



Yearly Status Report - 2018-2019

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.		056500000000
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	state
Name of the IQAC co-ordinator/Director	Dr. Kalpana Vajpeyi
Phone no/Alternate Phone no.	056500000000
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
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.rcagirlscollege.org/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
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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
IQAC Meeting	10-Jan-2019 1	12

IQAC Meeting	29-Apr-2019 1	9
AQAR Submitted	23-Dec-2018 1	16
Feedback Collected	08-Feb-2019 5	125
Feedback Analysed	07-Mar-2019 3	4

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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	2019 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 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)

Prepared and uploaded AQAR of year 201718.

Arranged annual inter-collegiate literary competitions, poster competition and patriotic song competition.

Encouraged faculty members to pursue and continue research, publish papers, chapters in books and journals and books etc.

Organized different guest lectures to update the students and motivated the students to participate in 'Youth Festival' and sport competitions organized by Dr. B.R. Ambedkar University, Agra and by other institutions.

Arranged some skill development courses as Computer Basics, Tally and GST, Beautician and self employed tailor for the students to enhance employability skill and prepare them for future.

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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 201718.	The AQAR for 201718 was prepared and uploaded on college website on 23 Dec. 2018
To expedite the process for affiliation in science (Maths and Biology group) and apply for graduation level programme.	The process for affiliation in B.Sc. (Biology and Maths Group) as a future prospect for upcoming need of the students was followed up and the necessary documents submitted to University for NOC.
To encourage the students to participate in different competitions being conducted by other institutions and University	1. The students participated in UNIFEST organized by Dr. B.R.A. University, Agra from 13th October 2018 to 15th October 2018 in Rangoli, Folk dance (solo group) Classical Folk and Western Singing. 2. Three N.C.C. students participated in cultural programme organized by 11 UP BT Veterinary University, Mathura and 11 UP BT Samvid Gurukulam, Mathura from 19.06.2019 to 28.06.2019. 3. Twelve NSS students participated in Youth Parliament held at district level in K.R. College, Mathura in January 2019. 4. Students also participated in Karate Competitions in January 2019. 5. Students participated in Essay and Slogan Competitions on 'Bharstachar Mitao, Naya Bharat Banao' organized by Vigilance Dept. of Mathura Refinery on 24th October 2018. 6. 04 students participated in Intercollegiate Women Badminton competition on 16th to 17th October 2018 organized in Chitragupt Degree College, Mainpuri.
To organize workshops at the institution level for U.G. students	1. Five different workshops on Chocolate and Candle Making, Poshak Making, Jewellery and Bandanwar Design, Digital Literacy and Clay Craft were

	<p>organized for skill development from 29th October 2018 to 2nd November 2018. After that students displayed their goods in exhibition on 3rd November 2018. 2. A training session for emergency first responder (EFR) was organized for the students by dept. of Physical Education with the help of Nayati Super speciality hospital, Mathura on 12th January 2019. Dr. Vandana and Dr. Abhishek discussed about choking, CPR, Be Fast, Chest Pain and Brain Stroke etc. 3. A programme was organized to make students aware about Breast Cancer, by a team of doctors from Sarvodaya Hospital and Research Centre, Faridabad.</p>
To organize courses for the skill development of the students	Three months skill development courses in (i) Self employed tailor (ii) Beauty Culture and (iii) Computer Basics with Talley & GST from December 18th to 28th February 2019 were conducted.
To make arrangements for Career Counselling for the students	1. A Lecture on career as a 'Company Secretary' under career awareness programme was given by Sri Ravi Srivastav and C.S. Richa Gupta from Institute of Company Secretaries, Agra Chapter on 12.09.2018 for the Commerce faculty students. 2. A Seminar with the cooperation of Amar Ujala and Centre for Ambition was organized in college under 'Aao Jane Apna Saamarthya'. Sri Arun Narayan Shukla and Monika Agrawal provided tips for success in Civil Services exams.
To expedite the publication of college news letter	The college Newsletter 'Pravaah' having activities and reports of year was published in January 2019.
To organize Job Fair in the institution	A Job Fair was organized in the college in collaboration with Khajani Welfare Society, Mathura on 16th July 2018 so that students may get jobs according to their ability. 39 students participated in Job Fair and 30 students got placement in different job sectors.
To organize workshops for teaching faculty	1. One day workshop on 'Digital Awareness' was arranged for faculty on 17th November 2018 by Sri Shobhit Rathi from Khajani Polytechnic. He told about the use of all the apps used in android mobiles, to keep data and mobile safe, Paytm and Ebanking etc. 2. Dept. of Commerce arranged a talk for faculty on 'Tax Planning' on 29th January 2019.
To initiate NCC facility for girls in the college	NCC facility for girls was initiated. Seventeen students completed 'C'

certificate course during the session.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

College Management

16-Jan-2020

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

28-Feb-2019

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 implements 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 email 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 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 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/entrepreneurship	Skill Development
NA	NA	02/07/2018	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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
0	02/07/2018	0
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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
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained

There is a feedback committee in the college. It is mandatory to collect feedback from students, parents, teachers and alumni 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. Feedback was collected from teachers by circulating the feedback forms to them. 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 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	38	32
MA	NA	720	96	85
BCom	NA	540	155	134
BA	NA	1500	586	550

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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
2018	684	117	7	0	14

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
21	3	5	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
801	21	1 : 38

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
32	21	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
2018	NA	Associate Professor	NA

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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
BA	NA	Year	30/04/2019	30/06/2019
BCom	NA	Year	30/04/2019	30/06/2019
MA	NA	Year	30/04/2019	30/06/2019
MCom	NA	Year	30/04/2019	30/06/2019

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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 are arranged by the subject teachers within the routines class. After completing a chapter (portion of the syllabus) tests are given to students. This particularly helps to assess the student's weakness that will be given more emphasis later by the teachers and will help the students to overcome their weakness. Pre university examination is conducted on the pattern of university exam in which one paper of descriptive type and one paper on OMR based questions is given to students. OMR sheets are got printed at the college level and are 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 performance of their wards and take remedial measure 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 begining 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 Theory 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/StudentPerformanceLearningOutcomes.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
NA	BA	Nil	137	127	93
NA	BCom	Nil	33	30	91
NA	MA	Nil	55	53	96
NA	MCom	Nil	6	6	100

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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/STUDENTSATISFACTIONSURVEY.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
Total	0	NA	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
NA	NA	02/07/2018

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
Teacher of the Year	Dr. Anju Agrawal	RCA GIRLS COLLEGE	25/02/2019	Best annual performance
Student of the Year	Neha Dwivedi	RCA GIRLS COLLEGE	25/02/2019	Best annual performance

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

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
NA	NA	NA	NA	NA	02/07/2018
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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
English	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	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
COMMERCE	1
HINDI	3
SOCIOLOGY	1
ENGLISH	5
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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
Analysis of the Political aspects in the Writings of Nayantara Sahgal	Dr. Suneeta Awasthi	International research journal in social sciences, humanities and management named 'Pahal Horizon' Vol-3 No. 6, RNI No. UPENG/2016 /69122, ISSN:	2018	0	NA	0

		24564842				
Impact of Technology in Dairy Industry	Dr. Sushma Jain	Management Mind' issue-19, Vol-19, ISSN-2348-0203	2018	0	NA	0
Women Empowerment Through Peace Education	Dr. Bharati Sagar	Chapter published in edited book on women status, empowerment and health	2018	0	NA	0
Urdu kavya mai krishna bhakti, hafeej jalandhari aur unki kavita krishna kanhiya	Dr. Anjubala Agrawal	proceedings of state level seminar	2019	0	NA	0
My Wheatish Complexion Novel by Dr. Deen Dayal	Dr. Anjubala Agrawal	Book review	2018	0	NA	0
Marginalized among marginalized: Dalit Women in Baby Kamble's	Dr. Anjubala Agrawal	autobiography in global literati insights, Vol.2, ISSN	2019	0	NA	0
Plight of widows as depicted in Indira Goswami's The Blue Naked God	Dr. Anjubala Agrawal	on anthology Traumas on Widows (Book)	2019	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
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NA	NA	NA	2018	0	0	NA
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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	3	12	0	1
Presented papers	3	11	0	1
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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
Job Fair (16-07-2018)	IQAC and Khazani Welfare Society Mathura	1	39
Sapno Ki Udan (09-08-2018)	Hindustan News Paper	1	300
Apne Doctor Swayam Bane (13-10-2018)	IQAC	1	250
Disaster Management and Cleanliness Campaign (23-10-2018)	IQAC	1	250
Exhibition and Sale (03-11-2018)	IQAC Khazani Welfare Society, Mathura	1	36
Talk on Tobacco (20-09-2019)	IQAC	1	250
Tree Plantation under Yamuna Mission (16-02-2019)	IQAC, NGO Yamuna Mission	1	35
Tree Plantation (30-11-2018)	Rangers Unit, NGO Yamuna Mission	1	30
Rangers Camp (21-02-2019 to 23-02-2019)	Rangers Unit	2	9
Environmental Protection (a) Oath for tree plantation (b) Tree Plantation	NSS	2	200

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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
Electoral Literacy Club of N.S.S. units of college	3rd place at district level	District Administration	1
For Contribution in Voter Awareness Campaign	Letter of appreciation	District Administration	1
Poem recitation for Voter Awareness	2nd place at district level	District Administration	1
Poster Making for Voter Awareness	2nd place at district level	District Administration	2
Solo Dance (19-06-2019 to 28-09-2019)	Gold Medal	District Administration	1
Volley Ball	Silver Medal	District Administration	2
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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
Carreer Counselling	IQAC and Khazani Welfare Society (NGO) Mathura 'Hindustan' News Paper	Job Fair (16-07-2018) Sapno Ki Udan (09-08-2018)	1	339
Health Hygine	IQAC	Apne Doctor Swayam Bane (13-10-2018) Disaster Management and Cleanliness Campaign (23-10-2018) Talk on 'Awareness against the use of Tabacco' (20-09-2019)	3	750
Skill Development	IQAC Khazani Welfare Society Mathura	Exhibition and Sale (03-11-2018)	1	39
Environment Protection Environmental	IQAC Yamuna Mission (NGO) Rangers Unit	Tree Plantation under Yamuna	8	565

Consciousness	Yamuna Mission (NGO) N.S.S.	Mission (16-02-2019) Tree Plantation (30-11-2018) Environmental Protection Oath for tree plantation Tree Plantation Donation of Tree Cleanliness Fortnight (15-09-2018 to 01-10-2018) Seven days Special Camp		
Voter Awareness Campaign	N.S.S.	Participation of Women Voter Cell (11-09-2018) Voter registration camp for women and handicapped (13-10-2018) Voter registration camp for women and handicapped (13-10-2018) Poem Recitation and Slogan Competition (13-01-2019) Ralley for Voter Awarenes	21	378
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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
No file uploaded.			

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	02/07/2018	30/06/2019	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
Khajani Welfare Society, Mathura	15/10/2018	Certificate Courses on Self Employed Tailor, Beauty Wellness, Computer Fundamental Tally	98
ICSI (Institute of Company Secretaries of India)	18/04/2018	C.S. Coaching in the campus	4
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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
1.3	1.4

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
No file uploaded.	

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- Library Management Software	Partially	LMS	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5570	286578	22	5350	5592	291928
Reference Books	16125	1226008	6	2914	16131	1228922

CD & Video	116	1160	0	0	116	1160
No file uploaded.						

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
NA	NA	NA	02/07/2018
No file uploaded.			

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
No Data Entered/Not Applicable !!!	

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
0	3.48	0	1.8

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, Generator, Photocopier, CCTV and 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 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 check up, 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/Maintenance.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 Charity from Staff	33	81500
Financial Support from Other Sources			
a) National	State Government Scholarships	242	855680
b) International	0	0	0
No file uploaded.			

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 implementation	Number of students enrolled	Agencies involved
Soft skill development (computer fundamentals and tally)	15/12/2018	40	Khajhani Welfare Society Mathura
Language Lab	03/08/2018	78	College
Yoga Training	21/06/2019	25	Patanjali Yog Peeth, Haridwar
Remedial Coaching	01/02/2019	150	College
Personal Counselling/Mentoring	09/07/2018	800	College
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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

2018	NA	0	0	0	0
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
12	12	4

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
16	39	25	13	0	0
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	112	B.A. B.Com M.A. M.Com	Arts Faculty Commerce Faculty	1. K.R. College, Mathura 2. B.S.A. College, Mathura 3. G.L.A. University, Mathura 4. Dr. B.R.A. University, Agra 5. Dayalbagh University, Agra	P.G. in different subjects B.Ed, M.Phil. M.B.A.
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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
Any Other	0
No file uploaded.	

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

Activity	Level	Number of Participants
Dr. B.R.A. University Inter Collegiate Badminton (Women) Competition 2018-19	University Level	4

Annual Sports Meet	College Level	30
KAI Cadet/Junior Under-21	National Level	1
U.P. Karate Champ Section Trail	State Level	1
8th South Asia Hakua Kai Karate Championship (official Shown the best performance)	National Level	1
Independence Day Celebration	College	15
Teachers' Day Celebration	College	40
Talent Hunt	College	50
Youth Festival	Dr. B.R.A. University Agra	20
Nari Shakti Kumbh	U.P. Government and Dr. B.R.A. University Agra	18

[View File](#)

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	KAI Cadet	National	1	0	1169	Rama Chaudhary

No file uploaded.

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', 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:

2578

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

13300

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

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 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 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
Curriculum Development	<p>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 co-curricular 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 regularly 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.</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 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</p>

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. In English literature, students were made familiar with the whole text, although only a part of it is prescribed in the syllabus. 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 their OMR based objective question papers in university examination and for different competitive exams where most of the papers are OMR based. Remedial classes were conducted for slow/weak learners.

Examination and Evaluation

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,

Research and Development

? Research and Development Teachers were motivated to write in National and International journals and books. Non-doctoral teachers were also encouraged to pursue Ph.D. degree. Paper presentation for students was made a part of Seminar/Conference conducted by the college. Some of the faculties contributed following research papers to various journal and books: • Dr. Anju Bala Agrawal, Head Department of English contributed four research papers. 1- Paper entitled "Plight of widows as depicted in Indira Goswami's The Blue Naked God" published in an anthology Traumas on Widows edited by Dr. Deen Dayal published by the Literatti Council Society. 2- Paper entitled "Marginalized among marginalized: Dalit Women in Baby Kamble's" autobiography in global literati insights, Vol.2, ISSN, March 2019. 3- A book review My Wheatish Complexion: A Novel by Dr. Deen Dayal, New Delhi: Authors press, 2017, paperback ISBN 978-93-86722-29-4 4- Paper "Urdu Kavya mai Krishna Bhakti, Hafeez Jalandhari aur unki kavita Krishna Kanhaiya" published in proceedings of state level seminar in 2019. • Dr. Bharati Sagar, Head Department of Sociology contributed the following research paper. 1- "Women Empowerment Through Peace Education" chapter published in edited book on women status, empowerment and health, by Lata Kumar, published by- Swaranjali publications year 2018. • Dr. Sushma Jain, Department of Commerce got published her research paper "Impact of Technology in Dairy Industry" in journal 'Management Mind' issue-19, Vol-19, ISSN-2348-0203. • Dr. Neetu Goswami, Department of Hindi got her three poems published. One in "Desh ke pratinidh Geet-Navgeetkar" edited by Shri Vijay Bajari, Vijay published by Hindi Sajal Sarjana Samiti in April 2019. Second poem in "Sanson Ki Sargam" edited by Sri Sumati Kumar Jain published by Usha publication Alwar Rajasthan, ISBN No-978-81-935548-8-3 in June 2019. Third poem in "Desh ke Pratinidhi Sazalkar" edited by Sri Vijay Rathor published by Rajshree publication Kasganj, ISBN No-978-81-929694-2-8, in September

2018. • Dr. Sunita Awasthi, Department of English contributed one research paper "Analysis of the Political aspects in the Writings of Nayantara Sahgal" in an international research journal in social sciences, humanities and management named 'Pahal Horizon' Vol-3 No. 6 December 2018, RNI No. UPENG/2016/69122, ISSN: 24564842 edited by Dr. Yatendra Pal Singh.

Library, ICT and Physical Infrastructure / Instrumentation

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 also in working condition. 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.

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.

Industry Interaction / Collaboration

The IQAC of the college is always keen to invite various industries/sectors in the campus for interacting with students and providing them updates about the current scenario. During the last session the college invited professionals from local Health sector (Sheela Sharma Memorial Hospital, Nayati Medicity), Commerce Industry (Institute of Company Secretaries of India), SEBI and NSE and Skill Development Industry (Khazani Welfare Society) to discuss on various relevant issues and brief the students about the emerging trends in these

sectors. The students were also informed about financial literacy through the professionals from NSE and SEBI. Different workshops and short term courses were also organised to impart vocational (skill development) training among students in collaboration with Khazani Welfare Society. All these skill development training programmes were chosen to cater the needs of the local society for example Poshak making, Beautician, Bandanwar making, Rakhi Jewellery making etc. and current career opportunities like Computer Fundamentals, Tally GST, Chocolate making Self employed tailor.

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
<p>Student Admission and Support</p>	<p>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.</p>
<p>Examination</p>	<p>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, e-governance is also used in communication and conducting the examinations, evaluation (OMR sheets), Result preparation, etc. Some of these</p>

	works are usually done by university through outsourcing by some external software company.
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
2018	NA	NA	NA	0
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	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

	teaching staff	non-teaching staff				
2018	NA	NA	02/07/2018	30/06/2019	0	0
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course	1	10/09/2018	30/09/2018	21
Yog teachers' training certificate	1	01/08/2018	05/08/2018	5
No file uploaded.				

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
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.	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 (i) class iii and (ii) class iv employee is given every year.	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.

6.4 – Financial Management and Resource Mobilization

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

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 on 12.3.19 and 19.6.19 respectively. As a follow-up exercise some of the A/c ledgers were sent to the office of the Director H.E. Allahabad on 12.8.19 for compliance.

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
NA	0	NA
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

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

This is disappointing that very few parents appeared in PTA meetings. However some parents were really concerned in the progress of their wards and development of the institution. So they came and attended PTA meetings. 1. Although there is a small percentage of parents involved, the PTA of the college provides active support for the academic physical development of the college. 2. All departments conduct class-wise open forums after pre-university examination. 3. The parents also help teachers in solving the specified problems of their wards which came into light during their interaction with faculty in different parent teacher meetings. 4. Feedback is obtained from the parents to find future linkage possibilities.

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

1. Organization of different fun activities and sports for the support staff on Foundation Day of college, ie. 4th October 2018. 2. Award for best supporting staff was given in the form of cash and a citation to the best performer in class III as well as class IV categories for the session 2018-19.

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

1. Mentor-Mentee practice 2. Skill development courses 3. Starting P.G. Classes in Sociology and Political Science 4. Starting N.C.C.

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
2018	N.C.C	03/10/2018	08/10/2018	28/02/2019	17
2018	Job Fair	10/07/2018	10/07/2018	07/10/2018	39
2018	Mentor Mentee Programme (Any day in the third week of every month)	05/09/2018	05/09/2018	28/02/2019	684
2019	Conference on 'Financial Inclusion'	09/01/2019	09/01/2019	09/01/2019	150
2018	Skill Development Courses	15/12/2018	15/12/2018	28/02/2019	98

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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
Sapno Ki Udan	09/08/2018	09/08/2018	300	0
Voter Awareness Campaign for Women	11/09/2018	09/09/2019	35	6

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
1. Consciousness on misuse of water. 2. Awareness programme on importance of plantation of trees. 3. Consciousness of minimizing the use of plastic/polythene in the college campus. 4. Regular motivating talks were delivered by the invited guests to maintain greenery and cleanliness in the campus.

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	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2019	1	1	26/01/2019	7	Special camp of N.S.S.	Issues related to environment, protection, illiteracy, health and teaching of special children about use of best out of waste material etc.	102

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	04/05/2019	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
Course in Yoga for students	16/05/2019	22/05/2019	15
Course in Yoga for students	19/06/2019	21/06/2019	15
Yajna on Foundation Day of College	04/10/2018	04/10/2018	300

Saraswati Pooja on Basant Panchami	19/02/2019	19/02/2019	350
College Assembly (prayer thoughts) Every Monday and Thursday (whole session)	23/07/2018	20/02/2019	450
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use of plastic was minimized in the campus. 2. College has given the students the Moto 'Clean College, Green College'. 3. In the College campus Plantation was done by N.S.S. units. 4. N.S.S. units of the college conducted rallies around college localities for cleanliness, tree plantation and elimination of plastic from society. 5. Invited guests delivered motivating talks to maintain greenery and cleanliness in the campus. 6. Programmes related to environmental conservation were conducted.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The authorities of the college decided to make the girl students strong physically and economically. Therefore, in the college the arrangements for training of Karate and self defence were made. Also, Skill development courses like Self employed tailor, Beautician and Computers with Tally and GST, were organized so that the students may equip themselves for their future career. 1. Training of Karate for Self Defence 2. Skill Development

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/BestPractices.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/InstitutionalDistinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

The College administration has approved the following plans for next year for betterment of the college. • To prepare AQAR for 2019-20. • To plan for increase in infrastructural facilities for the library. • To organize National/international seminars on different issue of current significance. • To update the existing labs with new equipments and purchase required equipments for Science Lab. • To purchase more sports equipments. • Preparation for NAAC third Cycle. • To organize extra-curricular and co-curricular activities for curriculum enrichment. • To prepare and ensure the implementation of a suitable plan for Waste Management. • To work for starting short-term value-added courses in Event Management, Yoga, Vastu, Animation, Food Presentation, Dietetics and Nutrition, Tourism Journalism etc. • Setting up a Commerce Lab. • To get the Alumini Association registered. • To expedite the process for affiliation in M.A. (Education), M.A.(Drawing Painting) as a future prospect for upcoming need of the students. • To work for Eco-friendly practices like Eco-club, Green Audit. • To increase the use of IT in all the subjects. • To enhance research facilities by applying for authorised research centre of the University and encourage faculty members to apply for major and minor projects. • To chalk out the outline for Golden Jubilee Year (2020-21) celebrations of the College. • Renovation of toilets. • To provide Xerox facility to students and faculty at nominal rates.