

Yearly Status Report - 2019-2020

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. Namrata Mishra																								
Phone no/Alternate Phone no.	056500000000																								
Mobile no.	9412179457																								
Registered Email	namrata.swaranjali@gmail.com																								
Alternate Email	rcamtr@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	http://www.rcagirlscollege.org/AQAR2018-19.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/2019/AcademicCalendar2019-20.pdf																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>C+</td> <td>60.68</td> <td>2006</td> <td>02-Feb-2006</td> <td>01-Feb-2011</td> </tr> <tr> <td>2</td> <td>B+</td> <td>2.59</td> <td>2016</td> <td>05-Nov-2016</td> <td>04-Nov-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	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
Cycle	Grade	CGPA	Year of Accrediation	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
IQAC Meeting	28-Feb-2020 1	15
AQAR Submitted	24-Feb-2020 1	16
Feedback Analysed	17-Feb-2020 3	5
Feedback Collected	31-Jan-2020 5	195
IQAC Meeting	30-Sep-2019 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
Dept of Political Science	Grant for International Seminar entitled REORGANIZATION OF JAMMU AND KASHMIR IMPLICATIONS FOR PAKISTAN, CHINA AND THE WORLD	Indian Council of World Affairs	2019 2	200000
IQAC	Grant for National Seminar on "ROLE OF ACADEMIC ADMINISTRATIVE AUDIT IN ACHIEVING QUALITY EXCELLENCE IN HIGHER EDUCATION INSTITUTIONS"	NAAC	2020 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?	Yes
If yes, mention the amount	100000
Year	2020
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
3. Organized an International and a National Seminar in the college for academic upliftment and knowledge updation of faculty and students. Also organized few webinars on post COVID19 pandemic situation.	
1. Prepared and uploaded AQAR of year 201819	
2. Arranged annual intercollegiate literary competitions, poster competition and patriotic song competition and a Solo Folk Song Competition	
4. Organized a job fair in collaboration with Career Counseling Cell and Khazani Women's Institute in the college premises, exclusively for female candidates.	
5. During nation wide lockdown due to COVID Pandemic, the IQAC of the college organized virtual meetings with the faculty and students for planing and execution of the work which can be done from home e.g. preparation and uploading of e content, organizing webinars on Post Pandemic Scenario, motivating the students to prepare and distribute masks, contribute for mask bank and spread awareness about the Corona Virus in the family and the neighborhood.	
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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 organize webinar and other activities for creating awareness	1. On 22nd may 2020 a national Webinar was organized on "Post Pandemic India

<p>against the COVID Pandemic and post Pandemic situation</p>	<p>Opportunities and Challenges". The key speaker was Sri Arif Mohd. Khan (The Hon'ble Governor of Kerala) 2. An International webinar was organized on 13th June 2020 on "Staying Emotionally and Mentally Healthy during Covid19" The key speaker of the webinar was Mr. N.K. Srivastava (Motivational Speaker and CEO, refine M, USA) the Chief Guest of the webinar was Smt. Hema Malini (M.P. Mathura). A live quiz was also organized for students and the first three winners were awarded cash prizes by the key speaker Mr. Srivastava. 3. A webinar on the topic " Life Style and Yoga for Students" and a live Yoga Quiz was organized on the occasion of 6th International Yoga Day, 21st June, 2020. 4. A National webinar entitled "Technological and Financial Implications of Covid19" was organized on 27th June 2020 by the commerce dept. of the college. 5 . A Mask Bank was established by NSS Units of the college for the purpose of distributing Masks to the COVID warriors, vendors and other people from poor cross section of the society. The Mask Bank was inaugurated by Mrs. Heema Malini on 13.06.2020. About 2000 Masks were contributed by students, staff and management of the college for this Bank. The Mask distribution by NSS volunteers continued on different days during the session</p>
<p>To organize camps for the rover/rangers candidates.</p>	<p>A camp was organized by the Rangers unit of the college from 06 to 08 Feb 2020, in which the students were trained to survive in difficult situations, such as:earthquake, flood, lack of netconnectivity/ electricity cut for long/no transportation facilities etc. They have also got the training to arrange food and water options in tough situations.</p>
<p>To organize Annual Sports Meet in the college to encourage girls towards physical fitness.</p>	<p>The Physical Education department of the college organized a 3 days Sports Meet on 22nd , 23rd and 25th January 2020 respectively. The events included 100 m. Flat race, Discuss throw, Javelin throw, Shot Put, High Jump, Long Jump, Frograce karaate, Yoga and Badminton.</p>
<p>To organize Talent search week for the fresher students of the college.</p>	<p>Every year the college organizes "A talent search week" to identify and nurture the hidden talent of the new students, in the beginning of the</p>

	<p>session. This year also this programme was organized from 13th Aug 2019 to 28th Aug 2019 in which solo folk dance bhajan recital, classical dance, Rangoli poster, poem recital, English Hindi debate and Essay writing competitions were held.</p>
<p>To organize International & National seminars for the academic growth of faculty members and the students.</p>	<p>1. An International seminar was organized on Nov 15th, 16th 2019, on Reorganization of Jammu and Kashmir, Implications for Pakistan, China and the World" sponsored by ICWA, New Delhi. The reputed resources persons of the international seminar were Prof. M.M. Ansari (Former Central Information Commissioner and Kashmir Interlocutor) Mr. Ashutosh Bhatnagar (Director Jammu Kashmir, Studies Centre, New Delhi) Prof. Firoz Bakht Ahmed, Chancellor of Maulana Azad University Hyderabad and Mr. Nasir Querishi (Founder, Jammu and Kashmir Students Union). 2. Organized National Webinar on 22nd may 2020 on "Post Pandemic India:Opportunities And Challenges." The key speaker of the webinar was Hon'ble Governor, Kerala, Shri Arif Mohd. Khan and the other distinguished speakers were Prof. Kamala Pathak, UP University of Medical Sciences, Saifai Dr. Pushpendra Kumar Associate Professor, Kirorimal College, Delhi University, Delhi. The webinar was chaired by Prof. Ashok Mittal, Hon'ble Vice Chancellor, Dr. B.R. Ambedkar University, Agra.</p>
<p>To organize different guest lectures to update the students and the faculty.</p>	<p>1. Digipathshala was organized on 27th July 2019 to make the students technosavvy and empower them, in collaboration with Khazani Welfare Society Mathura. 2. A live telecast session of PM Modi's address on Fit India Movement was arranged for the faculty and students on 29.08.2019. 3. A talk on "Personality Development Grooming for the Right career" was delivered by the guest faculty from ITM Mumbai on 26th Sep 2019. 4. A group discussion on "Controlling the Monster of Social Media - Laws and Regulations in India" was conducted by Political Science Dept. on 1st Oct 2019. Dr. Ashok Kumar, Ex. Associate Professor, Political Science, K.R. (P.G.) college Mathura, was the guest speaker in the event. 5. An interactive talk on investments/savings was organized for Faculty, in collaboration with TATA</p>

AIA, Mathura on 16 Oct 2019. 6. A group discussion among students and faculty was held on 'Abhijeet Banerjees' Experimental Approach to Global Poverty Alleviation for which he recently received the SVERIGES RIKS BANK AWARD, in Economic Sciences. 7. A guest lecture was organized on "Career Guidance and Preparation for the Examination" by the IQAC and commerce department on 25th Feb 2020. Dr. Anil Saxena Asso. Prof., K.R. college Mathura, being the guest speaker. 8. On the eve of World Human Rights Day, on 9th December, 2019, the Sociology Dept. organized a panel discussion on "Mamusumriti Samvidhan Our Mahilaon ke Manavadhikar" The Chief Guest in the discussion was Mrs. Subhanshini Ali Sehagal (Columnist and Communist Party Politburo Member)}. Other dignitaries included Ms. Pratibha Sharma social worker and Dr. Ashok Kumar, Ex. Associate Professor K.R. College, Mathura. 9. An awareness programme on the facts and truth about the recent Citizenship Amendment Act was held on 7th Jan 2020. The learned speakers were Mrs. Deepa Agrawal (Educationist Social Worker) and Dr. Ashok Kumar (Retd. Asso. Prof. Political Science, K.R. College, Mathura) and Mrs. Madhu Sharma (President BJP Women's Wing, Mathura)

To organize an orientation program for the new students and their parents.

An orientation programme for new students and their parents was organized on 19th July 2019, before the commencement of the new session, During this the parents and their wards were informed about the college schedule, facilities, discipline norms, teacher - mentor scheme, short term vocational courses and many other issues of their concern.

To make efforts for getting independent NCC unit in the college.

There were 20 students in NCC (Open Category) in which 17 cadets have passed "B" Certificate and three cadets got "A" Certificate. 11 "B" Certified cadets have qualified UPBT also. Sincere attempts were made by the college administration to get an independent NCC Unit in the college.

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	20-Feb-2020
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. During the class room interaction special importance is given to power point presentations, Group discussions, paper presentation and assignments for effective teaching. The college receives regular updates through notifications 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 register. The faculties receive all sorts of support and freedom to 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 in 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
Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Physics, Chemistry, Maths and Zoology, Botany Chemistry	19/09/2019
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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
NA	Nil	0
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NA	Nil
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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	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 and parents 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. On this 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. 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. In the last session Parent Teacher Association (PTA) meetings was conducted only once. IQAC members took feedback on a prescribed format. Parents were satisfied with institutional discipline and culture, academic standards, teaching methodology, Co-curricular and extra-curricular activities, regular communication from college about the progress of their wards and counseling provided to students in the college regarding career guidance. They were happy to know about many experts, Guests eminent personalities coming in the college on different occasions. Their specific demand was for college helpline number.

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
BA	NA	1500	698	617
BCom	NA	540	130	122
BSc	NA	360	28	17
MA	NA	360	93	85
MCom	NA	160	36	32

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	756	117	11	0	20

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
31	6	5	2	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 fulfillment 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 counseling 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 counseling at the time of admission in the beginning of the session. The mentors share ideas, communicate knowledge to boost up confidence of the students and listen their problems. Students mentoring are 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
873	31	1:28

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
39	31	8	10	24

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
2019	Dr. Namrata Mishra	Associate Professor	Sahitya-Shri Award 2019 by Bal Sahitya Puraskar Samiti, Mathura (State Level)
2020	Dr. Namrata Mishra	Associate Professor	Rashtriya Mahila Samman 2020, Sakar Mahila Vikash Samiti, Jaipur (National Level)
2020	Dr. Namrata Mishra	Associate Professor	Abhinandan Patra, Sona Sikka Group of Co, and Sakar Mahila Vikash Samiti, Jaipur (National Level)

2020	Dr. Neetu Goswami	Lecturer	Certificate of Recognition from Muskuraega India Govt of UP (State Level)
2020	Dr. Neetu Goswami	Lecturer	Prashasti Patra from Election Commission of India on National voter day (National Level)
2020	Dr. Neetu Goswami	Lecturer	Prashasti Patra from Karmik and Prasikshan Prabhag, New Delhi (National Level)
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	NA	Year	05/10/2020	09/11/2020
MCom	NA	Year	14/09/2020	14/10/2020
BSc	NA	Year	18/03/2020	25/09/2020
BCom	NA	Year	22/09/2020	16/10/2020
BA	NA	Year	06/10/2020	31/10/2020
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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 is keen to monitor the performance of the students, So Parent Teacher Meeting is called after Pre-university examinations 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.

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 Forms Filling and Practical Theory Examinations. The other events like Cultural Programmes, Inter Collegiate Debate Essay competitions, Sports Activities, NSS Camps, Skill-Development Courses, Alumni Meets, Parents Meets, Guest Lecture, Farewell, Remedial Classes Pre-University Exam etc. were scheduled accordingly for the whole session. Though a sincere attempt was made to adhere to the planned schedule to the utmost satisfaction of the college administration, the unforeseen/extraordinary COVID-19 Pandemic changed the scenario after 15th March 2020. All exams and other ongoing activities were postponed immediately and the college was closed indefinitely. Many plans/works going on at that time had an abrupt end. No activity, which was planned during March-June 2020, could take place as scheduled. However the changed situation brought new opportunities, with the emergence of ICT and Web-meetings as the new and more effective tools of communication. The college planned and organized few webinars during May - June 2020. Also, as per the need of the hour, NSS volunteers worked during that tough time to spread awareness about the COVID pandemic and prepared and distributed Masks to frontline COVID worriers who were engaged in maintaining essential services.

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/2019/ProgramOutcomes2019-20.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	MA	NA	30	26	86.67
NA	MCom	NA	25	23	92.00
NA	BCom	NA	48	42	87.50
NA	BA	NA	151	120	79.47
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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/2019/StudentsSatisfactionSurvey2019-20.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	Nil	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
Student of The Year	Km. Khushbu Acharya	R.C.A. Girls College	28/02/2020	College Level
Teacher of the year	Dr. Richa Sharma	R.C.A. Girls College	28/02/2020	College Level
Teacher of the year	Dr. Sandhya Srivastava	R.C.A. Girls College	28/02/2020	College Level
Prashasti Patra	Dr. Neetu Goswami	Karmik and Prasikshan Prabhag, New Delhi	01/12/2020	National Level
Prashasti Patra	Dr. Neetu Goswami	Election Commission of India	01/12/2020	National Level
Certificate of Recognition	Dr. Neetu Goswami	Muskurayega India Govt of UP	01/12/2020	State Level
Abhinandan Patra	Dr. Namrata Mishra	Sona Sikka Group of Co, and Sakar Mahila Vikash Samiti, Jaipur	01/12/2020	National Level
Rashtriya Mahila Samman 2020	Dr. Namrata Mishra	Sakar Mahila Vikash Samiti, Jaipur	01/12/2020	National Level
Shahitya Shri Award 2019	Dr. Namrata Mishra	Bal Sahitya Puraskar Samiti, Mathura	01/12/2020	State Level
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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	Nil	Nil	Nil	Nil	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
Hindi (Dr. Pooja Rai)	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	Music Vocal	1	Nil
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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	1
Music	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
Nil	Nil	Nil	2020	Nil	Nil	Nil
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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
Nil	Nil	Nil	2020	Nil	Nil	Nil
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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	43	82	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
Establishment of Mask Bank	NSS and IQAC	8	70
Three days camp	Rovers Unit	2	30
Voter Awareness Song Competition	NSS, Music Dept.	4	40
Slogan Poster Competition	NSS	2	30
Majboot Loktantra ke liye Matdata Saksharta Workshop	NSS	2	180
Environment Conversion Day	NSS	2	120
Nayi Taleem Saptah	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
Annual Award Function	Student of the Year	R.C.A. Girls College	1
Annual Award Function	Best Student in Humanities	R.C.A. Girls College	1
Annual Award Function	Best Student in Fine Arts	R.C.A. Girls College	1
Annual Award Function	Best Student in Social Science	R.C.A. Girls College	1
Annual Award Function	Best Student in Commerce	R.C.A. Girls College	1
Annual Award Function	Best Student in Sports	R.C.A. Girls College	1
Annual Award Function	Best Student in Literature	R.C.A. Girls College	1
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Voter Awareness Campaign	NSS and District Administration	1- Rashtriya Nayi Taleem Saptah 2 Oct to 9 Oct, 2019. 2- Plantation camp on 26-11-2019, 3- Kaun Banega	14	150

Swasthya
Rakshak
Pratiyogita on
27-11-2019, 4-
Voter Awareness
Song
Competition on
21-01-2020

No file uploaded.

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	Nil
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	03/07/2019	18/03/2020	NA
No file uploaded.					

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 (Institute of Company Secretaries of India)	18/04/2019	C.S. Coaching in the campus (The MOU continued w.e.f. 18-04-2018)	2
No file uploaded.			

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
551305	551305

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	Newly Added

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- Libray Management Software	Partially	LMS	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5592	291928	242	75111	5834	367039
Reference Books	16131	1228922	133	38147	16264	1267069
CD & Video	116	1160	0	0	116	1160
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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
Dr. Bhatari Sagar	E-content for UG Students (Sociology)	University Website	18/05/2020
Mrs. Maju Dalal	E-content for UG Students (Physical Education))	University Website	14/05/2020
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
E-Content uploaded on University website by Dr. Bharati Sagar	https://dbrauaaems.in/ePathshalaStudyMaterial/ePathshalaFile2000168433.pdf
E-Content uploaded on University website by Mrs. Manju Dalal	https://dbrauaaems.in/ePathshalaStudyMaterial/ePathshalaFile2000117642.pdf

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
199348	199348	351957	226605

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. 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 concerned 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 in the beginning of session every year.

<http://www.rcagirlscollege.org/2019/Maintenance2019-20.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	Students Aid Fund and Financial help to poor and needy students by Management /Faculty	27	63000

Financial Support from Other Sources			
a) National	State Government Scholarships	149	752666
b) International	Nil	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 implementation	Number of students enrolled	Agencies involved
Fitness Programme	29/08/2019	55	Deptt of Physical Education
10 Days workshop on Clay Craft	29/07/2019	15	Deptt. of Drawing Painting
4 Months Language Lab Training	06/09/2019	225	Dept of English
4 Soft Skill training programmes of one week each	08/08/2019	80	Khazani Womens Institute
One week Phonetics and Spoken English Workshop	20/01/2020	175	Dept of English
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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
2019	Five days skill development courses with entrepreneurship training	0	120	0	0
2019	Guest Lecture on Personality development	0	175	0	2
2020	Workshop on RESUME designing and personality grooming	0	75	0	8
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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
11	11	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
25th Companies namely Nawal Motors, Uma Motors, Jawed Habib, Big Boss Unisex Saloon, S.S Creations, Shree Group Infrastructure Reliance Nippon life insurance co, Gargi gaur Boutique Daksh Institute, Samridhi Jewellers, Neo news and few others.	470	232	Nil	10	5
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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
2020	152	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.	P.G. in different subjects B.Ed, M.Phil. M.B.A.

Dayalbagh
University,
Agra, 6.
Banasthali
Vidhyapeeth,
Jaipur

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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
No file uploaded.	

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

Activity	Level	Number of Participants
Sports Meet	College	120
Badminton Competitions	University	45
Talent Search Week	College	52
Saraswati Pooja Celebration	College	110
Republic Day Independence Day Celebration	College	150
Blessing Ceremony	College	90
Voter Awareness Group Song Competition	District Level	15
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
2019	Nill	Nill	Nill	Nill	Nill	Nill
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 cleaned campus, 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:

2697

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

5950

5.4.4 – Meetings/activities organized by Alumni Association :

Two Meetings and One Election of Alumni Association were held in 2019-20

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 immediate redressal of students' urgent 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 for 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
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 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. A Job fair was organized exclusively for the female candidates in which more than 450 candidates were benefited.
Human Resource Management	Part time teachers were appointed in some subjects to meet the 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 ceremony and farewell party was organized for final year students. College management members sponsored

lunch/dinner for the guests and the staff on different occasions. NSS and Drawing and Painting Students were engaged in cleanliness and beautification of the College under the guidance of their teachers

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 as tools 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 by the college and were given to the students for practice and pre-university exams in almost all subjects. Answer sheets of the pre-university exams were evaluated according to the university pattern. This enabled the students to assess their preparation for the final university examinations and improve accordingly. The parents were also 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.

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 implements the university curriculum in strict accordance with the existing rules and norms. The curriculum is developed by the university in consultation and as per recommendations of Boards 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 curriculum 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. Further, to add to the University prescribed curriculum, extension lectures were organized by different departments on syllabus related contents and current issues. Some add-on short term courses for skill development like computer Tally and GST, Yoga, Karate and Marshall Arts were conducted during the year. Different competitions, debates were also organized as a step towards curriculum enrichment.

Teaching and Learning

The learning environment was created in classes which motivated critical thinking among students. Annual teaching plans were prepared and efforts were made 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. In particular, 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. 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 nurture 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. Dept. of Political Sc. organized a visit to Parliament and students of dept. of Sociology went to a NGO Apna Ghar, Bharatpur, Rajasthan as Educational Tour for practical

	learning and exposure.
Library, ICT and Physical Infrastructure / Instrumentation	New books were purchased according to the changed syllabus in the Library. All the required reference and text books have been purchased for the newly introduced Science faculty. 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 functional. Fire extinguishers are also in working condition. Relevant 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. All the lab equipments and material was purchased for the Science labs.
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 and fees 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
Finance and Accounts	Most of financial transactions have been made electronically throughout the year. The maintenance of college accounts have been partly manual and partly computerized, as per past practice. Whereas the college fees, govt. scholarships, university fees transfers were made online, some other accounts were maintained manually as usual.
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, mobile 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, e-governance 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 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. During the Covid pandemic, when all physical communication and correspondence activities were interrupted due to Lockdown, e-governance emerged out to be an effective mode of administration. Regular virtual meetings (on different platforms like Google, Zoom, Cisco Webex and Go-to-meeting, etc.) were conducted to communicate with staff, IQAC and students for execution of different administrative works

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
2020	NA	Nil	Nil	Nil
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)
2020	NA	Manav Sampda Portal Training	13/07/2020	13/07/2020	Nil	1
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
Faculty Development Programmes	1	13/06/2020	19/06/2020	7
Faculty Development Programmes	1	05/06/2020	11/06/2020	7
Faculty Development Programmes	1	23/06/2020	29/06/2020	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1- Loan facility against salary and refundable or non-	1- Loan facility against salary and refundable or non-	1- Financial help from SAF 2- Contributions by Principal, teachers, some

refundable loan facility from GPF/EPF for all the self-finance and part-time teachers. 2- 'Teacher of the year' cash award for the best teacher is given every year.

refundable loan facility from GPF/EPF for all self-finance/parttime employees. 2- Institutional cash awards for best performance in class (iii) and class (iv) Category is given every year.

management members to help poor students. 3- Various Government scholarships scheme for SC/ST, OBC and Minorities and economically weak general category students.

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 2019-20 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.

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	1162935	In different schemes
No file uploaded.		

6.4.3 – Total corpus fund generated

1162935

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)

In the last session i.e. 2019-20 parents teacher association (PTA) meeting was conducted only once in the college. IQAC members took parents' feedback on a prescribed format. Parents were satisfied with institutional discipline, academic standards, teaching methodology, co-curricular and extra-curricular activities, counseling procedure regarding career guidance and regular communication between parents and college authorities about the welfare of the students. Most parents felt the necessity of Parents Teacher Meeting in every 3 months. They also made a request for a college helpline number which can give them immediate access to their wards. Some parents were also happy to know that B.Sc. classes have been started in the campus. As per their opinion this would be a great facility for the girls who could not go to the co-ed colleges for their studies.

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

1. Different fun activities and sports were organized for the support staff on the Foundation Day of college, i.e. 4th October 2019. 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 2019-20. 3- One Non-teaching employee was sent to a training programme for Manav Sampda Portal organized by Govt. of Uttar Pradesh

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

1. Introduction of B.Sc course in Bio and Maths streams. 2. Skill development job oriented courses at regular intervals. 3. Yoga and Karate Classes at regular intervals. 4. National Seminar on Academic and Administrative Audit (AAA). 5. Mentor-Mentee practice for 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
2019	Introduced B.Sc Classes	19/09/2019	19/09/2019	18/03/2020	17
2020	Job Fair	18/01/2020	18/01/2020	18/01/2020	472
2020	Workshop on Phonetics and Spoken English	20/01/2020	20/01/2020	24/01/2020	80
2020	Personality development and Resume framing workshop	09/01/2020	09/01/2020	11/01/2020	65
2019	International Seminar entitled REORGANIZATION OF JAMMU AND KASHMIR IMPLICATIONS FOR PAKISTAN, CHINA AND THE WORLD	15/11/2019	15/11/2019	16/11/2019	200
2020	National Seminar on "ROLE OF ACADEMIC ADMINISTRATIVE AUDIT IN ACHIEVING	30/01/2020	30/01/2020	31/01/2020	150

	QUALITY EXCELLENCE IN HIGHER EDUCATION INSTITUTIONS"				
2020	International Webinar on Lifestyle and Yoga for Students	21/06/2020	21/06/2020	21/06/2020	170
2020	National Webinar on Post Pandemic India: Opportunities and Challenges	22/05/2020	22/05/2020	22/05/2020	232
2020	International Webinar on Staying Emotionally and Mentally Healthy During COVID19	13/06/2020	13/06/2020	13/06/2020	250
2020	International Webinar on Technological and Financial Implications of COVID19	27/06/2020	27/06/2020	27/06/2020	95
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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
Skill Development Workshop (Rakhi, Poshak, Chocolate, Jewellery) for female students	08/08/2019	12/08/2019	70	0
Nayi Taleem Saptah	02/10/2019	09/10/2019	175	0
Talk session on "Manusmriti, Samvidhan aur	09/12/2019	09/12/2019	195	0

Mahilaon ke Manavadhikar"				
Job fair exclusively for the female students	18/01/2020	18/01/2020	472	0
Poster Competition on "Save Girl Child"	24/01/2020	24/01/2020	35	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
NIL

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
2019	1	1	24/08/2019	5	Stay of Police in the College Campus	During Sri Krishna J anamastmi Vacation Police Force coming from other cities stayed in college campus	Nil
2020	1	1	31/01/2020	7	Special NSS camp working for the special children	Seven days special NSS camp was organized in Vatsalya Gram, Vrindavan	102

2020	Nil	1	25/01/2020	1	Rangoli Making at the Police Line	The students of Drawing and Painting department participated in Rangoli-Making at Police Line for the Republic Day Parade as every year	40
2020	Nil	1	13/06/2020	4	Distribution of Masks	Protection against Covid-19	25
2020	Nil	1	09/05/2020	5	Awareness against Covid-19	Protection from Covid-19	12

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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	29/06/2020	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 advised to read prospectus thoroughly and reminded of such rules frequently during assembly. The Students following such rules are also facilitated during assembly. The parents are also instructed to have a through reading of the prospectors.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Fitness Programme	29/08/2019	29/08/2019	80

Sikshak Samman Programme	05/09/2019	05/09/2019	200
Save Earth Save Water discussion programme	21/09/2019	21/09/2019	210
Group discussion on Social Media benefits and abuses	01/10/2019	01/10/2019	140
Nayi Taleem Saptah on Gandhi Jayanti	02/10/2019	09/10/2019	175
Foundation Day Yojna	04/10/2019	04/10/2019	350
Guest Lecture on Yoga and Jeevan Darshan	09/10/2019	09/10/2019	250
Poster competition on Save the Environment	30/11/2019	30/11/2019	40
Educational Tour to Apna Ghar Ashram in Bharatpur	30/11/2019	30/11/2019	60
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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. College has beautiful lawns and green atmosphere in the campus. The special tree plantation drives to enrich the campus is a routine activity of the college Managing Committee, Principal and the faculty as well as the students. 8. Giants group of Mathura, Jagriti organized a campaign Programme Entitled "Apne-Apne Aangan Vriksh Lagaaye". (Save Earth Save Water) in the college premises on 21.09.2019. 9. A poster competition on the theme of "Clean India Green India" was organized by the Department of Drawing and Painting on 2nd Oct 2019. The dept. has also conducted a poster competition on "Save Environment" on 30th Nov 2019.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 1. "Swachh Parisar, Swachh Bharat Campaign" Inspired by Prime Minister's "Swachh Bharat" mission and to motivate the faculty and students for keeping the campus clean and beautiful, IQAC took the initiative to take effective measures to pay attention towards the cleanliness and hygienic conditions of each and every corner of the college campus. The Principal assigned each teacher the responsibility to maintain and observe the cleanliness of a particular area. For this purpose, the whole campus was divided in many segments/parts like Administrative Block, Indoor Sports Complex, Hall, Library, Laboratories, Wash-rooms, Corridors, Old-building, Classrooms, Lawns and Grounds etc. Each segment was allocated to a team of one

or two teachers togetherwith someone from ministerial staff to look after its cleanliness. The different days of the week were also fixed for checking the cleanliness and maintenance of hygiene in one or the other area thus covering the whole campus. Regular as well as random checks and inspections were done by the Principal herself and the chief Proctor throughout the session. The concerned team-in-charge teacher was instructed accordingly if some area was not found clean or up to the mark. The students were also encouraged to keep their classroom clean and tidy and to not-litter in grounds. They were clearly instructed to put the garbage and other waste in proper dust-bins provided for the purpose. The Proctorial Board of the college regularly kept an eye over students and gave moderate punishments to the students who disobeyed such instructions. As a result, the whole campus turned out to be significantly clean with maintained hygiene to the utmost satisfaction of administrative authorities.

Best Practices -2. Establishment of Mask Bank When in the beginning of 2020, COVID-19 hit the city of Wuhan, people in the rest of the world could not imagine that it would completely change the way we live, interact and move in the society. India also, just like many other countries in the world, experienced a total lockdown and unprecedented closure of educational institutions. Safety of life became the immediate concern of every individual. Owing to Institutional Social Responsibility, the college administration togetherwith the NSS units of the college came up with an innovative concept of establishing a Mask-Bank in the college. The idea was welcomed by all management members and teachers and everyone readily agreed to contribute masks for the bank. A contribution for about 2000 masks was raised by the RCA family including the Managing Committee President, Secretary, Principal, teachers and students. The masks were prepared by colleges students who were getting skill training for stitching and dress designing at Khazani Welfare Society. Some masks were prepared and contributed by NSS volunteer students too. The Mask-Bank was virtually inaugurated by Mathura Vrindavan M.P. Mrs. Hema Malini on 13th June 2020 in a webinar entitled "Staying Mentally and Emotionally Healthy During COVID-19. She was very happy to see these masks and highly appreciated the initiative of the college. Even before the formal inauguration, the masks were distributed to frontline workers and persons from various weaker sections of the society (like vendors, Auto-rikshaw, pullers etc.) by NSS volunteers. After the formal inauguration, the Masks were distributed to vegetable and fruit sellers, rikshaw pullers and other people from the poor cross-section of the society at regular intervals. About 1000 masks were distributed to Nagar Nigarm Safaai karmchaaris in the presence of the Mayor Dr. Mukesh Arya Bandhu ji. Alongwith the distribution, the students and teachers made people aware about the necessity of wearing masks for COVID protection. They also taught these people about the need of sanitization and social distancing in this context. The Mask Bank is still functional and masks are provided at a nominal cost to the parents/students who come to the college without mask. The money so earned is again used to get more masks for the Bank. Some teachers, students and managements members also keep contributing to it.

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/2019/BestPractices2019-20.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. Every effort is made to fulfill the institution's vision of

reaching to every girl from the weakest socio-economic status and providing quality education to empower and equip her to lead a respectable life and become a responsible citizen. 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 staff. Teachers are always ready to give their best to explore the talent and capabilities of the students so that they can overcome their socio-economic backwardness and ensure their all-round development. The administrative staff offer their full cooperation in this respect. With this concern, the following steps have been taken. • Considering the poor economic base of needy the students some additional monetary help is given to them for their uniform and books from student Aid Fund (SAF) as well as by some management members and faculty. • 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, counsel 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. The purpose is to equip all the students with a capability to earn for themselves either by getting a job of their choice or by starting a business of their own. Thus all plans and the functioning of the college remain focused around the all-round growth and empowerment of its students.

Provide the weblink of the institution

<http://www.rcagirlscollege.org/2019/InstitutionalDistinctiveness2019-20.pdf>

8.Future Plans of Actions for Next Academic Year

The college values idealism, innovation and creativity and regularly re-examines its programmes and practices so that every area of the college life is continually improved and renewed. It plans to develop a systematic mechanism for the same. 1. The first priority of the college administration will be to work on the plans of last session which could not be implemented due to unavoidable reasons. These include - Rainwater-harvesting, setting-up commerce lab, starting short-term value added courses, setting up e-content development facility and an eco-club in the college campus. 2. The IQAC and college administration have planned for an Academic and Administrative Audit and a Green Audit for the overall quality improvement in the educational standards of the college. 3. IQAC has taken efforts to motivate teachers, to submit research project proposals and work for organizing National/International Seminar/Workshops/Conferences etc, to various funding agencies. All efforts will be undertaken by the head of the Institution in this regard. 4. With the emerging need of e-communication and e-governance as a consequence of the COVID-19 pandemic, the IQAC plans for the enhancement of computerisation in office, library and some other departments in the college. Fully Wi-Fi campus will also be among the priorities for next year. 5. As a part of internal evaluation most of the departments are following innovative methods of assessment. Documentation of such innovative methods needs to be done, which could be in the form of audio-visual clips.