectors which helps in the e-learning process.The mode of delivery is Chalk and Talk, PPT or Video Lecture. As a

regular practice, out of the total lectures that are delivered for a course, at least thirty-forty percent lectures are delivered by using ICT enabled tools and resources. The college is well adapted to the social media apps like WhatsApp . Teachers share reading materials, short notes, e-books over different media like GoogleClassroom, E-Mail, College Portal, Whats App, etc. The college has its own you tube channel where subject-wise e-contents, videos, and assignments for theory and practical prepared by all the faculty members are made available to the students through teacher-wise playlists and Google Drive of the college and their links are shared on the college websiteand also on the whats app group of students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

71

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

2.4 - Teacher Profile and Quality

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

71

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

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

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

41

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

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

2.4.3.1 - Total experience of full-time teachers

265

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The HEI has a provision for evaluating students internally in certain courses through a seminar, dissertation, or project work. The PG departments in the college focus on seminar presentations of students to nurture their presentation skills while providing a platform for the expression of thought and ideas.The students are informed well in time about the seminar/project submission dates and evaluation parameters.The college administration ensures the conduct of the internal test, seminars and assignments, monthly and term tests under the supervision of the department in-charges. For ensuring an effective delivery pattern i.e. subject content, style and presentation, the students are evaluated and informed about their progress by the concerned faculty.Two term (class) tests are held at the end of the term as per the schedule suggested by the commissioner college education.After checking the papers, the students were made aware of their drawbacks individually and about how they can improve upon their performance.Monthly tests were conducted on last Saturday of every month covering the syllabus as per the guidelines from DCE. The evaluation was done and shared with the students.The College follows an internal assessment procedure in programs and courses having practical's like Zoology, Botany, Chemistry, Mathematics, Physics and Geography in which internal assessment is done the basis of attendance, file work, practical efficiency at undergraduate and postgraduate levels.

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

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

The teachers evaluate the academic performance of the students throughout the session. As the college follows the annual exam pattern of the university .it does not have any direct process of internal evaluation. Any representation regarding question papers, examination-related issues, and evaluation is forwarded to the University. During the exams,

unfair means cases and grievances related to question papers are forwarded to the affiliating university immediately for necessary action. In all the subjects where practical exams are part of the curriculum, it is mandatory to submit a practical record that is evaluated and marks added during the final exams. The project and seminar report is compulsory in postgraduate subjects of science and commerce and is considered for assessment. The answer books are provided a code number by the University and the evaluation process is transparent. The internal examination-related grievances are resolved quickly and a transparent and fair mechanism is followed by the examination committee headed by senior faculty members and students get immediate relief. Some of the grievances regarding practical examinations/theory examinations/Degrees/Mark sheets/filling up of online examinations form are resolved by the academic section of the college in collaboration with the affiliating University. Each subject teacher and HOD takes up the responsibility to redress any grievances related to the internal exam. If the students are dissatisfied then the affiliating university gives them a revaluation facility in which re-total marks are done.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/final%20test%20papers%20merged.pdf

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes (POs) and Program Specific Outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through various means such as college prospectus, Principals address to students and parents, Alumni meets and dissemination in classroom by concerned staff. The POs, PSOs and COs are displayed on the college website and are also communicated to students, teachers, and other staff by displaying them in the Departmental Laboratories, College Library, HODs and Faculty

rooms, Course files etc. The results are displayed on the website of the affiliating university. The tabulation registers (TR) of results for all the classes are made available to the college by the affiliating university and are referred by teaching faculty to collect relevant information regarding the performance of their students and to fill their ACR. Also, the mark sheets of the student are made available by the university which the students collect from the college office. There is a help desk in the college where faculty members of all streams are available even during the summer vacations. The students seeking admission in the first year seek advice from teachers and discuss the CO/PO and PO's. This helps them in selecting electives and extension activities offered by the institute. The outcomes for all courses, programs and elective papers helps the teachers evaluate the objectives of the subject content.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/COURZE%20OUTCOME%20.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The programmer and course outcomes are evaluated and corrective measures are taken. The Institution follows a well - defined direct method of computing the course outcomes using the assessment instruments and indirect method of computing through Teachers Feedback, Student Feedback and Alumni Feedback. Indirect evaluation of the students (UG &PG) is also done based on monthly test, term test and surprise class test, quiz and by seminar presentation of PG students. The performance of the students in the internal and external examinations, in the practical and assignments, participation in class activities, role in departmental activities are some of the means by which program specific outcomes are measured. Teachers provide critical inputs to the students based on

their performance. The tabulation registers (TR) of results for all the classes are made available to the college by the affiliating university which are referred by teaching faculty to collect information regarding the performance of students. The summary of attainment of the POs and COs at the college level is assessed for the results of each programme and course. Result is analyzed by each department as soon as the results are published by the University and conveyed to the students which explicitly exhibit the course outcomes. Students qualifying in competitive examinations NET/REET also underline the fact of attainment of POs and COs. Publications of research working CARELISTED and peer-reviewed refereed journals by research students of many departments and the number of Ph.D. awarded in the assessment period exhibit their research skills.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/COURZE%20OUTCOME%20.pdf

2.6.3 - Pass percentage of Students during the year

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

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

2.7 - Student Satisfaction Survey

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

Nil

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

An Innovation and Skill Development Cell (ISDC)exists in college, which aims to promote entrepreneurial activities at campus and encourage innovation driven activities in the college. Gyandoot, Gyan Sudha programs were conducted by directorate college education under which online live sessions and lectures were conducted for students by the faculty members of all the government colleges. Students of M.Sc. were encouraged to participate in practical training program on Molecular biology, bio-technology, genetic engineering being organized by Indian Academy of Sciences Pune. During COVID-19 lockdown period, students were taught online and several videos and pdf notes on topics covering the syllabus prescribed by affiliating university were uploaded on the YouTube channel ccerajgclbskotclass' of our college. Link of this channel was shared with students WhatsApp groups. e-library links, e-books/ you tube links for relevant videos well provided to students. Webinars were also conducted by different departments of the college like- Chemistry, Zoology, Geography, Business Administration, History and Political Science. One of the innovations of Botany Department of the college is generation of QR Codes for trees and plants of the campus. All the information about that tree, like- its botanical name, local name, family, use, medicinal use was available at one click. Community Book center was created in college. In this facility books not more than three years old published, were collected by volunteer donors of society, alumni and present working faculty members. These books were available to economically weaker students of the college.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/3.2.1%20PHOTOS.pdf

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

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

02

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

3.3 - Research Publications and Awards

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

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

01

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

08

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

10

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

3.4 - Extension Activities

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

The College aims at the holistic development of the students. Plantation is done throughout the year on several occasions like NSS camps, college functions, Birthdays of staff members, by the dignitaries visiting the college. Sensitization drive on health and hygiene issues and cleanliness drive is conducted on regular basis by the NSS units of the college. The College, organizes events on Yoga and Meditation on world Yoga Day which helps the students in improving flexibility, balance, endurance and physical strength . On Pandit Deen Dayal Jayanti in September each year, blood donation camp is organized in which all the private and government colleges also participate

collectively. Various competitions like Rangoli making, slogan writing, poster making, debates, are organized to percolate the message related to the social issues of the Society. "AIDS" awareness programs are conducted through committees like women cell, Red Ribbon Club, NSS NCC units of the college. The Aanandam project encouraged all students to indulge in social welfare activities and the slogan of "Feel Good by doing Good" is promoted. "Voter Awareness" drive was conducted in the college to make the students aware about the importance of voting. IDEA and YDC lectures on diverse topics related to academics , health, research, latest innovations, national economy, and personality development and so on groomed the minds of students on regular basis. Celebration of Festivals and commemoration of national leaders from time-to-time inculcated nationalistic fervor and respect for social customs.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/3.4.1PDF.pdf
Upload any additional information	No File Uploaded

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

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

00

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

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

with industry, community and NGOs) during the year

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

13

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

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

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

1185

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

3.5 - Collaboration

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

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

00

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a sprawling campus of 104176 square yards with a built-up area of 45000 square meters. The college has adequate parking space fort two-wheelers, and four wheelers. Each department is equipped with computer, Wi-Fi and internet facilities. Canteen and cafeteria facilities for students and staff members are available in the college campus. The Main Block of the college has Academic and Establishment Sections, Principal and Vice Principal office, staff room, girls common room, Examination control room, IQAC room, Central library, YDC, IGNOU, NCC and NSS offices, Sports and Yoga center,

smart class room, Departments of Social Science and Humanities and class rooms. The Science Block has well developed UGC Cell, smart class room, Department of Physics, Department of Zoology, Department ofMathematics, Department of Chemistry, Department of Botany,Department of Geography, and class rooms for teaching. The college has separate Lavatory facilities for staff members, girls and boys. RO systems have been installed at all the blocks of the campus including Staff room and Principal room. There are 35 traditional classrooms,,12 Practical Laboratories, 2 Smart Classrooms.ICT laboratory is equipped with 38 computers with LAN connection. The college library has 61734 books, 22periodicals, 19 subject journals, whole library is facilitated with Wi-fi network.Whole campus is under CCTV camara surveillance as 75 HD quality CCTV Cameras are installed at every nook and corner of the campus. Whole campus is compounded by a high boundary wall to separate it from the surrounding residential areas.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.1.1.pdf

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

A well-equipped indoor stadium of 60X40m, having synthetic (acrylic) surface laid over an Asphalt base, has been constructed in the college campus under the khelo India Scheme of Government of India to promote and harness the sports skills among the rural students. For sports events adequate infrastructure is available. A 400m track is available to conduct different racing events such as 100m race, 200m race, 400m race, 800m race, 1600m race and so on up to cross country. A Volleyball Court: Size-24X17m3.Basketball Court: Size- 30X17m.There is a sports room where sports articles and records pertaining to them are kept. For various tournaments players are provided with the kit for practice.In the college regular activities like dancing, singing and mono acting, skit, and literary

activities like poetry - recitation, extempore, debate and quiz which are conducted on a regular basis. In order to promote creativity among students the women cell also organizes some events like poster, slogan, essay writing competitions, paper art, mehndi competitions, rangoli and sketching best out of waste, hairstyling, salad preparing etc. There is a dedicated room where cultural activities are conducted and college also has an open Arena for organizing annual prize distribution, cultural activities and cultural competitions. Yoga room is available for yoga, Pranayama, Meditation and recreation. Yoga and self-defense workshops are organized by committees like NSS, women cell.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.1.2.pdf

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

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.1.1.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

24420

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

4.2 - Library as a Learning Resource

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

Recently Library is automated using Integrated Library Management System (ILMS).As the primary information resource centre and store house of books, journals magazines, newspaper and e-resources for staff and students . Apart from text books library is a collection of reference books, books, journals, dictionaries, encyclopaedias, year books,e-journals and e-books through INFLIBNET & DELNET consortium. The college library has 61734 books, 22 periodicals, 19 subject journals, whole library is facilitated with Wi-fi network.

qualified librarian and supporting staff are looking after the library.

*The library has open access system and is fully automatic with Alice for Window software.

*DDC system is adopted for classification and categories catalyzing services are provided.

* A seating capacity of 50 at a time.

*Digital Institutional Repositories by using Automation and Higher & Technical Education Portal.

*Previousquestion papers are made available to users.

*Books search link 61.2.243.12;81/library for searching books online.

*The whole library is facilitated with CCTVs and is fully automatic since 2006-07.

* Name of ILMS software: Alice for Window

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

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

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

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

00

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

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

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

3000

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

4.3 - IT Infrastructure

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

To enhance and update the IT facilities, the college has renovated the computer lab and has purchased quality computers through RUSA funds for the lab. It is connected by high speed BSNL lease line internet. There is a Geography smart class room also. The college administration has insured that each department, accounts, establishment, academic section as well as the seminar hall cum language lab is ICT enabled. The smart class is equipped with modern IT facilities like LCD projector, digital podium, audio systems, video cameras, video conferencing and lectures recording facility and adequate furniture. It is used to conduct online meetings, FDPs and webinars and also live teaching. Traditional way of teaching has been gradually supplemented with multi-media teaching pedagogy. The college has systematically updated its IT facilities including Wi-Fi. The administrative block is Wi-Fi enabled and equipped with adequate working computers, MF printers and Photostat Machines., LAN facility is available in all the departments and administrative sections including library. There are

2rooms with a smart board facility. There are 75 HD CCTV cameras installed in the campus. The college has 36 computers and plans to buy more in the coming session.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.3.3.pdf

4.3.2 - Number of Computers

38

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

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

59.87

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

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

The maintenance and utilization of physical, academic and support facilities are maintained through various committees like Development Committee, Purchase Committee, Library enhancement Committee, Academic Committee, ICT committee, College campus cleanliness committee. These Committees looks after the maintenance, repair and construction work of the college. Grant received by the State Government, RUSA, UGC, and College Development Fund are the main financial sources for this purpose. All minor faults are attended and repaired by hired technicians, carpenters. Purchase Committee looks after the purchase of equipment, instruments for laboratories and, ensures optimal utilization of funds allocated to the respective departments, each academic year. The purchase is now made through the GEM portal. Electrically sensitive equipments are provided with necessary back up to ensure steady functioning in case of disruption in power supply, rooftop solar power panels having a capacity of 125 KVA functions as the substitute source. The Institution has spacious classroom equipped with LED lights. A well-equipped, indoor stadium has been constructed in the college campus under the khelo India Scheme of Government of India.The College has a computer laboratory for students having 37 computers. The ICT lab is maintained and monitored by the ICT committee. Smart class room is equipped with digital podium, interactive board and projector etc. with Wi-Fi facility. External agencies are called in case of any repair beyond the scope of the system administrator or In-charge.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/4.4.2%20writeup.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2723

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

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

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

6316

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

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

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

356

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

356

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**A. All of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

9

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

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

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

9

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

5.3 - Student Participation and Activities

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

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

10

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

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

The democratic process finds its roots in academic institutions. Student's council known as Students union is formed in the college as per the recommendations and guidelines laid down

in the Lyngdoh committee and the government of Rajasthan. The four executive posts in students' union are of President, Vice President, General Secretary and Joint Secretary. In addition, the regular students also elect Class Representative (CR) from each section of class. Student Union representatives play a major role in planning and execution of all the developmental activities related to academics and administration of the college. President of the student's union is an ex-officio member of "MahavidyalayaVikasSamiti" of the college. The student's union acts as a bridge between students and the college administration. Feedback of students regarding infrastructural facilities, academics, etc. as well as their grievances are presented by the student's union in meeting with college administration. Sports day/week is also organized where the role of games secretary is very important. He is an integral part of conduct committee of all games and sports interclass and open competition. Student representation is also evident in extension activities like NCC, NSS, YDC, Ranger/Rover, and various awareness programs, community services etc. The departmental associations and clubs have student representation. The students actively participate and manage PG departmental seminars, library, and

assignments. In field and community activities the students not only participate but are also assigned important responsibilities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

7

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

5.4 - Alumni Engagement

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

The objective of the Alumni Association is to develop a close relationship among the alumni themselves. Together they help in promoting the welfare activities in the college for the benefit of the students. An informal group of students who graduated from the college since its establishment in 1962 got together and formed the old boys association. It was formally registered on 25 Nov. 2020. On 23 December 2021, a conference of the alumni association was organized in the college under the chairmanship of Dr. Vasudev Gupta, in which

the solutions to various problems of the college were
discussed and all the members expressed their will power to
be always ready for the development of college. The members
offer a variety of benefits and services to assist alumni in
staying connected to their educational institution and fellow
graduates. The suggestions given by the alumni are extremely
beneficial in upgrading and updating the different aspects of
the college. Alumni association has contributed significantly
in plantation in the college.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/5.4.1.pdf
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision of the institute is to emphasize on transforming
the students into socially responsible citizens. The College
is committed to providing a stimulating teaching- learning
environment by providing excellent facilities to the
students. The main objectivesare:

1. Enhancing knowledge through education.
2. To prepare the students to face any challenge.
3. To develop an understanding of the importance of
   healthy competition.
4. To develop human values.
5. To create an awareness of social problems.
6. To develop leadership qualities in the students

7. To develop positive thinking in the students.

Our college is one of the oldest caterings to students from rural background. The stakeholders – the students- learn the importance of healthy competition which ultimately helps in human resource development and in making them better and more responsible individuals. L.B.S. Govt. College Kotputli formulates policies in accordance with the college education policy of Rajasthan and the principal and faculty members work accordingly in conjunction to formulate strategies for their implementation. Various institutional committees discuss various issues and present their views and recommendations to the head of the institution. The committees are well supported by non-teaching staff. The IQAC has been conceptualized for planning, guidance and monitoring to meet the diverse needs of planners. This includes faculty members of all levels, alumni and associated stake holders.Staff council and 'mahavidalaya vikas samittee' are the big support for overall development of the college. The principal ensures the fulfilment of the policies formulated.

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

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

The various in-house committees are Information and Career guidance cell, Monitoring Committee, Store Committee, Academic Committee, Discipline Committee, Purchase Committee, Internal Audit Committee, Cultural Committee, Library Committee, Campus beautification Committee, Sports and Games Promotion committee, Students discipline committee, Hostel advisory committee, N.S.S. Advisory committee, College monthly test committee, Vidhansabha Question Committee, Internal Complaints committee, Women cell, Various scholarship Committee etc. The student's members are invited accordingly to the committee meetings and hence become a major part of various decisions taken. The setting up of a guardian's forum is another example of decentralization. A guardian's feedback and Faculty feedback are collected by

IQAC in the standard format. Regular staff meetings are an example of this participated management. Issues relevant and important to the college are discussed in these meetings, and decisions are taken accordingly.

- Sports committee organised various sports activities as per schedule provided by Commissionerate, College education.
- NCC and four units of NSS conduct various activities in the college seamlessly as per the instructions of the Commissionerate, College education.
- Cultural committee and Women cell organised various competitions.

To keep unhindered academic activities during Covid-19, the decision of the Commissionerate, College education to reach doorsteps of each and every student, subjectwise e-content, video and assignments are being prepared by all the faculty members of and made online through YouTube channel of the college and compiled under Rajiv Gandhi e-content bank.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.1.2.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Under strategy development and deployment are included-

1. admission of students

2. Industry interaction,

3. Human resource management,

4. Library,

5. ICT and Physical infrastructure,

6. Research and development,

7. Teaching and learning,

8. Curriculum development,

9. Examination and evaluation etc.

Process of admission:

At the time of admission, students deposit the fees through e-Mitra. Subsequently, the CCEreleases the online admission list.Simultaneously waiting list is released and made available to college website.

The number of admitted students in the various streams in the session 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 are given below-

S.No.

Session

Class

Total no of students admitted

1.

2017-18

B.A. -I

1440

B.Sc.-I

578

B.Com.-I

301

M.A. Pre

160

M.Sc. Pre

50

M.Com. Pre

181

1.

2018-19

B.A. -I

1500

B.Sc.-I

616

B.Com.-I

241

M.A. Pre

246

M.Sc. Pre

60

M.Com. Pre

122

1.

2019-20

B.A. -I

1481

B.Sc.-I

604

B.Com.-I

213

M.A. Pre

245

M.Sc. Pre

61

M.Com. Pre

124

1.

2020-21

B.A. -I

1515

B.Sc.-I

616

B.Com.-I

212

M.A. Pre

226

M.Sc. Pre

57

M.Com. Pre

127

1.

2021-22

B.A. -I

1591

B.Sc.-I

604

B.Com.-I

240

M.A. Pre

M.Sc. Pre

M.Com. Pre

Major developments that have taken place in past five years –

1. Renovation and repairing of college building
2. Drinking water facilities and toilet facilities
3. Development of smart class room
4. Installation of solar power plant on roof top
5. Sports room was setup with improved facilities

College is Nodal for virtual lab of IIT Delhi in which students can perform experiments virtual.

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

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

The various institutional bodies are given below:

Administrative setup – The college comes under the Commissionerate of college education, Rajasthan. The setup is headed by the commissioner, followed by the principal, then conveners of committees, office staff and subordinate staff. Financial matters are dealtby theAAO and Accountant. Member of the teaching staffs are appointed as conveners and members of various committees.

Service Rules- The Collegefollow the rules, regulation and policies framed by the state Government known as Rajasthan Service Rule (R.S.R.)

Recruitment – Staff is recruited by the RPSC and Rajasthan staff selection Board. Class four employees, Security guards, Gardeners, 'Safai Karamcharies' are hired on contractual basis. There is also a provision of compensatory appointment on the demise of an immediate family member, subject to state government policy. Guest faculties are recruited on part time basis under Self Finance Scheme (SFS) for post graduate classes and under 'Vidhyasambal yojana'.

Grievance redressal – The College has framed internal complaints committee, anti- ragging cell, and anti-women harassment committee.

Promotion: Every year Principal asses the performance of teaching and non-teaching staff in the form of Annual Confidential Report (ACR) and after putting his remark he

submits to CCE. The CCE review it and submit it to the Department of Personnel, Govt. of Rajasthan. For Career Advancement Scheme (CAS), the CCE invites applicationaccording to the UGC regulation. The IQAC asses the CAS form and submit to principal, he then forwards it to CCE for necessary action.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.2.2.pdf
Link to Organogram of the institution webpage	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/organogram%206.2.2.pdf
Upload any additional information	**No File Uploaded**

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

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

6.3 - Faculty Empowerment Strategies

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

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

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

Leaves – Teachingstaff get 15 days of PL, 20 HPL, and 15 CL in one academic sessionand Non-teaching staffgets 30 days of PL, 20 HPL, and 15 CL in one calendar year. . Also 15 days academic leaves given toteaching staff in one academic session for academic purposes. Female staff is entitled to maternity leave of maximum 180 days twice and Child Care Leave (CCL) of maximum 730 days during service. Paternity leave of 15 days given to the male staff twice during service.

Faculty Development Programs (FDP)- The college organizesFDP periodically (as directed by CCE) to upgrade their teaching learning skills and knowledge.

Parking- Parking Facility is provided for teaching and non-teaching staff within the campus.

The Rajasthan Service rules read in concurrence with pay commission Page 69/94 dated 09-11-2021 12:33:36 Self Study Report of GOVERNMENT COLLEGE recommendation of UGC provides respectable and satisfactory salary and job inducements. Different types of leaves are admissible for teaching staff and non-teaching staff as per the Rajasthan Service Rules.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.3.1.pdf
Upload any additional information	**No File Uploaded**

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

6.3.2.1 - Number of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

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

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

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

5

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

The achievements of faculty members are monitored and maintained through Performance appraisal system as per the guidelines from Government of Rajasthan and UGC. The appraisal report of faculty is submitted to the head of the institute.The performance of every employee, whether teaching or non-teaching, is appraised by the principal and reviewed by the competent authority on annual basis covering various aspects of working, behavior and overall performance. The records are kept in the office of the Commissionerate to be reviewed by DPC at the time of promotions.At the second step the 'Reporting Officer' judges and rates the work carried out by the reportee.

At the third step, the 'Reviewing' authority, the Commissioner then finally gives the overall rating, which then is conveyed back to the reportee who is now the 'Accepting' officer.

Only for teaching staff: In addition to the above proforma, the teachers have to fill one more proforma which comprises:

1. Academic qualifications

2. Teaching experience

3. Teaching proforma of the session

4. Examination results of all the classes

5. Publication details

6. Research Supervision

7. Participation in co-curricular and extra-curricular activities

8. Any other contribution

9. Points of satisfaction/dissatisfaction and suggestions pertaining to Curriculum,teaching, examination, student service etc.

The college conducts its academic and administrative audits from affiliated university, and Govt. bodies. Thus, the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the faculty members.

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

6.4 - Financial Management and Resource Mobilization

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

Every budgetary allocation from different sources and their related expenses are kept by Accounts Section of the College. General Financial & Accounts Rules (G.F. & A.R.) are strictly followed in utilization of all the received funds.

The following types of auditing are prescribed and conducted in the college:

1. Internal Audit: This committee carries out and inspection of income and expenditure heads of the

college every year, verification of physical resources is done and the financial verification is done by charted Accountant (C.A.) aegis of internal audit and inspection committee. If any discrepancy is found, the same is brought in the notice of the principal.

2. External Audit: External audit is done by Auditing team from the office of the Auditor General (AG), Govt of Rajasthan and by Comptroller & Auditor General (CAG), Government of India.

- Audit by AG office of Govt of Rajasthan: - The audit of accounts of the college is done by the audit team of AG office, every 3 years.
- Audit by CAG office of Govt of India: - The audit of accounts of the college is also done by the audit team of AG office, every 5 years.
- The service records are also audited by both AG office and CAG office teams. The Auditor ensures that all payments are duly authorized after the audit. The report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribe time limits.

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

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

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

7233350

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

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

The institute received funds mainly from the state government. Funds are utilized as per GF & AR of the State. DDO looks after the financial matters including the salary of the college employees. AAO maintain ledger with details of the financial support received and utilized. The funds are received under the following schemes/heads:

1. State Government: allocates a specific amount to Govt. Colleges for overall development and maintenance.The state budget and grants are released for salary, TA, medical, office work, construction and maintenance, lab grant, books and journals, etc. The proposals for requirements related to maintenance are also submitted to CCE, CDC,UGC.
2. State Government Scholarships:The payment of various Scholarships is online and executed through the SSO module.
3. UGC and RUSA: UGC has been providing assistance till 2017 and 2018 onwards funds are being distributed by RUSA. Funds of Rs 2 crore were allocated to the college under three major heads construction, renovation and equipment. The fund was judiciously utilized and Utilization Certificate was submitted timely to the office of the RUSA.
4. Mahavidhyalay Vikas Samiti: Any funds needed for any purpose other than listed above are met through 'Mahavidhyalay Vikas Samiti'.
5. Research: The College depend on various funding agencies like UGC, DST, DBT, CSIR, ICSSR etc for financial support to pursue research activities.
6. MP and MLA: The funds generated through MP and MLA

> schemes are utilized as per requirements suggested by stakeholders.

7. **Bhamashah and Alumni:** They are also contributing in development of college campus by providing facilities.

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

6.5 - Internal Quality Assurance System

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

IQAC has been actively functioning in the college since 2014. IQAC has contributed towards quality assurance by holding periodic meeting time to time. The decisions taken were implemented through unanimous vote with the permission of the principal of the college.

- The feedback of students, parents and teachers is an important initiative by IQAC.
- It was also suggested by the IQAC to strengthen the alumni association, so that student's progression may be taken care of and this was also accordingly implemented.
- It stressed the need for holding webinars with the intention of the enrichment of faculty members.
- It also suggested for the use of ICT tools for making videos and Pdfs.
- It also suggested for upgradation of labs.
- It also encouraged for the renovation and upgradation of botanical garden in college premises.
- It also encouraged for renovation of running track in the college campus.
- It also suggested for the plantation in the college campus.
- It also suggested to increase the basic facilities such as drinking water, toilets, parking, boring etc.
- Another noteworthy effort of IQAC is related with organizing webinars and workshops.

- **With a view to sensitize students and teachers on gender issues IQAC and Women Cell of the college went on to organize various programs in every academic session.**

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.5.1%20new.pdf
Upload any additional information	**No File Uploaded**

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

IQAC periodically reviews and suggest measuresforthe teaching learning process as-

1. Extra classes are willingly taken by faculty members of the college for the students to prepare for the competitive examinations.

2. Innovative research projects are the exclusive feature of the college.

3. Students Advisory Bureau of the college provides academic, personal, psychosocial guidance.

4. Besides classroom teaching and curriculum, co-curricular activities and extra-curricular activities that fall outside the educational curriculum are a regular feature in the college and are conducted by Youth Development Centre (YDC), Women Cell, NSS, NCC, Ranger and Rovers etc.

5. Measures are taken to make classroom teaching more student-centric, the emphasis is laid on interactive sessions, field studies and community activities. This is supported by the field trips in Science and Geography.

Methodologies of operation: The planning procedures and implementation of IQAC initiatives in the area of teaching learning is reflected in the following:

1.The feedback procedure in the college is in the form of a questionnaire separate for parents, teachers, students and alumni to the development of the college.

2.ICT facilities: Smart classroom, LCD, slide projectors, Computers and internet and Wi-fi connectivity has facilitated the learning process.

3. The college showing concern towards the ever-increasing demand of the region for mainstream regular courses that otherwise are not available has come forth by putting up a regional study center of Vardhman Mahaveer Open University (VMOU) Kota and IGNOU

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.5.2.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/6.5.3.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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

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

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

D. Day care centre for young children – NA.

Any Other information: Women development cell (Mahila Prakoshth) conducts activities related to women welfare on regular basis. Separate NSS unit is running in the college

exclusively to encourage the girl students. A first aid box is always available for the students and a doctor is available on call as and when needed. Sanitary napkins were distributed by the Women cell and also under the Udaan yojna of the government of Rajasthan and keeping in view of the gender sensitization, these are distributed in the girl's common room. Celebrations of International Women's Day was celebrated on 8th march 2021 and Girl child Day celebration 24/01/21.

File Description	Documents
Annual gender sensitization action plan	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/7.1%20upload.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable

which is is dumped in pits for decomposition over time. The minimal amount of non-biodegradable is mostly burnt in pits. The solid biodegradable waste collected from the parks, play field after use of lawn mower and bush cutter is collected and dumped for decomposition to be used as a source of bio fertilizer. During the autumn season a large quantity of fallen dry leaves are bathroom is collected into soakage pits through systematic drainage. Zero percent leakage of waste water is ensured.

Liquid waste Liquid waste generated from washrooms is sent to municipal sewerage ·Raw water is used for watering plants trees in campus. Lab water is dumped in nearby soil and planning for its recycling going on.

Biomedical waste management NA·

E- Waste management the college has minimum e-waste. The waste if any is sold to vendors for recycling. E-waste is given off to e waste sellers who recycle and reuse the e-waste.. An inkjet cartridge is also used after refilling. This method also reduces the volume of e-waste generation. ·

Waste recycling system NA

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**B. Any 3 of the above**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

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

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

The college promotes tolerance and harmony towards cultural,

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

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

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

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

conduct is,strictly, followed for students and staff.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/7.1.9.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

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

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

The College organizes and celebrates various days of importance to educate the students on issues of social

concerns as well as the achievements of humanity. The College celebrates and organizes theNational Festivals with great pride and zest. The activities to celebrate various days are many and include: Organizing extension lectures, Meetings of students with an expert on topic, Exhibitions of works and achievements Quiz and Essay-writing competitionsConducting Awareness camps for blood donation, hygiene, cleanliness etc. Distributing published materials, print-out of relevant works etc. A few days of national and international importance celebrated at the college is given in following list:

11 July World Population Day

05 September Shikshak Divas, Dr.Sarvapalli Radha Krishna Jayanti

08 September Antarrashtriya Saksharta Divas, InternationalLiteracyDay

14 September Hindi divas

24 September NSS Day

02 October Gandhi Jayanti, Shastri Jayanti,International AhimsaDivas

24 December Rashtriya Upbhokta Divas,

12 January Rashtriya Yuva Divas,

26 JanuaryRepublic DayFlag-hoisting ceremony

30 January Shaheed Divas

08 March Antarrashtriya Mahila Divas, International Women?s Day

23 March Bhagat Singh, Sukhdev, Rajguru Shaheed Divas

14 April Ambedkar Jayanti

21 June Antar rashtriya Yog Divas, International Yoga Day

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

7.2 - Best Practices

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

1. **Title of the practice: - Science Club**
2. **The context that required the initiation of the practice: -We have reached such a stage that we cannot think of a single moment without science. Whatever we see around us today we see the touch of science in everything around us. The present age is the age of science, an age marked by the unique contribution of science and scientific temperament. Science teaches man to think rationally and the application of this rational approach in every walk of life. Science based technology has rendered our life very comfortable and has generated numerous facilities for us. The purpose of Science Club is to enhance the general awareness of the students about the role of science and Technology as their future scope.**

Title of the practice: - Eco club

2. The context that required the initiation of the practice

An Eco-Club is a group of College students interested in environmental issues and willing to make significant contribution to society.

- **Under its aegis, students explore environment, understand its concepts and challenges, and take appropriate actions to conserve and protect it. They sensitize their peers, school authorities, parents and community about environmental problems through club**

- activities.
  - ○ **The rising temperature, climate change, ozone layer depletion ,Greenhouse effect ,is a matter of concern. It was felt that the students be made aware of these burning problems. So, Eco Club was formed.**

File Description	Documents
Best practices in the Institutional website	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/l.b.s.government_pg_college_kotputli/uploads/doc/BEST%20PRACTICE%20.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The Institute is celebrating Sixty two years of its meaningful contribution in the promotion of higher education with a commitment to impart quality higher education along with a holistic development to the large number of students it caters to. The college has also focused on developing an innovation culture among the students and faculty members. Aligning to this goal institute has setup Institute Innovation Council (IIC) and is encouraging students and faculty members towards developing innovative ideas. The college has never discriminated against gender, religion, language or caste and has treated each stakeholder with equal dignity. The NSS units of the college has adopted 4 nearby villages namely Buchaher a,Badabaas, Putli and Amai and is committed to work upon the various aspects like health, education, sanitization and sensitization of the villagers and contribute to an overall upliftment of their lives. Subjects like Political Science, English, Economics, History etc. include topics on gender sensitization in their syllabus and the teachings on these social issues extends beyond the classroom. The Women's Cell actively organizes various programmes and holds discussions and interactive sessions on

gender equity and sensitization. The Cell Against Sexual Harassment and the Grievance Redressal Cell take care of any complaints lodged by any student about any untoward incident. The College achieved the distinction of being recognized as Research Centers by the University of Rajasthan in the subjects of Chemistry, Political Science and Geography. This reflects the deep interest of faculty members in research.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

To promote faculty and students for research. To guide and encourage to submit projects under Karya scheme.

To organize seminars, workshops, webinars and conferences.

To initiate steps to implement New Education Policy 2020 effectively.

To participate in various workshops and seminars for the effective implementation of NEP 2020.

To organize various cultural programs.

To conduct various activities of Mahila Prakoshth,Eco club,Science Club,And YDC.

To organize a year-long social activities in the villages adopted by the college.

To sign a Memorandum of Understandings (MOU) with Surya Organic Farm

To complete Library automation.

To celebrate 'Van MAhotasav "in a grand way, and fulfill the plantation drive of at least 1000 plants in the entire campus.

To develop three – four Gardens in the entire campus .

To paint and renovate old drums and recycle them and euse them as pots to plant trees and also use them as dustbins.

To organize an international e-seminar on Hindi Diwas.

To organize lectures on different topics in all subject areas