



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		R. C. A. GIRLS' (P.G) COLLEGE
Name of the head of the Institution		Dr. Preeti Johari
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		05652972473
Mobile no.		9412777091
Registered Email		principal@rcagirlscollege.org
Alternate Email		rcamtr@gmail.com
Address		Vrindavan Gate, Masani
City/Town		Mathura
State/UT		Uttar pradesh
Pincode		281003
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Kalpana Vajpeyi
Phone no/Alternate Phone no.	05652972473
Mobile no.	9411256895
Registered Email	principal@rcagirlscollege.org
Alternate Email	rcamtr@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.rcagirlscollege.org/AQAR2017-18.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<http://www.rcagirlscollege.org/2017/TentativeAcademicCalendar.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C+	60.68	2006	02-Feb-2006	01-Feb-2011
2	B+	2.59	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC

10-Feb-2010

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
Feedback Analysed	06-Apr-2018 3	3

IQAC Meeting	05-Apr-2018 1	15
Feedback Collected	23-Mar-2018 6	150
National Seminar	17-Feb-2018 2	175
'Krshnayan', Kathak Dance performance	18-Jan-2018 1	240
National Talent Hunt Competitions In Classical & Folk Music And Dance	17-Jan-2018 1	250
Intercollegiate competition (Speech, Debate Hindi & English essay writing, Music and Poster competition).	16-Jan-2018 1	325
AQAR 2016-17 submitted	30-Nov-2017 1	16
University Badminton Championship	24-Nov-2017 1	220
IQAC Meeting	17-Nov-2017 1	14

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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
Department of Political Science	Two days National Seminar entitled "Chinese One Belt One Road Initiative and India's Diplomatic Response"	Indian Council of World Affairs, New Delhi	2018 2	100000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

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 Uploaded 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)	
Organized national seminar during 17, 18 February 2018 entitled "Chinese One Belt One Road Initiative and India's Diplomatic Response."	
Organized three days Badminton tournament for sub junior, junior & senior levels of players	
Motivated the students to participate in 'Yuva Mahotsva' and sports competitions organized by Dr. B.R. Ambedkar University Agra and by other institutions.	
Organized a programme of mutual conversation among students with our Hon'ble M.P. Ms. Hema Malini on different issues related to college and those concerning the local society/city.	
Organized ' Krishnayan' a classical dance performance of famous classical dancers.	

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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
To prepare and submit AQAR for 201617	The AQAR for 201617 was prepared and uploaded on college website on 30.11.2017.
To expedite the efforts for starting M.A.(Political science) & M.A.(Sociology) in the college	Affiliation for M.A.(Political science) and M.A.(sociology) was granted by the university and the classes for M.A.(pre.) in both the subjects were started from September 2017
To extend the opportunity for CS coaching for the commerce faculty students	The agreement between ICSI (Institute of Company Secretaries of India) and the college was renewed for two year on 27 April 2018. As a result the college

	continued to be the authorized study centre for CS coaching in the current session too.
To organize seminars and conferences in the college	1. National seminar on the topic 'Chinese One Belt One Road Initiative and India's Diplomatic Response' sponsored by Indian Council of World Affairs, New Delhi was organized during 1718 February, 2018. 2. Regional Investor Awareness Seminar on the topic 'Financial Inclusion Through Financial Education' was held on 6th December 2017. 3. Symposium on 'Are We Serious About environment Conservation' was held on 9th January 2018.
To organize workshops at the college level for students of UG and PG classes.	Four workshops were organized by department of drawing painting , Sanskrit, English and Physical Education in the college.
To organize intercollegiate competitions for sports and literature	1. Intercollegiate debate, Speech, Hindi and English Essays were organized on 16th January 2018. 2. University 'Women Badminton Championship of Dr. B.R. Ambedkar University was organised in the College on 24th November 2017. 3. An 'Intercollegiate Level Talent Hunt' in dance was organized on 1718 January 2018.
To organize extracurricular activities with considerable participation from the students which included a variety of events.	1. Department of physical education organized 'Badminton Tournament' from 21st July 2017 to 23rd July 2017 for different age group of players in Mathura city. 2. Competitions for different events in Annual Sports week were conducted in November 2017. 3. To identify and nurture talents in the students a 'Talent hunt week' was organized in the college from 18th September 2017 to 23rd September 2017 which included a variety of events. 4. Different competitions like Speech Competition, Debate , Essay Writing, Mehandi Carving, Rangoli Making, Quiz and Posters Making were organized on different occasions at departmental level.
To encourage the use of IT in most of the subjects	Almost all faculty members used IT related resources e.g. virtual lecturers, recorded lectures, you tube videos in their respective subjects for better explanation of content and interesting presentation of their course material.
To make arrangements for career counselling for the students.	1. A guest lecture on 'Career Opportunities in Commerce' was given by CA Kuldeep Arora on 18th September 2017. 2. National fame anchor Ms.

Pratika Sood gave tips to the students about Anchoring as a career in an interactive talk entitled 'Anchoring Ki Pathsala' on 7th November 2017 3. Students learnt about digital banking from senior consultant Mr. Amit Chaturvedi of Syndicate Bank Mathura on 21 November 2017 in a demonstrative lecture. 4. A live counselling Session on 'How To Choose A Career' for the graduating students of Arts Commerce stream through video conferencing on Skype was arranged in which the student interacted with Sri Narendra Kumar Srivastava, US based motivational speaker and CEO of REFINE_M, a company taking project management assignments.

To encourage the students to participate in different competitions being conducted by other institutions and university.

The students participated in UNIFEST organized by Dr. B.R.A. university from 25-27 October 2017 in classical & folk dance, Rangoli and Vocal Music. They won many prizes too.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC Committee	17-Nov-2017

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

2018

Date of Submission

28-Feb-2018

17. Does the Institution have Management Information System ?

No

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 college does not have the liberty to develop its own curriculum. It only

impliments the university curriculum in strict accordance with the existing rules and norms. The curriculum is designed by Dr. B.R.A. University, Agra. Some teachers of our college play important decisive roles in the formulation and implementation of the curriculum in their capacities as members of the Board of Studies in their respective subjects. Although the university takes all the decisions regarding formulation of syllabus but the college plays an important role in the proper implementation of the same. The success of any college is possible only through effective delivery of curriculum to the students by the faculty of the college. At the beginning of every academic year the IQAC chalks out an academic calendar and sets the time schedule of each subject for teaching which includes lecture hours. All the faculty members are advised to make teaching plans of their subjects for the whole year and to submit to IQAC. The faculty members are instructed by the Principal to complete the syllabus within stipulated time. If syllabus does not complete within stipulated time, faculty is being asked to arrange extra classes for his/her subject. As per the requirement, new books are ordered with the consent of subject teachers and students. During the class room interaction special importance is given to power point presentation, Group discussions, paper presentation and assignments for effective teaching. The college receives regular updates of circulars through letters and emails from the university regarding the changes and modifications in the curriculum. The Principal informs the concerned teacher about such changes and a copy of the same is pasted in the notice board and notice register. The faculties receive all sorts of support and freedom to understand and deliver the curriculum in time. Class tests, assignments and Pre-university examinations are executed before final university exams. Records of admission and examination etc. are maintained by the Admn. office of the college. Teaching plans, academic calendar, reports of the committees are kept in IQAC office. The college functions in accordance with the university schedule following all regulation and guidelines provided. An academic calendar mentioning admission time-line, teaching days, holidays, seminars/workshops and departmental activities slots etc. for the whole session is prepared at the beginning of the session and is followed strictly except for unavoidable circumstances. For effective curriculum delivery Remedial Classes are also conducted for slow learners.

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
NIL	NIL	Nil	0	0	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	Political Science	26/09/2017
MA	Sociology	26/09/2017
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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
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Soft Skill development sanskrit sambhashan (Spoken Sanskrit 15 days workshop)	11/10/2017	35
Three months Language Lab Training	07/10/2017	68
06 days workshop on Phonetics and spoken English	28/01/2018	120
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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
Null	NA	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
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
<p>There is a feedback committee in the college. It is mandatory to collect feedback from students, parents, teachers and alumini in the end of the every academic session. The members of the committee develop a questionnaire to know about merits, demerits and suggestions about institutional practices, teaching-learning practice, extracurricular activities, student support services, extension activities and facilities provided etc. After developing a questionnaire they collected the feedback from students. Feedback was collected from parents in Parent Teacher Association meetings. After collecting feedback forms feedback committee compiled and analyzed the data. General action plans were then recommended. A meeting with faculty was held to discuss the suggestions obtained from feedback report. Faculty members were suggested to make their teaching effective and give emphasis on use of ICT. They were also directed to increase the no of remedial classes, Seminars Workshops value based programmes for students and to take action on absent students. Also the college administration was requested to take steps to solve the students' Bus problem and maintain Cleanliness in the campus. Most of the students demanded for outdoor games, Canteen facility and health facilities. Students' specific</p>

demand was for job oriented courses. Students' response towards curricular aspect as well as various activities organized in the college was satisfactory. They also demanded for photocopying facility in the library. The alumni members were happy with the added facilities and more extracurricular activities being held in the campus. Some of them appreciated the latest teaching techniques used by the faculty. They also felt happy with the increasing number of seminars/conferences in the college. They also demanded for starting P.G. classes in more subjects. In the last session Parent Teacher Association (PTA) meetings were conducted three times. IQAC members took feedback on a prescribed format. Parents were satisfied with institutional discipline and culture, academic standards, teaching methodology, Co-curricular extra-curricular activities and regular communication from college about the progress of their wards and counselling provided to students in the college regarding career guidance. They were happy to know about many experts, Guests eminent personalities coming on different occasions in the college. Their specific demand was for conveyance and placement facility.

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
MCom	NA	160	36	36
MA	NA	720	137	122
BCom	NA	540	167	140
BA	NA	1500	565	525
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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
2017	665	158	7	0	17

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	Number of smart classrooms	E-resources and techniques used
23	4	4	1	0	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

All types of guidance for fulfilment of students queries given by the faculty members of the college is called mentoring. The college provides academic, personal, educational and vocational guidance services. Guidance

and counselling is provided to the students, both at the academic and personal level by the faculty. Students are guided for the right choice of subjects in counselling at the time of admission in the beginning of the session. The mentors share ideas, communicate knowledge to boost up confidence to the students and listen their problems. Students mentoring is done in different groups on a prescheduled day. The mentors take initiative to contact the parents to inform them about the academic progress and weakness of their wards in Parent Teacher Meetings. Thus mentor-mentee relations help to develop a mutual bond between teachers and students. The Mentoring system in the college can be summarized as: The mentor: 1. Meets assigned students once in a month. 2. Continuously counsels, guides and motivates the students. 3. Contacts parents in Parent Teacher Meeting, if situation demands. 4. Advises students regarding career development and future study. Thus the college teachers really act as a true friend, philosopher and a guide for the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
823	22	1:37

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
35	24	11	0	16

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
Nil	NA	Nil	Nil
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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
MCom	NA	Year	08/04/2018	14/05/2018
MA	NA	Year	28/04/2018	09/06/2018
BCom	NA	Year	18/04/2018	25/04/2018
BA	NA	Year	28/04/2018	31/05/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE) is the internal mode of assessment and a form of educational examination that evaluates a students' progress throughout a prescribed course. Through continuous evaluation tracking of progress of students and chance of offering more attention and guidance are possible. Assessment of performance is an integral part of teaching and learning process. Home assignments, quizzes paper presentations and tests were arranged by the subject teachers within the routines class. After completing a chapter (portion of the syllabus) tests were given to students. This particularly helps to assess the student's weakness which is to be given more emphasis later by the

teachers and would help the students to overcome their weakness. Pre university examination was conducted on the pattern of university exam in which one paper of descriptive type and one paper on OMR based questions was given to students. OMR sheets were got printed at the college level and were given to students for practice and home exams in almost all subjects. The college follows all the instructions as such about marking/evaluation. The college is keen to monitor the performance of the students, So Parent Teacher Meeting is called after Pre-University examination to show the progress and performance of their wards and take remedial measures if needed. Remedial classes are conducted for the slow learners, absentees and the students who participate in different activities as N.S.S., sports and other competitions during regular classes. This practice helps them to update their subject knowledge. The senior faculty members nominated by the university as the member of Board of Studies, suggest evaluation reforms in the meetings conducted for the purpose. The central evaluation system exists in the university. Re Examination is conducted for the students who fail in one paper/practical exam to give them one more chance to improve and save one year.

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

As a routine exercise, the Academic Calendar and Activity Planner is prepared in the beginning of every academic session. This session also, the Annual Tentative Calendar was prepared in the month of July in accordance with the University's schedule of Admission, Back Examination, Exam Form Filling and Practical and Theory and Examinations. The other events like Cultural Programmes, Inter Collegiate Debate Essay, competitions, Sports Activities, NSS Camps, Skill- Development Courses, Alumini Meets, Parents Meets, Guest Lecture, Farewell, Remedial Classes Pre-University Exam etc. were scheduled accordingly for the whole session. A sincere attempt was made to adhere to the planned schedule to the utmost satisfaction of the college administration. The attempt turned out to be successful and almost all the events were successfully organized as they were planned and scheduled.

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)

<http://www.rcagirlscollege.org/2017/StudentPerformanceandLearningOutcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	Nill	149	137	92
Nill	BCom	Nill	61	59	97
Nill	MA	Nill	68	62	91
Nill	MCom	Nill	26	25	96

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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)

<http://www.rcagirlscollege.org/2017/StudentSatisfactionSurvey2017-18.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
Nil	0	NA	Nil	Nil
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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
NA	NA	

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	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)
Nil	NA	0	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi	3
Sociology	3
Sanskrit	1
English	2

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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
Micro Finance in India: Developing Paths to Self Sufficiency	Dr Veermati Singh	Inclusive Growth Building Organization Through Sustainable Profitability: A Balanced Approach, ISBN- 978-81-933980-3-6	2017	0	NA	0
The role of urban infrastructure development in economic growth in India	Dr Veermati Singh	Chapter in a book entitled- 'Smart Cities: An Initiative Towards Planned Urbanization , ISBN: 978-93-8762-60-5	2017	0	NA	0
Bhartiya Model of financial literacy: encouraging saving and investment in rural India	Dr Veermati Singh	IJLEMR, Vol. 2, issue 12, pg 6-17, ISSN- 2455-4847	2017	0	NA	0
Financial literacy paving way for financial inclusion in India	Dr Veermati Singh	UETSR, vol.4, issue 12, ISSN 2394-3385	2017	0	NA	0
Bharat mei	Dr Bharti	Janswast hadhaarna,	2018	0	NA	0

vridha mahilaon ka swastha: ek samaaj shastriya vishleshan	Sagar	ank 22, ISBN-978-93-81076-04-0				
Punarvaas ki Avdharnna	Dr Bharti Sagar	Chapter published in a book titled Sam kaleenSama jkaryaChhetra	2017	0	NA	0
Women in Indian higher education: An Overview	Dr Bharti Sagar	Proceedings of a national seminar, ISBN-978-81-934616-0-0	2018	0	NA	0
Kalidas dwara prayukt shabdavali mei varna Parivartan ke katipay drishtant	Dr Archana Pal	International Journal of Sanskrit Research, vol. 4, Issue-1, Tirupati Journal Solutions	2018	0	NA	0
Hindu Jeevan mei Ashram Vyavastha	Dr Anjubala Agrawal	Adbhut Bharat (Anthology)	2018	0	NA	0
A Study of Nationalism and Partition in Amitav Ghosh's The Shadow Lines	Dr Anjubala Agrawal	Partition: A Divided Legacy (Anthology)	2017	0	NA	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	15	2	0
Presented papers	4	15	2	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
Voter Awareness Campaign	NSS and District Administration	2	50
Campus Beautification (7 8 February 2018)	NSS	2	80
Mahila Matdata Panjikanan Mela (8 January 2018)	NSS and District Administration	2	300
Yoga Workshop on World Handicapped Week Celebration (45 December 2017)	NSS and Rangers Unit	3	60
Swachhta Abhiyan (45 November 2017)	NSS	2	100
Rally for Breast Cancer Awareness (25 October 2017)	NSS Unit and Nayati Super Specialty Hospital, Mathura	2	50
Blood donation camp (22 October 2017)	NSS Unit and District Hospital, Mathura	2	40
Exhibition cum sale handicraft made by special children under guidance of NSS volunteers on Deepawali (14, 15 October 2017)	Kalyanam Karoti	4	25
NSS Foundation Day Celebration (23 September 2017)	NSS	2	150
Van Mahotsava (15/07/2017)	NSS	2	20
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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
Rangers Activities	Rajyapal Puraskar	State Govt.	1
Rangers Activities	Rastrapati Puraskar	Central Govt.	1
Classical Dance (Kathak)	First Place	Dr. B.R.A. University, Agra	1
Bhajan Competition	Third Place	Dr. B.R.A. University, Agra	1
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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 activities	Number of students participated in such activities
Gender Awareness	Akhil Bhartiya Mahila Parishad	Mahila Utpidan evam Jagrukta Shivir (5-10-2017)	20	275
Career Counselling	Anjana Welfare Society	Anchoring ki paathshala (8-11-2017)	19	260
Safety Awareness	District Fire Department	A lecture and demonstration on 'Fire Control' (11 Nov)	16	280
Traffic Rule Awareness	Road Safety Traffic Department	A lecture on 'Traffic Rules' (19-11-2017)	15	270
Voter Awareness	NSS	20-11-2017	2	100
Patriotic Celebrations	IQAC	'Armed Force Flag Day' (07-12-2017)	15	225
Health Awareness	Nayati Medicity Mathura	Cancer Awareness	2	100
Rangers Training Programme	Rangers Unit	Rangers Nipun Camp (31/01/2018-02/02/2018)	1	20
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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
NA	NA	NA	0

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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 linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	0
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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
ICSI	27/04/2018	C.S. Coaching in the college campus	2
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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
9.95	9.95

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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 partially)	Version	Year of automation
LMS- Libray Management Software	Partially	LMS	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5240	243234	330	43344	5570	286578

Reference Books	15955	1195073	170	30935	16125	1226008
e-Journals	1	8572	0	0	1	8572
CD & Video	116	1160	0	0	116	1160
Others(s pecify)	0	0	5	3470	5	3470
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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
NIL	NIL	NIL	Nil
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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	69	1	1	4	4	3	1	10	3
Added	0	0	0	0	0	0	0	0	0
Total	69	1	1	4	4	3	1	10	3

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

10 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
NA	Nil

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 incurred on maintenance of physical facilities
8.6	8.6	0.85	0.85

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

The college has an internal monitoring mechanism for maintenance of infrastructure, equipments and support facilities. The periodical meetings of

the Management Committee, Building Maintenance Committee, Lab. In-charges, Office in-charge, Sports committee and IQAC ensure the non-interrupting functioning of all the equipments and the optimum utilization of the infrastructure available to students and teachers. By and large the college utilizes the services of the electrician, plumber, carpenter and computer engineers for the maintenance of infrastructure by outsourcing and on sos (as and when required) basis. The R.O. plant, one Generator, some computers are kept under AMC. Day to day maintenance is carried out by the staff appointed for cleaning, maintenance and upkeep of the infrastructure. The calibration and other precision measures for the equipment/instruments are carried out as and when reported by the lab-in-charge or the persons handling the equipment. Learning resources such as study material, accessories, pen drives, CD's and other e-resources are also added and maintained through hiring, purchase and outsourcing as per requirement/priority within the limits of financial and other physical constraints. The annual maintenance of infrastructural facilities such as building repair, electric lights functioning checkup, fans AC's maintenance, and cleaning is done every year before the college is closed for summer vacation or during vacation and the equipments which need servicing are serviced just on the beginning of session every year.

<http://www.rcagirlscollege.org/2017/MaintenanceofCampusInfrastructure.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	SAF and financial help from Staff for fees, uniform, books etc.	23	58500
Financial Support from Other Sources			
a) National	State Government Scholarships	361	1443196
b) International	NA	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
Workshop on Mehandi Carving and its different types	07/10/2017	12	Department of Drawing Painting
An interactive talk session	08/11/2017	200	Career Counseling Cell
Talk through Video Conferencing	13/01/2018	40	College and Refine_M. A Project Management consultancy of U.S.
Remedial Coaching	01/02/2018	200	College
Personal Counseling and	03/07/2017	800	College

Mentoring			
Two days Yoga workshop for N.S.S. volunteers and Rovers	04/12/2017	150	N.S.S. Rovers Unit
Career Counselling: A expert talk on GST related jobs as career by CA Kuldeep Arora	18/09/2017	35	Deptt. of Commerce
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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 passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
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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
16	16	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	NA	24	24
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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	Department graduated from	Name of institution joined	Name of programme admitted to
2017	158	B.A. M.A. B.COM. M.COM	Arts Faculty Commerce Faculty	1. K.R. College, Mathura 2. B.S.A. College, Mathura 3. G.L.A. University, Mathura 4.	P.G. in different subjects B.Ed, M.Phil. M.B.A.

Dr. B.R.A.
University,
Agra 5.
Dayalbagh
University,
Agra

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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
Nill	0
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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
Independence Day celebrations	College	27
Talent Hunt Competition	College	3
Mutual conversation of students with honourable M.P. Ms. Hema Malini	College	50
Army flag day celebrations	College	8
Mahila Panjikanan Mela (Matdata Geet)	College	8
"Krishnayan" Nritya Samaroh	College	10
Republic Day celebrations	College	8
Music competition among Alumini of the College	College	10
No file uploaded.		

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
2017	7th Chitah Jeet Kune Do National Championship, Mumbai	National	1	Nill	NA	Preeti Goswami
2018	National Karate Championship, Talkatora	National	5	Nill	NA	Darksha, Preeti Goswami, Radha

Stadium,
New Delhi

Verma,
Deepali,
Anju Mahor

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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 student council as such was not functional during this session. However the participation of students was ensured in important administrative academic committees of the college. There was a due representation of students in Campus Beautification Committee, Cultural Committee, Discipline Committee, Sports Committee, Magazine Committee, NSS and IQAC. While for campus beautification, the students painted plants, pots and made colourful Rangolis on special occasions, the students in the Cultural Committee helped in organizing different cultural extracurricular programmes. The student volunteers in the Discipline Committee played a vital role in enforcing disciplinary acts like checking uniforms, mobiles, I- Cards etc. and maintaining discipline and silence in the hall during various programmes. The Magazine Committee Volunteer students encouraged other students to write and give articles for the college magazine 'Aastha', and the newsletter 'Pravaah'. Two student members in IQAC participated in IQAC meetings and raised the students' related issues for redressal through IQAC and the college administration. Similarly the girls' representatives in the college Sports Committee helped in organizing different sports activities and guiding their fellow students to perform better. In this way, a big cross section of the students participated in college academic and administrative activities throughout the session and hence contributed significantly in ensuring quality in education in the institution.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

2347

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

11500

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association members taught some classes in the absence of faculty. They shared their experiences with present students and guided them as mentor. Some students of the Alumni association actively participated in cultural programme and sports activities. Winners were suitably awarded. Some alumni members also as judges in different college-level competitions e.g. Sports, Drawing Painting and some cultural competitions. Books for the Library were also donated by some alumni members.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college nurtures a culture of participative management. While there is full participation of faculty members in routine management, all the suggestions and

plans of the staff find a due weightage in the decisions of IQAC. The participation of students was also ensured through their representation in IQAC, regular mentor-mentee meetings and taking their verbal and written feedbacks. Similarly, the participation of Alumni in college development plans was ensured through discussions on various aspects in Alumni meeting held during the previous sessions. As another important step towards participative management the suggestions of parents/guardians were also noted and acted upon as per requirements/needs. Though the Principal functions primarily as a custodian of rules, regulation and directives of the University and the Government, and a facilitator of the implementation of the decision of the governing body, most of the decisions and administrative plans were implemented through the active support and involvement of faculty and the administrative staff. While the IQAC monitored the overall quality excellence programmes, the administrative work was decentralized by the Principal in the form of different Committees, each consisting of 3-4 teachers and an office assistant (as per requirement). This gave an extra edge to the smooth functioning and effective administration of the routine affairs as well as for some special events. The important committees which remained functional during the session are-Campus Development Committee, Research Consultancy and Research Journal Committee, Time Table Committee, Student Aid Fund Committee, Scholarship Committee, Cultural Committee, Buildings Furniture Maintenance Committee, Campus Beautification and Cleanliness Committee, Discipline Committee, UGC Affairs Committee, Purchase Committee, Prospectus and Magazine Committee, Feedback Collection Committee, etc. Besides that, some other cells like Career Counselling Cell, Anti ragging Cell, Women's Cell, Grievance redressal Cell. etc. comprising of 2-3 teachers each, also remained functional throughout the year. To ensure effectiveness and efficiency of the institution functioning, the authority was also delegated to some teachers for different administration related works like redressal of students' grievances, A/c opening/verification of students, Fee-concession of students, marksheet related matters to be forwarded to University and many other similar works. Some teachers and non-teaching members were given charge of different portfolios like Medicines, Photographs/CD's etc., Computers and other electronic equipment, Building Construction Electrical fitting related equipments etc. Such teachers were empowered to take spontaneous decisions within the overall administrative framework. Thus each and every member of RCA team participated in the regular functioning, administration and policy planning of the College throughout the year.

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

Partial

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
Human Resource Management	Part time teachers were appointment for the whole session to meet students' requirements of classes. Permanent as well as temporary faculties were given additional charges for extracurricular activities. Duties were assigned to all the faculty members according to their interest, skill and aptitude. Blessings and farewell party was organized for final year students. College management members sponsored lunch/dinner for the guests and the staff on different

	occasions.
Library, ICT and Physical Infrastructure / Instrumentation	<p>New books were purchased according to the changed syllabus in the Library. Software for registration, admission, fee submission and student database record are functional in the college office. Twenty CCTV cameras and three biometric machines for staff and students, attendance are installed and are functional. Fire extinguishers are also in working condition. Paper clippings are maintained in the library. There is a provision of Wall magazine in the library on which students contribute their good thoughts, interesting worth reading material, news-paper/ magazines cuttings, paintings prepared by them and many more things which they want to share with others.</p>
Examination and Evaluation	<p>The subject teachers monitored the performance of the students (slow/advanced learners) and motivated them to perform better. Home assignments, quizzes and paper presentations were used for continuous evaluation of students. Multiple choice verbal tests were given for practice to the students at frequent intervals to assess their day to day progress. At the institutional level pre-university exams were conducted in which OMR based question papers were also given to students. OMR sheets were got printed at the college level and were given to the students for practice and exam in almost all subjects. Answersheets were evaluated according to university pattern. This enabled the students to assess their preparation for the final university examination and improve accordingly. The parents were then informed about the performance of their wards. University examinations were conducted as per the norms and regulations of Dr. B.R. Ambedkar University, Agra. Most of the faculty members also participated in the central evaluation of answer sheets at Dr. B.R. Ambedkar University campus, Agra.</p>
Teaching and Learning	<p>The learning environment was created in classes which motivated critical thinking among students. Annual teaching plans were prepared and steps were taken to follow the proposed plans. Departmental meetings were held</p>

for latest updates. Guest lectures and practical demonstrations were organized for sharing the experiences of experts. Special attention was paid on the use of ICT in teaching. Particularly, some of the students were encouraged to make Power Point presentation on topics of their choice and their presentations were shown to the whole class. In Depts. of English, Economics and Commerce, some topics were taught through Power Point presentations. Maps and Charts were used. In some subjects relevant video/movies were shown. Introduction of e-learning section in library also helped them to enhance their knowledge. Quizzes, Group Discussions, Project work etc. were introduced in some subjects for the students. Some workshops were also organized to develop different skills among students. Most of the faculties helped the students in preparing their syllabus in comprehensive way for OMR based objective question papers in University Examination and for different competitive exams where most of the papers are OMR based. Remedial classes were also conducted for slow/weak learners.

Curriculum Development

As an affiliated College of Dr. B.R. Ambedkar University Agra the College does not have a liberty to design/modify curriculum. It only impliments the university curriculum in strict accordance with the existing rules and norms. The curriculum is developed by the university in cousultation and as per recommendations of Board of Studies in different disciplines. However, the College provides ample facilities for cocurricular activities like NSS, Games and Sports, Fine Arts and Cultural Programmes. The college has a participation in curriculam development only through the faculty members who happen to be the convener or a member of their respective Boards of Studies, Academic Council or Executive Council from time to time. Institution organized extention lectures by many departments. It inculcated skill development training in the form of different short term courses such as computer Tally and GST, Beauty Culture, Chocolates and Candle making and Dress Designing etc. Students practised Yoga

and Karate too. The Social Science department conducted many discussions on current social issues. Competitions were organized like Essay Writing, Debate, Speech, Rangoli, Poster Slogan Making, Poem recitation and many more related to music.

Admission of Students

After registration of students for the 1st year UG and PG Courses, a merit list was prepared and pasted on the college notice board. Counselling was held by the Admission Committee to assist the students. They were counselled/assisted in the choice of optional subjects according to their interests and merit. Second and third year students were admitted on the basis of their previous year marks.

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

E-governance area	Details
Student Admission and Support	The college has installed a student support software for admissions and maintenance of necessary information including the basic identity, patronage, subjects, mob.no., fees etc. about every student. The whole admission process is carried out through this software. However, for student support and guidance regarding choice of subjects and other related issues, the college has a mentor-mentee system with each and every student getting a teacher mentor right from the time of taking admission to the day she leaves the college.
Examination	The examinations in the college are controlled by the affiliating university, i.e. Dr. B.R. Ambedkar University, Agra. However, the university has adopted an online system in Examination Forms filling since last few years. Apart from that, egovernance is also used in communication and conducting the examinations, evaluation (OMR sheets), Result preparation, etc. Some of these works are usually done by university through outsourcing by an external software company and some by University itself.
Planning and Development	The plans for development of the institution and the enhancement of quality in education were chalked out through e-governance by making use of information available on various sites referring to the enhancement of quality

	in HEI'S, like NAAC, UGC, ICSSR, DHE etc. Different quality parameters related to higher education such as e-library, smart classroom, virtual classes power-point presentation on curriculum based topics were incorporated in IQAC agenda for achieving quality excellence.
Administration	In administration the correspondence through e-mails with different offices like, Director H.E., U.G.C., ICWA and many other govt. non-govt. bodies facilitated and accelerated the concerned administrative work. The information gained through different web-browsers and CCTV Cameras also helped a lot in making day-to-day administration more effective and smooth.
Finance and Accounts	Most of financial transactions have been made electronically throughout the year. The maintenance of college accounts has been partly manual and partly computerized during the session. Whereas the college fees, govt. scholarships, university fees transfers were made online, some other accounts were maintained manually as usual.

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	NA	NA	NA	Nill
No file uploaded.				

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	NA	NA	Nill	Nill	Nill	Nill
No file uploaded.						

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

Title of the professional	Number of teachers who attended	From Date	To date	Duration
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development programme				
NA	0	Nil	Nil	0
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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	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Loan facility against salary and refundable or non-refundable loan facility from GPF. EPF for all the self-finance and part-time teachers. 'Teacher of the year' cash award for the best teacher is given every year.</p>	<p>Loan facility against salary and refundable or non-refundable loan facility from GPF. EPF for all self-finance/part-time employees. Institutional cash awards for Best Class 3 and Class 4 employee is given every year.</p>	<p>1- SAF and common charity fund contributed by Principal, teachers some management members. 2- Various Government scholarships scheme for SC/ST, OBC and Minorities and economically weak general category students. 3- Institutional cash awards for best performers in academic as well as various extracurricular activities held during the session. Financial help to send students to other colleges or the university to participate in various activities and competitions.</p>

6.4 – Financial Management and Resource Mobilization

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

<p>The internal audit is a regular feature of the institution and is conducted on an annual basis as per directions of the college management. During the last session also, the internal audit by a registered audit firm was carried out and all the A/c's up to 2017-18 were audited. All the objections, if any, were rectified and the explanations put before the audit team to satisfy them. Similarly the external audits were conducted by the Audit party from Director, H.E. Allahabad. The college A/c clerk was called to Agra, Regional H.E. office and the relevant Accounts were presented before the Audit team.</p>

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
Several Members of Managing Committee	60000	Intercollegiate Competitions
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6.4.3 – Total corpus fund generated

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	Null	No	Null
Administrative	No	Null	No	Null

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

Though only a small number of parents turned up for these PTA meetings, the present parents showed keen interest and concern in the development of their children. These parents also showed interest in the institution's growth and welfare. 1. Even with a relatively smaller number of parents present in these PTA meetings, they were encouraged to give their suggestions and feedbacks for the betterment of both the college and their wards. 2. All departments of the college organised class-wise open forums after the pre-university examination. 3. Parents showed strong interest and came to meet various subject teachers. 4. Parents provided feedback as well as shedding information about the specific problems of their children during their interactions with the faculty members in various PTA meetings.

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

1. The college conducted various recreational and sports activities for the support staff on the occasion of the Foundation Day of the college, i.e. 4.10.2017. 2. Award for best supporting staff was handed out in the form of cash and a citation to the best performer in class III for the session 2017-18 3. Summer and Winter uniforms were distributed to the ministerial staff

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

1. PG classes in Political Science and Sociology started 2. Starting RCA Badminton Academy for providing extra coaching to the upcoming/budding students in the campus. 3. Initiated the annual best performance awards for Non-teaching staff. 4. organised a Talent Hunt-week to identify and nurture the budding talent in different areas like music, dance, drawing, literature, Acting etc. 5. Organised university championship for Badminton in the campus. 6. Installation of 16 CCTV Cameras. 7. 2 Biometric Machines in the campus were installed for ensuring punctuality of students.

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
2017	Getting affiliation for PG Classes in	04/10/2017	26/09/2017	30/07/2018	24

	Political Science and Sociology				
2018	National seminars and Symposium	06/12/2017	06/12/2017	18/02/2018	350
2018	Intercollegiate debate, Speech, Hindi and English Essay Competitions	16/01/2018	16/01/2018	16/01/2018	60
2017	University 'Women Badminton Championship', 'Badminton Tournament', Annual Sports Week	21/07/2017	21/07/2017	24/11/2017	143
2017	Talent Hunt Week	18/09/2017	18/09/2017	23/09/2017	12
2018	Live counselling session on 'How to choose a career'	15/01/2018	15/01/2018	15/01/2018	50
2018	Pre-University Examination	07/02/2018	07/02/2018	16/02/2018	200
2017	15 days workshop on instrument playing 'Dholak'	12/10/2017	12/10/2017	12/10/2017	20
2018	6 Days workshop on 'Phonetics and Spoken English	29/01/2018	29/01/2018	03/02/2018	150
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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

Mahila Utpidan Evam Jagrukta Shivir	05/10/2017	05/10/2017	345	0
Debate on Muslim Mahila Surkasha Kanoon	22/12/2017	22/12/2017	250	0
Mahila Matdata Panjikaran Mela	08/01/2018	08/01/2018	150	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
<p>1. A plantation drive was organized in the campus. Students were given the responsibility to maintain the existing and newly planted trees/plants on 21-01-2018 at Saraswati Kund and Gopal Nagar. 2. Through NSS camps students planted and donated plants in adopted village. 3. Students made the villagers aware about maintenance cleanliness and hygiene in routine life. 4. Use of polythene was strictly prohibited in the campus. 5. Maintenance of cleanliness and hygiene in wash rooms, class rooms and campus was ensured. 6. Poster competition on 'Swachh Mathura, Harit Mathura' was conducted in the college as a part of the awareness campaign.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1

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
2018	1	1	08/01/2018	1	Mahila Matdaata Panjikaran Mela	Voting awareness among women voters	300
2018	1	1	25/01/2018	7	Special NSS camp at Kalyanam Karoti	Skills training to special children	102
2018	1	1	25/01/2018	1	Rangoli Making at the Police Line	Decorat ion of the site for Republic Day Celeb	25

						ration	
2017	1	1	25/10/2017	1	Breast Cancer awareness Rally	Making the society aware about Breast Cancer	125
2017	1	1	04/11/2017	2	Swachhata Abhiyan	Contributing to cleanliness in nearby villages	65
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Rules and regulations for students	04/06/2018	Code of conduct for students has been published in the college prospectus so that the students become aware of the values and ethics to be practised in the college. All the Students are advise to read prospectus thoroughly and reminded of such rules frequently during assembly. The Students following such rules are also facilitated during assembly.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Van Mahotsava	15/07/2017	15/07/2017	125
Blood Donation Camp	22/10/2017	22/10/2017	65
Foundation Day Yajna	04/10/2017	04/10/2017	250
Exhibition cum sale of handicrafts made by special children on Kalyanam Karoti	14/10/2017	15/10/2017	40
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. A plantation drive was organized in the campus. Students were given the responsibility to maintain the existing and newly planted trees/plants on 21-01-2018 at Saraswati Kund and Gopal Nagar.
2. Use of polythene was strictly

prohibited in the campus. 3. Maintenance of cleanliness and hygiene in wash rooms, class rooms and campus was ensured. 4. Poster competition on 'Swachh Mathura, Harit Mathura' was conducted in the college as a part of the awareness campaign. 5. Effective implementation of 'Clean campus-Green campus' drive.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Workshop on Phonetics and Spoken English Goal: To make student aware about phonology of English so that they may pronounce correctly and compete with confidence with other English speaking people. The context: Every year Deptt. of English organizes a workshop on Phonetics and Spoken English for students of UG classes. Chart PPT, Lecture, Audio-visual aids are used to make students learn and practice the content in a proper way. The Practice: Working on the plan, seven days are divided in different activities. Students are introduced phonetics symbol through a chart. Some printed matter is also distributed among them. Then several PPTs downloaded from Phonetics classes are shown and explained to them. They practice to pronounce different sounds. Several videos of English plays and lectures are also shown to them. Students try to follow the accent. Besides, use of pronouncing dictionary is also taught to them. Evidence of Success: About 200 students attend the workshop every year. They learn new things and enjoy classes. Several competitions are also organized as a test of Knowledge of the students. Students show their talent as well as the outcome of learning. Certificates and prizes are also given to successful students. 2. Talent Hunt Week Goal: To search meritorious students of Ist year classes so that their talent may be groomed and they may be motivated to participate intercollegiate and other higher level competitions. Such as University, state, national etc. Context: In the month of September, when the admissions for Ist year class were complete, it was decided to organize a 2. Talent Hunt Week for new students so that their hidden talents may be noticed and faculties may become aware about the meritorious students in various fields. The practice: From 18 sep. 2017 to 25 sep. 2017, talent Hunt Week was organized. Hindi and English Essay, Elocution, Debate, Singing of classical and folk music, Classical, Semi-classical and folk dance, Mono Acting, Rangoli, poster and Quiz Competitions were organized. A plan for seven days was chalked and students were informed accordingly. Debate was organized on the topic "Social Media is boon or curse for Indian youth" and Elocution was organized on the topic, "Relevance of Non-violence of Mahatma Gandhi in Present Scenario". Besides it, Quiz Competition was held first at written level and then selected students participated in oral Quiz. Students exhibited their talents in Music and Drawing competitions also. Through essay competitions writing skills of the students and through debate competition, oratory skill of some students was recognised. Evidence of success: Almost 50 students participated in one or other competitions and exhibited their talent. Selected students later on participated in Youth festival of the University and other competitions and won Prizes and respectable positions and thus won laurels for the college.

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

<http://www.rcagirlscollege.org/2017/BestPrecices.pdf>

7.3 – Institutional Distinctiveness

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

Educational institutions have to cater for a large number of students coming from rural and backward region and this college also has to perform this responsibility of satisfying the educational aspiration of the students and

their parents. A major section of students represent the poor or middle class families with weak economic base. As against this background of the students the college is strongly equipped with a good number of qualified, responsible and cooperative teaching and administrative office. Teachers are always ready to give their best to explore the talent and capabilities of the students so that they can combat the socioeconomic backwardness and ensure their all-round development. The administrative staff offers their full cooperation in this respect. With this concern, the following steps have been taken. • Considering the poor economic base of the some students some monetary help is given to them for their uniform and books from student Aid Fund (SAF). • Students are made aware of different types of scholarships provided by the state government by the office staff and cooperation from all fronts is ensured to make these opportunities available to them. • Teachers give special attention and efforts to solve the problems of slow learners in the class, pay individual attention during free periods, provide their own personal books to them, counsell and provide financial support if required, as some of the important strategies in this respect. • To develop vocational skill of the students, certificate courses for Tailoring, Beautician and Computer basics with Tally and GST, have been initiated since the last session.

Provide the weblink of the institution

<http://www.rcagirlscollege.org/2017/InstitutionalDistinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

Plans of institution for next year 1. To prepare AQAR for 2018-19. 2. To ensure construction of laboratories for newly planned science faculty. 3. To organize National/international seminars on different issue of current significance. 4. To update the existing labs with new equipments. 5. To organize extra-curricular and co-curricular activities for curriculum enrichment. 6. To prepare and ensure the implementation of a suitable plan for Waste Management. 7. To work for starting short-term value-added courses in Event Management Yoga, Vastu, Animation, Food Presentation, Dietetics and Nutrition, Tourism Journalism etc. 8. Setting up the Commerce Lab. 9. To start coaching for competitions eg. Banks, Net, SLET and civil services, if possible. 10. To get the Alumini Association registered. 11. To expedite the process for affiliation in M.A. (Education), M.A.(Drawing Painting) as a future prospect for upcoming need of the students. 12. To work for Eco-friendly practices like Eco-club Green Audit. 13. To increase the use of IT programme in all the subjects. 14. To enhance research facilities by applying for authorised research centre of the University and encourage faculty members to apply for major and minor projects.