Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SHRIMATI PANADEVI MORIJAWALA RAJKIYA KANYA MAHAVIDYALAYA, KOTPUTLI**
Name of the head of the Institution	**DR AJIT KUMAR SHARMA**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01421249112**
Mobile no.	**9982275632**
Registered Email	**pdmgovtgirlscollege@gmail.com**
Alternate Email	**ajit132012@gmail.com**
Address	**N.H. 8, Dabla Road, kotputli**
City/Town	**KOTPUTLI**
State/UT	**Rajasthan**
Pincode	**303108**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR SANGITA SINHA**
Phone no/Alternate Phone no.	**01421249112**
Mobile no.	**9314209105**
Registered Email	**drsangitasinha@gmail.com**
Alternate Email	**pdmgovtgirlscollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/shrimati_panadevi_morijawala_rajkiya_kanya_mahavidyalaya,_kotputli/uploads/doc/AQAR%202018-19%20submitted.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://hte.rajasthan.gov.in/hteCircular/acad164165.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.13**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**11-Jul-2014**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Initiating online feedback method	22-Jun-2020 30	15
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1 Connecting with the students during Covid19 lockdown 2 Training the students for use of various E learning platforms 3 AQAR 201617 and 201718 prepared, submitted and accepted. 4 Campus beautification by development of garden 5 Alumni meet, parent teachers meetings and IQAC meetings held

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

Plan of Action	Achivements/Outcomes
File uploaded	File uploaded

14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**31-Dec-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Followig records are maintained as digital database in the institution: 1. Student details along with course pursued are maintained as database. 2. Comprehensive record of Statistical details regarding number of students admitted coursewise. 3. Vacant and filled posts of teaching and non teaching staff is maintained. 4.Details about college infrastructure number of classrooms, seminar hall, video conferencing room, ICT facilities, library details, sports facilities, playgrounds, toilet facilities details, etc. are maintained as database. Alumni data is stored and used for tracking their further progress, alumni activities in the college such as functions, interactions, meetings, their involvement in college activities and preparing reports. 5. Data related to grants received and the infrastructure developed from these grants is maintained. 6.Students participating in various activities in the college skill courses, field trips are maintained in the database. 7. List of conferences , seminars , workshops attended by staff are maintained as database. 8. List of of students activities NSS, Awareness programs, trainings are maintained datewise in college. 9. List of resource persons who have visited college is maintained as database. 10.Important documents**

related to the institution such as affiliation, grants from agencies such as UGC, RUSA, etc. are stored in soft copy for download and use by all concerned. 11.List of expenditure under schemes such as UGC, IQAC, RUSA and Government grants incurred on Books, equipments, construction and renovation is entered as database. 12. Details of lectures prepared and uploaded. The institution uses its data for the following: 1. Sending statistical record to the college education department, Government of Rajasthan. 2. For filling information on All India Survey on Higher Education(AISHE) 3. For Filling MIS data on Ministry of education portal 4. For tracking progress of students 5. For obtaining feedbacks, etc. 6. For informing the students about scholarships and other Government schemes.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution focuses on providing best learning environment to students, encompassing all features for holistic development. The institution is affiliated to the University of Rajasthan, Jaipur which is a State University. The programs and the courses are run as per the syllabus of the affiliating University, the website of which displays the updated syllabus of the courses for each program. The course curriculum under each program run in the college, is also uploaded on the institutional website. Before the end of preceding session the time- table for curriculum delivery is prepared by a time- table committee and allotted to the respective departments. The institution follows the academic calendar issued by the College Education department, Government of Rajasthan. The academic session starts on 1st July and continues till the onset of preparation leave before the annual University examination. The examinations are conducted as per the annual pattern of the affiliating University. The course curriculum is planned so as to be delivered and completed within 180 teaching days. Teaching time- table incorporates periods for the practical exercises wherever required as per the University syllabus. Students maintain a record of practical work done in practical record notebooks and files which are regularly checked by teachers. UGC norms and State Government guidelines are followed for the teaching workload allotted to the faculty. Every department keeps a record of the curriculum covered month wise and reports to the Principal of the college. Difficulties encountered in course completion are discussed with the Principal and solutions sought. The monitoring of the classes is strictly done by the Principal of the college and also the college education department, Government of Rajasthan. Students are asked to write answers for previous years questions asked in University examinations for practice purpose. Students are put to regular written and oral tests. Test records are maintained in the college. The answers are discussed with the

students. Students may also be asked to write the answers using open book method. A few topics are given to students for their involvement in teaching-learning . They may prepare notes, charts and PPTs on topics of their own interest from the syllabus and make a presentation. In Zoology, specially with restriction on animal dissections and preservation of animals, the practical were mostly performed in the computer laboratory.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Spoken English Comm unication Skills Course	NA	18/12/2019	75	EMPLOYABIL ITY	SKILL DEVELOPMENT

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NOT APPLICABLE	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NOT APPLICABLE	Nill

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

	Certificate	Diploma Course
Number of Students	32	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Coaching for competitive Examinations	15/07/2019	100
Spoken English Communication Skills Course	18/12/2019	32
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	SURVEY OF CAMPUS FLORA AND FAUNA	20
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Various college committees have outside members from different fields- MP, MLA, academicians, Industrialists, officers from Government Engineering department, alumni and reputed people from the society. The committees also have Principal, college faculty, non- teaching staff and students. A number of college committees have students as members. The meeting minutes are carefully recorded and maintained in minutes register. Staff meeting was held under the auspices of IQAC where the teaching and non-teaching staff gave their feedback for college development. IQAC plays a major role in discussing the various feedbacks received and their implementation. Feedback is carefully utilized for planning the activities of the college and further progress. There was special demand for more focus on career building programs. Compliance was made for all such feedbacks. Schemes such as coaching for competitive examination and certificate program in Spoken English Communication course were run in college. Confidence enhancing programs have been taken up in college for students. Parent teachers meeting and alumni meetings were held in the college and feedback was collected and utilized. Parents suggested that Self Finance Courses should be converted to Government funded courses. There was focus on creating awareness about legal, constitutional, health and environmental issues. Special emphasis was given to sports activities. There was mass participation of girls in college sports. Many girls participated in intercollege sports events held elsewhere. Online formats for feedback from students, alumni, parents, teachers and employers were introduced during the session. The College development committee has members from all walks of life including local MP and MLA. They play an important role in the development of the college. With their intervention various schemes of the college may get materialized.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	POLITICAL SCIENCE(SELF FINANCE SCHEME)	40	37	31
BA	GEOGRAPHY&HISTORY(SELF-FINANCE SCHEME), SOCIOLOGY	80	67	55
BA	HINDI LITERATURE,	500	817	467

	POLITICAL SCIENCE, SOCIOLOGY,ECONOMICS, HOME SCIENCE				
BSc	BOTANY, ZOOLOGY, CHEMISTRY	88	317	87	
BSc	PHYSICS, CHEMISTRY, MATHEMATICS	88	122	75	

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1716	42	15	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
15	15	70	3	3	10

View File of ICT Tools and resources

View File of E-resources and techniques used

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

An overall environment is created in the college, so that students feel free to speak to their teachers. Students mentoring is provided via various platforms in the college. During the classroom teaching , they are made to feel confident to ask questions. They are advised on how to write answers correctly. The answers written by them are checked and discussed after the class. Students are encouraged to interact with their teachers in a one to one session. The college faculty is very much aware of the importance of its role as a mentor. We advise on meditation, nutritious healthy food and exercise for mental and physical well being. The students may be faced with some social, family, mental health or career issues. The faculty makes them feel close enough so that they are able to share such issues. Health check-ups or visit to doctors is advised wherever, it is felt . Care is taken to maintain the privacy of issues. If necessary, the mentors may make a phone call or meet the parents. Students are specially mentored for best career opportunities. The faculty motivates the students and help them realize their goals. Student teacher interaction may be one to one or with a group of students. Students who are shy and do not participate in activities are specially called by the faculty and are involved in some work so that they start participating gradually. The students are mentored for formal dress-ups, life- skills, etc. Students are specially mentored during NSS camps when they get a chance to spend more time with their teachers. After the classes students may seek help in preparation of notes, PPTs on particular topics or preparation for college competitions or University examinations. The faculty readily provides mentoring whenever required. The faculty is very compassionate about the students. Students are free to make a phone call during examination or any other time which the faculty attends. During the Covid- 19 lockdown conditions, there prevailed uncertainty over examinations. Students were anxious about their future and there was fear due to pandemic. Under these circumstances the faculty took it upon their duty to connect with the students through phones, WhatsApp, virtual meet, etc. and took care that they do not lose on their academic and career goals. Phone numbers of all teaching

and non-teaching staff members are displayed on institutional website so that students, pass outs and private students can connect with the faculty and derive benefits of mentoring by college faculty.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1758	15	1:117

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	15	1	3	12

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	00	Nill	00
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	NA	FINAL YEAR	21/10/2020	06/12/2020
BA	NA	FINAL YEAR	22/10/2020	23/11/2020
BSc	NA	FINAL YEAR	15/10/2020	23/11/2020
View File				

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

The institution has a regular system of Continuous Internal Evaluation (CIE) for the students. A system of monthly tests has been developed. Students are put to classroom tests on questions framed on the basis of University curriculum. Papers are checked and discussed in the free periods or after the classes. Sometimes students may be asked to follow open book system for answering the question. The record of marks is maintained in the college. The main purpose of CIE is to enhance the learning experience of the students. During the practical periods, students are made to practice the exercises in a register maintained separately by them for this purpose. In addition, students are asked to prepare a topic of their choice or as suggested by faculty by use of ICT, charts/ posters, notes, etc. and present in the class. The purpose of the tests and other related activities lies in making the students prepare for their university exams, various competitive exams, and develop documentation and communication skills. 137 Students took a State level General Knowledge test held on 13-7-2019. Besides students participate in various quiz programs and other competitions organized in college. During Covid- 19 lockdown also they were provided with practice questionnaires through online mode.

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

The institution follows a well planned academic calendar provided by the directorate of college education, government of Rajasthan. The admission process starts much before the start of classes. The teaching starts on 1st July of every academic session. The college plans the teaching so as to complete the course curriculum in the academic session before the start of University examinations. The academic calendar incorporates important dates for celebrations and functions. It also marks important days such as plantation and blood donation day, etc. It includes the breaks in academic calendar such as Diwali break as well as winter break. The co-curricular activities especially NSS camp is planned according to the academic calendar. The other activities such as seminars, trainings, skill courses, field visits, etc., for students are planned such that they are conducted along with the classes during the academic session. Sports activities and cultural events are organized as per the academic calendar. The curriculum has to be completed by February in the academic session. The practical examinations are conducted as per university notification, mostly between March and May. A two week preparation leave is given to students before university examination as per norms. Due to the pandemic situation arising out of Covid-19, University annual examinations were postponed for the final year UG and PG and cancelled for the rest of the classes. Therefore, the final year UG and PG examinations were delayed by about 4 months. Due to postponement of University Examination there was change in the academic calendar. The faculty resumed teaching during the lockdown period so that students do not suffer gap created by lockdown.

2.6 – Student Performance and Learning Outcomes

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

https://hte.rajasthan.gov.in/college/ggckotputli/courses

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	BSc	BOTANY, ZOOLOGY, CHEMISTRY	Nill	Nill	Nill
NA	BSc	PHYSICS, CHEMISTRY, MATHEMATICS	Nill	Nill	Nill
NA	BA	HINDI LITERATURE, POLITICAL SCIENCE, SOCIOLOGY,ECONOMICS, HOME SCIENCE	Nill	Nill	Nill
NA	BA	GEOGRAPHY& HISTORY(SELF-FINANCE SCHEME), SOCIOLOGY	Nill	Nill	Nill

| NA | MA | POLITICAL SCIENCE(SELF FINANCE SCHEME) | Nill | Nill | Nill |

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2.7 – Student Satisfaction Survey

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

https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/shrimati_panadevi_morijawala_rajkiya_kanya_mahavidyalaya,_kotputli/uploads/doc/Student%20feedback%2029-8-2021.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	00	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Agriculture as career option	IQAC	22/06/2020
SEMINAR ON IPR	GOVT. P.G. COLLEGE, KOTPUTLI	11/01/2020
Seminar on Free-of-Cost skill training by ICICI	ICICI	06/01/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	00	00	Nill	00

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	00	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
00	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	00	0	00

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Zoology	1

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
00	00	00	Nill	0	00	0

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
00	00	00	Nill	0	0	00

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

Number of Faculty	International	National	State	Local
Presented papers	7	23	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
training for SSO id, e. mail, etc.	NSS Sh. Avinash	2	100
Music training	NSS Sh. Amit Goswami	2	100
Plantation and development of	College N.S.S community	4	100

garden			
Yoga training	NSS Yoga Guru Sh.Puranmal Yadav	2	100
150th anniversary celebration of Mahatma Gandhi	NSS and College	4	100

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	00	00	0

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Women cell	Additional S.P., Sh. Bharat Lal Meena, Police department, Kotputli	Women Safety and Legal Rights	2	100
31st National Road Safety Week	Transport Department, Government of Rajasthan	Bringing Change Through Youth Power	2	50
National Deworming Day	Dr Ashish Singh Shekhawat and hospital staff from Government(women)hospital, Kotputli	Providing deworming drug-Albendazole to students and seminar on worm infections, prevention and treatment	4	100

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty exchange-Teaching	Govt. P.G. College, Kotputli, Govt P.G. College, Chimanpura	State Government	30

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

Nature of linkage	Title of the	Name of the	Duration From	Duration To	Participant

linkage	partnering institution/ industry /research lab with contact details				
00	00	00	Nill	Nill	00

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
00	Nill	00	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
546600	538332

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
00	Partially	00	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3438	835924	140	19500	3578	855424

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Smt Kanta Kamra	Economics	Mobile phone, Recording facility in college, Zoom virtual platform and shared on	01/04/2020

		WhatsApp and YouTube channel	
Dr Ajit Kumar SHARMA	Mathematics	Mobile phone, Recording facility in college and shared on WhatsApp and YouTube channel	22/07/2020
Dr Renu Mathur	Botany	Mobile phone, Recording facility in college and shared on WhatsApp and YouTube chan	15/07/2020
Dr Harish Chandra	Hindi Literature	Mobile phone, Recording facility in college and shared on WhatsApp and YouTube channel	14/04/2020
Dr Sangita Sinha	Zoology	Mobile phone, Recording facility in college and shared on WhatsApp and YouTube channel	26/03/2020
Dr Bhavana Choudhary	Chemistry	Mobile phone, Recording facility in college and shared on WhatsApp and YouTube channel	03/04/2020
Dr Suman Bhatia	Economics	Mobile phone, Recording facility in college and shared on WhatsApp and YouTube channel	20/07/2020
Sh. Bishambhar Dayal	Political Science	Mobile phone, Recording facility in college and shared on WhatsApp and YouTube channel	14/04/2020
Dr Kamlesh Ydav	Hindi Literature	Mobile phone, Recording facility in college and shared on WhatsApp and YouTube channel	20/07/2020
Dr R. C. Sharma	Hindi Literature	Mobile phone, Recording facility in college, Zoom virtual meet platform and shared on WhatsApp and YouTube channel	02/04/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	59	1	2	0	0	0	0	4	0
Added	0	0	1	0	0	0	0	0	0
Total	59	1	3	0	0	0	0	4	0

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

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video recording facility	https://www.youtube.com/watch?v=FYKB1AJirXQ
Video recording facility	https://www.youtube.com/watch?v=ReCYw70lKyc&t=29s
Laptop using virtual meet Platform in department room	https://www.youtube.com/watch?v=_dkhCxbJTwI&t=3s
Mobile phones	https://youtu.be/01XZRzOiJmY

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
40000	39968	12.54	12.54

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

The institution complies with The Rajasthan Transparency in Public Procurement Act, 2012 and Rules, 2013. The procurement of Goods, Works or Services is done in accordance with the provisions of this Act and the Rules and guidelines made under it. Provisions of GFAR and PWFAR, etc. are applicable to the extent they are consistent with the provisions of this Act. The policy is to apply to central agencies for sanction of major grants. The college had applied for major grants to UGC and RUSA (MHRD) . The UGC grant was provided for expenditure on equipments, books and recurring expenses. Whereas, RUSA grant is for construction, renovation and book and equipment purchase. For purchase under such major grants all the heads of the departments are involved. The State Government provides annual funds to the college for contingency expenditures. A meeting of all the Heads of the departments is called for distribution of government grants for laboratory and library, department wise. The purchases are done by the purchase committee. The maintenance of the college building- paint and repair is done by the PWD department of the Government as per requirement. Major grant (2crores) was received by the

institution for infrastructure development including renovation of the existing structures from Rashtriya Uchchtar Shiksha Abhiyan (RUSA-MHRD). The expenditure plan was approved by the related college committee and then further approval was taken from the State Project Director, RUSA, Government of Rajasthan. Maintenance of college campus, sports facilities was planned with RUSA budget. The college has a general store and a purchase committee through which all purchases are made. The maintenance of equipment such as diesel generator, inverters, etc. are done through general store in the college. The store in-charge takes care of the repair of electrical fittings, plumbing, etc. Requisition related to any kind of maintenance services or purchase of items is made in writing by the respective heads of the department and put up before the Principal of the college. The principal marks it to the purchase committee which finally does the procurement. The general store maintains the stock registers. The purchases made in the college (except those made for different laboratories) are entered into these stock registers. Maintenance of computers, printers, broadband services is done through government budget. The departments with laboratories maintain their separate stock registers. The college has two corpus funds- College Development Council and Student fund which may be utilized on the maintenance of facilities as per Government norms. There is adherence to the policy of transparency in every kind of maintenance and services procured. The college undertakes internal audit every year. Audit of all the departments including library is done by the College faculty themselves. The stock registers are verified and report submitted to the Principal of the college. Non-usable items are verified by a committee and auctioned or destroyed in front of the committee as per Government rules.

https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/shrimati_panadevi_morijawala_rajkiya_kanya_mahavidyalaya,_kotputli/uploads/doc/CCF_000844.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	SCHEMES OF STATE GOVT.	610	Nill
Financial Support from Other Sources			
a) National	00	0	0
b)International	00	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Coaching for competitive Examinations	15/07/2019	100	THIS COLLEGE
Spoken English- Communication Skills	18/12/2019	32	THIS COLLEGE AND RAJASTHAN SKILLS AND LIVELIHOOD DEVELOPMENT CORPORATION
Inter	03/10/2019	250	THIS COLLEGE

Disciplinary Educational Association(IDEA))			
Mahila Prakoshtha	01/07/2020	500	THIS COLLEGE
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	Coaching for competitive examinations	100	200	5	2
Nill	Spoken English Comm unication Skills	32	32	2	2
Nill	Career Counselling and skill development cell	20	20	2	1
Nill	Women Cell	50	25	1	1
Nill	Inter Disciplinary Educational Association	50	0	0	0
Nill	IQAC- webinars, mentoring, etc.	10	10	1	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	00	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	50	THIS COLLEGE	THIS COLLEGE	GOVT P.G. COLLEGE, KOTPUTLI, HANS COLLEGE, KOTPUTLI, UNIVERSITY OF RAJASTHAN AND OTHER INSTITUTES	M.Sc., M.A., B. Ed., M.Ed.

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

Items	Number of students selected/ qualifying
NET	2
Any Other	3

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

Activity	Level	Number of Participants
FANCY DRESS COMPETITION	INSTITUTION	6
GROUP DANCE COMPETITION	INSTITUTION	12
SOLO DANCE COMPETITION	INSTITUTION	10
SOLO SONG COMPETITION	INSTITUTION	20
POSTER COMPETITION- Ek Bharat Shreshtha Bharat	INSTITUTION	Nill

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	00	Nill	Nill	Nill	00	00

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

The college has a student union which has elected representatives. The elections are conducted for various posts- President, Vice president, Secretary, class representatives. The union representatives are made members of extremely important committees in the college such as- College Development Council, Youth Development center, RUSA, cultural , sports, etc. The college

has an office room for students union. The college organizes inauguration function for the student union office in which people of repute from politics, ministers, academics, administration, etc. may be invited after consulting the student union members. The students may make a demand for facilities in the college to the Government such as - new courses, programs, physical facilities, etc. The union remains active throughout the academic session and participates in all the meetings and decision making in the college. They enthusiastically participate in the management and organization of cultural, sports and other activities in the college. The students union is elected and functions as per the Lingdoh Committee recommendation.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni association activities started in this institution in the year 2015. An alumni meeting was organized in the institution on 7/10/2015 in which about 60 students participated. Six students registered themselves to form an alumni association. First general meeting of the association was held on 30/7/2016 in the college. The main agenda of this meeting was to get the association registered. The alumni association of this college got registered on 4/8/2016 under Rajasthan Societies Registration Act, 1958 (Rajasthan Act no. 28, 1958) . The name under which the alumni association of the college is registered is Shrimati Panadevi Morijawala Rajkiya Kanya Mahavidyalaya poorv chhatra parishad, Kotputli. The association was registered with a working committee comprising fifteen office bearers. The objectives of this association include: to maintain contact with the pass out students, take their suggestions for college development and ensure the implementation of the same, take cooperation of the alumni in various development activities of the college, etc. The alumni meeting was held in the college on 22/8/2016 which was attended by 25 pass out students of this college. The alumni of this college are enthusiastic about participation in functions, meetings and all activities of the college. They are invited to NSS camps and ranger activities where they share their experiences as resource persons for training of present day students. A number of pass out students are in contact with the teaching staff on WhatsApp and social media platforms. An alumni WhatsApp group has been created in which the retired, transferred and the current faculty remain connected to the alumni students. During the session 2019-20 the Alumni meet was organized in the college on 26-9-2019. The alumni met and shared their aspirations, experiences and the joy of coming together again. Alumni representatives attended IQAC meeting in the college. The feedback provided by them has been included in IQAC meeting minutes and Action Taken Report. The video and the photographs of the Alumni meet are uploaded on the college website. Press note of the IQAC meeting is also on college website. Although, most of the girls here get married early as compared to those in big cities with family responsibilities coming on them early, still they continue with their studies and career goals. The faculty motivates their families to support them in their higher studies and become financially independent. A number of students have cleared NET JRF and also other competitive examinations. A number of our students have joined school education, police services, state and central government services, etc. Sometimes, they may make a casual visit to the college which fills us with joy.

5.4.2 – No. of enrolled Alumni:

100

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni participate in plantation programs in college. They contribute earthen pots filled with water for birds during Summer season. Alumni contribute by teaching Yoga, self defense and skill development in college. During the session 2019-20 alumni meet was organized in the college on 26-9-2019. Alumni representatives contributed valuable suggestions during IQAC meeting. Former student Union leader participated in students Union inauguration and provided valuable feedback.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1.The college functions on the principles of participation, consensus and transparency. As there are many simultaneous and varied tasks which are to be performed in the college along with teaching a number of committees are formed, one for each different task. Every committee is headed by a senior member as committee convener. The principal is the chairperson of important committees such as College Development Council, IQAC, UGC and RUSA (MHRD) committees. However, the policy decisions are taken after consensus from all members. The College Development Council (CDC) has elected representatives, parents , students and teaching and non teaching staff as its members. The CDC maintains a corpus fund which is utilized as per requirement in the college. The decision to spend money on priority areas is taken by all members of CDC. 2. During Covid-19 lockdown, the faculty came together to take care of students with regards to academics, skill development and remaining connected with the students. Although all faculty members were not well trained for use of various online mediums, the faculty helped each other for this purpose. Each faculty member reported the videos, notes, etc. prepared by them to a committee. The consolidated reports of online classes were prepared by a committee, which reported to the Principal and then to the Government. Faculty came forward at this crucial time to provide guidance to the students regarding examinations, admissions, scholarships, online study material, etc.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	The college has evolved a system of participatory teaching -learning where students prepare topics of their choice with the help of ICT or notes, charts ,etc. and make a presentation. The college has seen increased use of ICT enabled teaching learning during the session. Under the new scheme of partiyogita dakshta classes student were trained for competitive exams.
Examination and Evaluation	Students are put to regular written tests based on curriculum for enhancing the learning experience. The test papers are discussed after the classes

	in groups or one to one basis.
Admission of Students	The college has adopted online process for admissions in first year of undergraduate class. After form submission by the applicants, the forms are verified by the college staff. The merit lists are generated online.
Human Resource Management	The college functions on the principles of participation and consensus of its teaching as well as non- teaching staff members. The nonteaching staff is also made a part of important committees such as IQAC, College development committee, purchase committee, etc. The college makes best use of its teaching and non- teaching staff by way of motivation, trainings and creating awareness about all college programs through regular meetings. Teaching as well as non teaching staff are sent for regular trainings organized by the government on finance, procurement admissions, scholarship, etc.
Library, ICT and Physical Infrastructure / Instrumentation	Major purchase of books was made in the library with RUSA (MHRD) grants. A number of instruments were purchased with RUSA grants. Construction and renovation work has been taken up with RUSA grants

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

E-governace area	Details
Examination	University examination forms are filled on-line by the students. The examination results can be viewed online. All examination related notifications are available on the university website
Planning and Development	Proposal for development is submitted on- line to the grant providing agencies. The grant is procured through online banking. The utilization process is submitted online through software like fund tracker.
Administration	Notifications, circulars and orders are uploaded on the website of the college education department, Government of Rajasthan. The same may also be communicated via e mails to the college. The college also communicates with the college education department via e mails. The college fills the information asked by the department on google spreadsheets, etc.) The college

	uses Integrated Financial Management System and Pay Manager for office work
Finance and Accounts	All financial transactions, billing and payment is made through PFMS and pay manger portals.
Student Admission and Support	Process of admission in first year of under graduate programs is online. Form submission by applicants, verification of admission forms by college staff, merit list generation, fee deposit, admission list generation etc. are all online processes

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	00	00	00	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	Online teaching methods	NA	18/06/2020	19/06/2020	5	1
Nill	NA	Conducting webinars, Preparation of online feedback forms and collection of feedback, managing MIS	18/06/2019	30/06/2020	2	3
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional	Number of teachers who attended	From Date	To date	Duration

development programme				
Faculty Development Program	1	08/06/2020	14/06/2020	7
Short Term courses	5	17/06/2020	19/06/2020	3
National workshop on skill based Entomology	1	27/01/2020	29/01/2020	3
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1.Pension scheme and family pension scheme. 2. Loans from GPF and state Insurance. 3. Job for the family member of the deceased 4. Reimbursement of medical bills. 5. Encashment of earned leave 6. Leave as per government rules: Casual leave 15 days, Commuted leave on medical basis 10 days, Maternity leave, Paternity leave, Earned leave, Sundays other holidays as per govt. notification. 7. Provident fund, State Insurance, 8. Academic leave for attending conferences, etc. 9. TA and DA facilities. 10. Annual increments and promotions	1.Pension scheme and family pension scheme. 2. Loans from GPF and state Insurance. 3. Jobs of the family members of the deceased 4. Reimbursement of medical bills. 5. Encashment of earned leave 6. Leave as per government rules: Casual leave 15 days, Commuted leave on medical basis 10 days, Maternity leave, Paternity leave, Earned leave, Sundays other holidays as per govt. notification, Compensatory leave 7. Provident fund, State Insurance 8. Free trainings in state sponsored training programs 10. Annual increments and promotions	Scholarships, fee concession, Insurance, free parking facility, free participation in outstation activities such as camps ,tournaments and Pratiyogita dakshta Classes for success in Competitive examinations

6.4 – Financial Management and Resource Mobilization

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

Internal audit: There is system of annual Internal audit of all departments in the college. Committees are formed so as to conduct inter departmental audit. The stock registers are verified and signed by the audit team in respective departments and report is submitted to the Principal of the college. Under the library verification every year 100 book verification is taken up. External audit: AG Audit (by Auditor General of India) was last conducted in this institution from 7/9/2014 to 20/9/2014. This audit is complete till the period,

March 2014. External audit was conducted by Inspection team from State Government from 17/11/2014 to 29/11/2014 for physical verification of store. During the session 2019-20, an audit for RUSA budget (2 crores) was conducted by a team sent by the office of the Commissioner, College education, Govt. of Rajasthan. Also, an audit was conducted by Indian audits and accounts department on the subject- Audit of outcomes in higher education(Access, Equity, Affordability Quality) for the period 2014-15 to 2018-19.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
1.1.Dr. R. P. Yadav 2.Sh. Raghuveer	0	1.Bus for students 2. Garden development

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6.4.3 – Total corpus fund generated

8850711

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	No	NIL
Administrative	Yes	Indian audits and accounts department on the subject- Audit of outcomes in higher educatio n(Access, Equity, Affordability Quality) for the period 2014-15 to 2018-19.	No	NIL

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

1.Provide continuous feedback for development of college. 2.Participation in Community connect programs of college. 2. Support in campus activities- cleanliness, greenery, etc.

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

Trainings, Motivational and Counselling programs

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

1.Extensive use of ICT for teaching learning. College LMS developed. 2.Online Feedback System developed 3. Management Information System developed

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes

b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nill	File uploaded	Nill	Nill	Nill	Nill

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women safety and legal rights	12/12/2019	12/12/2019	100	4
Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal))Act, 2013	11/01/2020	11/01/2020	50	5
Medical consultation by lady Doctor	10/01/2020	10/01/2020	200	2
Awareness workshop on uterine cancer and sanitary napkins	23/12/2019	23/12/2019	100	0
Poster/chart preparation on gender issues	02/09/2019	25/01/2020	50	0

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

Percentage of power requirement of the University met by the renewable energy sources
Plantation of shady, fruit bearing, flower bearing trees, medicinal trees and plants and garden hedge for more oxygen and enriched biodiversity. Seminar on Environment Conservation. The classrooms and laboratories are well ventilated and are well lit during day time. LED bulbs are used for saving electricity.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2

Physical facilities	Yes	1
Rest Rooms	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	4	2	07/02/2020	7	Road Safety Week	Protection while driving as Kotputli is situated on both sides of National Highway and there is heavy traffic on the road always	200
2019	2	5	12/10/2019	5	Community Connect meeting	Meeting of staff with parents and guardians	200
Nill	2	1	10/01/2020	2	Women Health issues	Menstrual problems, uterine and breast cancer cancer, use of sanitary napkins, nutritious diet	200
Nill	1	1	22/01/2020	1	Awareness about social evils	Respect for women, communal harmony, De-addiction	100

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Rajasthan Government Servants	Nill	http://www.jaipurdairy.com/img/act_regulation/1396011654Conduct_rules.pdf
Code of conduct for students as per college prospectus	Nill	https://hte.rajasthan.gov.in/dept/dce/university_of_rajasthan/shrimati_panadevi_morijawala_rajkiya_kanya_mahavidyalaya,_kotputli/uploads/doc/CCF_000916.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Tree plantation program	20/07/2019	22/02/2020	200
Time Management	09/11/2019	09/11/2019	100
Seminar on Environment Conservation	23/11/2019	23/11/2020	40
Seminar and oath on National Unity	26/11/2019	26/11/2019	100

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

1.Plantation of shady, fruit bearing, flower bearing trees, medicinal trees and plants and garden hedge for more oxygen and enriched biodiversity. 2. Development of garden in college campus 3. Borewell installation in order to meet water requirements with the help of Bhamashah (donor) 4. Minimizing the use of plastic bags and single use plastics in the campus. 5. Utilizing the organic material in the college campus such as fallen leaves, twigs, etc. for compost preparation. 6. Arranging earthen pots filled with water and grains in the campus during summer season for birds.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 1. Title of the Practice: CONNECTING WITH THE STUDENTS DURING COVID-19 LOCKDOWN 2. Aim The aim was to maintain a continuous communication with the students during lockdown period, so that they do not come under stress due to pandemic situation and continue with their preparation for University examinations. The examinations were postponed and there was uncertainty over-when the examinations will be conducted. The aim was to keep them motivated so that their studies do not get disrupted. The aim was also to utilize their time for co-curricular activities, confidence enhancing, soft skill development, employability training, etc. 3. The Context It was very important to keep the students motivated towards their academic and career goals and also their social responsibilities during lockdown conditions caused due to Covid-19 pandemic situation. Due to Covid -19, University examinations were postponed, after which followed country-wide lockdown. Just before the lockdown, the students were all set to take their exams and then after, go for summer

vacations. The college also, had plans for summer vacation trainings for students. The final year students had future plans regarding admission for further studies, career trainings, competitive exam preparedness, etc. But, suddenly the conditions changed and students were not able to communicate with the college faculty, in person. There remained queries related to examinations, start of next session, admission, co-curricular activities, various welfare schemes of Government, etc. The college is an examination center for a large number of private students also. Of these, many seek guidance from the college faculty with regards to academics and career goals. The college faculty was very much conscious of the fact that a continuous communication should be maintained with the students so that they do not lose track of their various goals. 4. The Practice The college fraternity connected with the students with the help of online programs, WhatsApp group interactions and phone calls. The faculty members prepared video lectures, notes and assignment questionnaires which were shared on WhatsApp group with students. The video lectures were uploaded on YouTube and pdf notes and assignments were shared on WhatsApp groups. Meetings were organized on online platform, where students interacted with the faculty and the Principal of the college. Communication skills and spoken English workshops were conducted using online platform. Covid awareness was also spread through these mediums. The students were made aware of such activities by making phone calls and sharing the link of online activities on WhatsApp groups. Students were made aware of the notifications regarding examinations, admissions, scholarships, etc. Regular communication was maintained with the students through phone calls so that they felt free to share their issues related to health, family, studies, career, etc. College alumni was also kept connected through WhatsApp group and phone calls. The contact numbers of all teaching and non teaching staff is on the website of the college. Thus all queries made by private students were also attended to by the staff. 5. Uniqueness of the practice in the Indian Higher Education system: Under such adverse conditions of pandemic and lockdown the college staff maintained a bond of empathy with the students. The uniqueness of the practice lies in the fact that the institution and the staff immediately adapted to the challenging situation created by Covid-19 pandemic. The faculty remained connected to the students through various virtual mediums. In fact, the lockdown period was utilized for learning extra skills. The institution has developed a repository of e-Learning resources which has free access to all private and regular students as well as teaching professionals and can be used 24x7. The links of all these are on the college website. The content is also available on the website of Higher and Technical Education, Government of Rajasthan as Rajiv Gandhi e- Content Bank. The recording of online interactions with students are also maintained. 6. The constraint As the lockdown situation happened all of a sudden, there was no preparedness with regards to study material, technical knowhow such as recording, editing and uploading of videos and also use of online platforms. A very big challenge was that many students did not have their personal laptops, android phones and internet facility at home. The teaching-learning methodology required a drastic change under lockdown conditions. Faculty made efforts to learn online teaching methods, lecture recording and uploading even during the early lockdown days when it was difficult to get such trainings as everyone remained confined at home. 7. Evidence of Success • The students connected with the staff on online platforms and participated in trainings. • They made use of the study material- videos, notes, assignments made available to them. • The students got trained in use of online teaching-learning methods. • Students shared their concerns with the college faculty. • The institution has developed a repository or Learning Management System (LMS) which has free access to all and can be used 24x7 as a resource by faculty or any other. 8. Problems Encountered and Resources required • Many students did not have their personal laptops, android phones and internet facility at home. • The faculty faced problems related to

connectivity with students due to poor mobile and internet connectivity in remote areas. • The phone numbers of many students had changed and also phone was available to them for a short period of time. • Online meeting platforms had not been in regular use before lockdown • Every student should have a laptop with internet connectivity 9. Contact Details Name of the Principal: Smt. Kanta Kamra Name of the Institution: Shrimati Panadevi Morijawala Rajkiya Kanya Mahavidyalaya, Kotputli Dist. Jaipur Pin Code: 303108 Accredited status: Grade: B CGPA : 2.13 (cycle 1) Validity till November 4/11/2021 Work Phone …01421249112……. Fax…01421249112………………… Website…dce.rajasthan.gov.in…… Best Practice 2 1. Title of the practice TRAINING THE STUDENTS FOR USE OF VARIOUS E-LEARNING PLATFORMS 2. Aim The aim was that students do not suffer loss in studies due to sudden situations of Covid-19 pandemic lockdown. It was important that they learn the use of various online platforms so that could utilize the gap period in the academic calendar caused due to Covid-19 pandemic lockdown. The aim was to keep them motivated towards their academic and career goals. 3. The Context It was very important that students learn the use of various online platforms due to following reasons: i) To remain connected with the faculty ii) To make use of various online content iii) To connect during the online programs of the college iv) To remain aware of all the Government programs related to students 4. The Practice Students were guided for use of various e- learning resources by teachers. They were guided to access the YouTube lectures prepared by the college faculty and also other renowned experts. They were encouraged to go to important websites- Swayamprabha, IGNOU and Learning Management Systems (LMS) developed by various reputed institutions. They were advised to visit the website of the affiliating University for latest updates and notifications. Online interactive platforms such as Zoom and google meet, phone calls and WhatsApp groups were used to make them aware of various e- learning platforms. 5. Uniqueness of the practice in the Indian Higher Education system: The uniqueness lies in the fact that under the sudden disaster conditions caused due to Covid-19 pandemic situation the college staff took it upon their duty to learn alternative methods of teaching, conveying the knowledge through virtual platforms and making the students aware of and teaching them the use of various online methods of learning. The pass out and the private students were also provided guidance 6. The constraint Initially many of the students found it difficult to connect in the virtual meetings. Staff was also not trained for use of such platforms. Students living in remote areas had internet connectivity problems also. Lack of awareness on the part of their guardians, was also a constraint. 7. Evidence of Success • The students connected with the staff on online platforms and participated in trainings. • They made use of study material available on websites of institutes of repute. • They were also able to prepare for their career goals- competitive examinations, etc. • Students were able to participate in co-curricular activities using online mode. • They benefitted from the- videos, notes, assignments made available to them by the faculty through online mode. • The faculty got trained in use of online platforms for teaching. • The students also got trained in use of online teaching-learning methods. 8. Problems Encountered and Resources required All the students did not have their personal android phones or laptops. Many of them did not have proper internet connectivity. The students as well as not all the staff was were well trained for use of online platforms. 8. Contact Details Name of the Principal: Smt. Kanta Kamra Name of the Institution: Shrimati Panadevi Morijawala Rajkiya Kanya Mahavidyalaya, Kotputli Distt. Jaipur Pin Code: 303108 Accredited status: Grade: B CGPA : 2.13 (cycle 1) Validity till November 4/11/2021 Work Phone …01421249112……. Fax…01421249112………………… Website…dce.rajasthan.gov.in……

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://hte.rajasthan.gov.in/college/ggckotputli/tender

7.3 – Institutional Distinctiveness

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

Performance of the institution in one area distinctive to its vision, priority and thrust Although the institution is located in a small town (tehsil) our vision is to train the students to be on par with those in the institutes of repute. Our vision is that the girls from this institution should become torch bearers for the society. In order to fulfill this, the institution organised following programs throughout the year. 1. Coaching classes for competitive examinations. 2. Certificate program in 'Spoken English Communication Skills' course. 3. Interactive seminars for staff and students. 4. Connecting with the students during Covid- 19 lockdown for the purpose of guidance, support and keeping them updated. 5. Providing online study material-videos notes to students. 6. Participation of students in management of college program. Under the IDEA scheme started during this session interactive seminars were organized on relevant topics -: Constitution of India-The Preamble, National Education Policy, Gandhiji's Economic thinking in present context, Cancer causes and prevention, Environment issues with special reference to Mass bird deaths in Sambhar Lake (Rajasthan), Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) ACT, 2013. The students also participated by reading out their papers. During this session students participated in large numbers in sports activities for ensuring physical fitness. Students managed and participated in various competitions organized by Transport Department under Road Safety program. An interactive session with Lady Doctor was also organized. The focus is on development of communication skills, clarity of thought and expression and inculcation of moral values so that they serve the society with dedication. Detailed press coverage is ensured with a purpose of spreading community awareness. Eminent scientists, cancer biologist, former Vice- chancellor of CSJM University, Kanpur and DDGU, Gorakhpur- Prof. Ashok Kumar and Emeritus Professor, Prof Madhu Kumar visited the campus and students and the faculty got a chance to hear them and interact with them. The session 2019-20 was different due to the lockdown situation created by Covid-19 Pandemic. Fear and uncertainty prevailed all over. In order to overcome this situation the faculty immediately took several steps to make the students feel secure and do not lose upon their academic and career goals. The institution has registered following two best practices for the session 2019-20. 1. Connecting with the students during Covid-19 lockdown 2. Training the students for use of various e-learning platforms Students were connected through WhatsApp groups, webinars and phone calls during pandemic lockdown. Interactive sessions were organized on virtual meeting platforms, where they were provided guidance for studies, skill development and use of e- learning platforms. They were asked to prepare a topic and record their lecture. Guidance for learning spoken English was arranged through virtual meetings. As the phone numbers of all staff members are displayed on college website, the students or their guardians did not have difficulty in connecting with the staff to answer their queries regarding examinations, admissions, etc. The pass out /alumni were also kept connected through WhatsApp group and virtual meeting.

Provide the weblink of the institution
https://hte.rajasthan.gov.in/college/ggckotputli

8.Future Plans of Actions for Next Academic Year

1. To provide online study material- notes, videos, questionnaires to students during lockdown period. 2. To provide guidance in all aspects-examinations, admission, career, skill development, etc. by remaining connected with students during lockdown. 3. To guide the students for various online study resources. 4.

To encourage community service/awareness by students. 5. To conduct webinars to remain connected with students. 6. To conduct National Webinar/ Seminar in the college. 7. To submit all pending AQARs. 8. To plant medicinal plants/trees in college. 9. Field visits by students and submission of reports.