YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	05652972473
• Mobile No:	9412777091
• Registered e-mail	principal@rcagirlscollege.ac.in
• Alternate e-mail	rcamtr@gmail.com
• Address	Vrindavan Gate, Masani Tiraha
• City/Town	Mathura
• State/UT	Uttar Pradesh
• Pin Code	281003
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**Dr. Bhim Rao Ambedkar University, Agra (U.P.)**
• Name of the IQAC Coordinator	**Dr. Bharati Sagar**
• Phone No.	**05652972473**
• Alternate phone No.	**05652972473**
• Mobile	**8218771680**
• IQAC e-mail address	**rcamtr@gmail.com**
• Alternate e-mail address	**bharatisagar370@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.rcagirlscollege.ac.in/2019/AQARReport2019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.rcagirlscollege.ac.in/2020/AcademicCalander2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C+**	**60.68**	**2006**	**02/02/2006**	**01/02/2011**
Cycle 2	**B+**	**2.59**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC | **10/02/2010**

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

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

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	1	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Prepared and uploaded AQAR of year 2019-20 2. Encouraged and promoted online teaching learning alternative during COVID-19 lockdown and after wards in pursuance of UP Government directions. 3. Established an Eco-Club, to promote environment behavior among student and staff. 4. Used virtual platform for organizing various Co-curricular activities and competitions. 5. Organized a series of programmes on Women Empowerment.

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

Plan of Action	Achievements/Outcomes
To organize webinars for creating awareness on contemporary issues & empowerment of Girls	1. On 4th July two webinars were organized by N.S.S. Unit of college. First webinar was on "New Horizons of Atmanirbhar Bharat", at 4 pm. The key speaker was Dr. Anshumali Sharma, Regional Coordinator N.S.S. The second webinar was on "How to Deal with Stress and Depression" at 5 pm. The key speaker was Rashmi Soni. 2. On 18th November 2020 a National Webinar on "Nuances of New Education Policy" was organized by sociology department. Key

	Speakers were Prof. R.S. Kureel, Member, Committee for New Educational Policy and Hon'ble Vice Chancellor Birla Agricultural University, Ranchi and Prof. Madhu Kushwah, BHU Varanasi, Prof. Ashok Mittal, Vice-Chancellor, Dr. B.R.A. University, Agra was the Chief Guest. 3. On 19th January 2021 Department of Political Science organized a webinar on "Dalit Muslims Challenges to Monolithic Muslim Identity in India". Key Speaker were Dr. Faizaz Ahmad (a Medico and Pasmanda Movement Activist) and Mr. Waqar Ahmad, (Social Activist). Dr. Ashok Kumar, Ex. Asso. Prof. K.R. (P.G.) College, Mathura was the convener of the webinar.
To organize programmes and to Promote Environment friendly behaviour among students	Eco-Club was formed on 3rd Feb. 2021, Sixty Five students were registered for this club. Three activities to create awareness regarding environment conservation were conducted during the session 2020-21. 1. A Guest Lecturer on "Understanding Expiry date and Disposal of Expired Medicines" by Prof. (Dr.) Kamla Pathak was organized virtually on 15.02.2021. About 24 teachers and 200 students attended the lecture and were benefitted. 2. On the occasion of "World Wildlife Day" i.e. 3rd March 2020-21 a talk and interactive session on "Environment Awareness and its Conservative Measures" was delivered by Dr. D.K. Singh, Asso. Prof. Botany, K.R. College, Mathura. About 22 teachers and 170 students

	attended the programme. 3. On 20th March 2021 an exhibition on "Flora of Mathura" was organized in the campus. Forty students of Eco-Club participated and brought different, flowering herbal and medicinal plants for display. About 300 students and college staff watched the exhibition and acquired knowledge about these plants.
To organize online classes during COVID-19 crises and Lockdown	1. During and after COVID-19 Lockdown, the IQAC of the college decided to introduce online teaching-learning as an alternative teaching tool in persuance of government COVID-19 guidelines for colleges. On 25th and 26 March 2021, all the teachers took their classes on virtual mode from the college campus according to the time table of the college. During the complete lockdown in the month of April and May 2021 a few teachers conducted online classes from their homes also
To organize various competitions on virtual platform	1. On 8th July 2020, a poetry recitation competition on Corona was organized Hindi week from 7th Sep. to 14th Sep. 2020, was celebrated through virtual mode. All competitions namely poetry recitation, poster making, essay writing, quiz and speech were conducted virtually. Guest lectures on virtual platform were also organized by Eco-Club, Political Science department and N.S.S. units of the college. On the occasions of Sardar Patel Jayanti and Atal Jayanti, online quizzes were organized by the IQAC.

To organize interactive session to promote critical thinking among students and faculty	1. On the occasion of International Women's Day, 8th March 2021, an interactive session entitled "Samvaad" was organized by the Women Cell of the college. It was a kind of dialogue among students, faculty and invited guests on topic "Nariwadi Aandolano Ka Mahiloon Ki Samajik Stithi Par Prabhav". Social Worker and senior members of All India Women Council (NGO) Mrs. Brijesh Sharma and Dr. Sadhana Kulshreshtha were the Chief Guest and the Guest of Honour respectively. 2. On 12th March 2021, department of sociology organized a group discussion on "Joint Family vs Nuclear Family". During the discussion students discussed merits and demerits of joint and nuclear family and contemporary changes in Indian joint and nuclear family system. 3. Political Science department organized an interactive session with students of political science on "Ideology of Leftism". Key speaker was Dr. A.K. Johari, Retd. Asso. Prof., Pol.Science, K.R. (P.G.) College, Mathura
To organize Annual Sports in the college to encourage girls towards physical fitness	1. Physical Education department of the college organized a 3 days Sports Meet on 22nd to 24th December 2020. Events included Shot Put, Discuss Throw, Table Tennis, Yoga, Javellin Throw, Standing Jump, Frog Jump, Karaate, Badminton (singles) and Chess etc.
To organize Intercollegiate Competitions to enhance the	1. Every year the college organizes some intercollegiate

literary and artistic talent of girls	competitions to promote and give recognition to the literary and artistic skill and talents of students. These competitions are sponsored by some members of College Management Committee and Agrawal Kanya Shikha Sabha, in memory of their forefathers. This year the event was organized by Literary Club on 18th February 2021. Hindi and English essay writing, speech, debate, poster making, solo, folk dance and light vocal music competitions were held. About 10 colleges from Mathura, Agra, Firozabad and Aligarh, all affiliated to Dr. B.R.A. University, Agra participated in this event.
To organize acuities for career counseling personality development of the students college	1. On 19.09.2020 the Career Counseling Cell organized an interactive session with students which focused to guide students on the presently available career opportunities. 2. With the collaboration of Khazani Welfare Society, Mathura a five day workshop from 09.02.2021 to 13.02.2021 was organized on "Employability Enhancement". About 65 students participated and benefitted from the workshop. Some faculty members also attended the workshop. 3. On 18.02.2021 a guest lecture was organized by the Career Counseling Cell on "Personality Development". The speaker was Ms. Bhavya Agrawal, a young technocrat. All the teachers and more than 60 students were present and were benefitted. 4. On 18.02.2021 Career Counseling Cell and

	Khazani Institute, Mathura jointly organized a one day workshop on "Online Job Search". Forty eight students participated and were introduced to "Mock Interviews" during the workshop. 5. On 13th March 21 a motivational talk on "Motivate to Liberate" was delivered by Mind Power Trainer Sri. Praveen Kumar Sagar. 6. On 17.09.2020 a Career Counseling session for commerce students was organized by the Commerce department. The key speaker was Dr. Anil Saxena, Asso. Prof. Commerce, K.R. (P.G.) College, Mathura
To organize extension activities for Rangers and N.S.S. Volunteers	1. To commemorate the 100th year of the Chori Chora incident the Rangers unit and N.S.S. unit of college took the students to the District Bhagat Singh Park, Mathura to pay tribute to Indian freedom fighters. 2. Three day camp was organized by Rangers unit from 01.03.2021 to 03.03.2021 in the college campus. Twenty Rangers participated and were benefitted through this camp. 3. N.S.S. unit organized a Martial Art and Yoga training camp for girls under "Mission Shakti" campaign of the U.P. Government dating from 17th to 25th Oct. 2020. 4. On 20th Dec. 2020 a lecture on Women Empowerment was deliverd by Mrs. Shipra Rathi, Director, Khazani Institute, Mathura. 5. N.S.S. units organized a Nukkad Natak on "Swachh Bharat" played by the Parindey Foundation, Indore, on 7th Feb. 2021. 6. On 22nd Jan. 2021 N.S.S. unit organized "Mahila Matdata

	Panjikaran Mela" in the college campus. 7. N.S.S. units also organized a seven days camp from 22nd Jan. to 27th Jan. 2021 at Vatsalya Gram, Vrindavan. Various activities for community help and personality development were organized during the camp.
To organize a series activities to empower the girls	1. On 29 Oct. 2020 a webinar was organized on "Importance of Nutrition & Sports for improving the health of a Girls Child. Key speaker was Dr. Tanuja Agrawal, K.R. Girls College, Mathura. 2. On 24 Oct. 2020 a webinar was organized on "Strong Women for Empowered Society". Key speaker was Yogacharya Neelam Ji from Mahila Patanjali Yogpeeth, Haridwar. Under Mission Shakti campaign and Voter Awareness campaign N.S.S. Unit of the College organized various activities related to Women Empowerment.
To organize on orientation programme for new students and their parents	1. On 9th Nov. 2020 an Orientation programme for new students and their parents was organized by IQAC. During the orientation the parents and their wards were informed about the college schedule, facilities, discipline and many other issues of their concern.

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	22/04/2022

15.Multidisciplinary / interdisciplinary

Not Applicable

16.Academic bank of credits (ABC):

Not Applicable

17.Skill development:

Keeping a note on the importance to induce skill development among the students, the college has undertaken several initiatives related to capacity building and skill enhancement. In the year 2021-22 programmes like Martial Art and Yoga Training, workshops on Computer Basics, Free Hand Painting, Phonetics and Spoken English, Employability Enhancement were organized in which around three hundred (300) students participated. Through these activities students developed and strengthed their skills and abilities which would enable them to survive, adapt and thrive in a fast changing world.

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

The College has strived to incorporate Indian knowledge and tradition into the curriculum in order to provide quality and equitable education so that the students can understand the importance of ethics within a logical frame work. Not only the lectures are delivered in Hindi, but International Mother Language Day is celebrated every year on Feb.21st to make the student's aware of the rich linguistic pluralism of India. Besides the celebrations of National festivals and birth anniversaries of eminent legendary figures every year in the college has helped to disseminate the wisdom of ancient knowledge system of India among students and teachers. These programmes are celebrated through quiz, poster competitions and invited talks by scholars in respective subjects.

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

Outcome based Education: The various courses introduced students to conceptual knowledge of their respective disciplines. The courses contributed in enriching the vocabulary and scientific temperament of the students. The courses were designed to incorporate all the

key concepts of the various disciplines. The programmes focussed on nurturing proficiency in the functional areas, which was in line with the international standards and aimed at realizing the goals further, the prescribed programmes were training oriented and gave students the competence in the methods and techniques of theoretical and experimental aspects of various courses. The programmes integrated with specific job requirements and provided a foundation for bachelor progrmmes.

20.Distance education/online education:

In the recent years online education system has come up as a vital teaching learning method which has also provided relevant skills among the students in different areas. In the session 2020-21, regular online classes had been conducted by the College through virtual platforms like ZOOM, Google Meet etc. This method enabled the students to engage in an affirmative learning process even during the strenuous period of Pandemic Various academic and extra-curricular activities were also conducted online like the celebration of Hindi weak from 7th – 14th September 2020, Gandhi Jayanti and Lal Bahadur Shashtri Jayanti as well as webinars on various subjects. All these have endowed the students with knowledge and efficiency.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**9**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**982**

File Description	Documents
Data Template	View File

2.2	**4000**

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**257**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**29**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**36**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**22**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**11.61**
4.3 Total number of computers on campus for academic purposes	**50**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college does not have the liberty to develop its own curriculum. It only implements the university curriculum in strict accordance with existing rules and norms. The curriculum is designed by Dr. B.R. Ambedkar University, Agra.

The college always ensures the effective curriculum delivery by preparing its own academic calendar at the beginning of the every academic year in accordance with university curriculum and notifications. Information about changes and modifications in the curriculum is informed by the university by posting it into college login and it is further circulated to all faculty members through notice. Accordingly each faculty of the college prepares its own teaching plan, departmental time table (only P.G.) and conduct classes and other academic and co-curricular activities, such as class tests, quizzes, assignments, admission, dissertation, practicals, group discussions, workshops, competitions and guest lecturers etc.

The teaching plan includes topics to be taught, tutorials, remedial classes, revision, practicals and assessment plan according to the permitted time schedule. Time table is prepared by time table committee every academic year. After approval of the principal it is circulated to faculty members and pasted on notice board for students.

The faculties have all sort of support and freedom to deliver the curriculum in time. As per requirement, new books are ordered with the consent of the subject teacher. Other necessary teaching learning aids, ICT tools are made available by the college administration as per requirements of the teachers and available resources of the college.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

As per university's developed curriculum, a committee of senior faculty members of the college prepares Academic Calendar every year which is implemented with the approval of principal. In the academic calendar the activities of the college, dates of admission, holidays, seminars, workshop, departmental activities, parents meeting, pre-university exams, teaching days etc. are mentioned for the whole session and an attempt is made to follow it except for unavoidable circumstances. In the academic year 2020-21 due to the unforeseen flare up of COVID-19 pandemic and enforced lockdown by State Government academic calendar couldn't be followed strictly. Activities like pre-university exams, blessing and award ceremony, feedback collection, student satisfaction survey and in the beginning of the session couldn't be conducted as scheduled.

Student's performance is assessed through continuous internal evaluation (CIE) by conducting class tests, quizzes, assignments, group discussions etc. Moreover before university annual exams pre-university exam are organized by college every academic year since 2005. College Exam Committee schedules the dates of pre-university exams. All faculty members prepare question papers on the pattern of university exams, evaluate answer sheets and analyze student performance. Accordingly faculties conduct remedial and extra classes for poor performers and slow learners and absentees and students who miss their classes due to participation in different activities of NSS, Sports and other competitions during regular classes.

But in academic year 2020-21 pre-university exams couldn't be conducted, as the regular session was started in November 2020, due to post pandemic conditions after COVID-19. However, the teachers took class tests according to their convenience during March 21, and the performance of students was evaluated on the basis of class tests and their continuous performance in regular classes. Accordingly the weak students were provided extra guidance for forthcoming exams.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

1.3 - Curriculum Enrichment

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

Gender

1. The institute was established with a mission empower the women of every section of society. Since its establishment the college has introduced U.G., P.G. courses in different subjects of Arts and Commerce to facilitate higher education in these streams for the girls of the neighboring areas recently in 2019, B.Sc. classes in Maths & Bio stream were also introduced in the college. Thus, at present this is the only institution in the district that provides graduate and post graduate education in commerce and graduate classes in science exclusively for girls. This gives an opportunity for these girls also couldn't go to co-educational institutions for study to family reservations.

2. To empower and promote healthier and harmonious environment for girls, the college has (1) Women Cell (2) Anti-Ragging Cell (3)

Student Grievance Cell (4) Career Guidance and Counseling Cell. Besides this mechanism for women empowerments faculty members of various departments are encouraged to organize programme and activities related to gender issues.

3. In the academic session 2020-21, yoga and martial art training, workshops, webinars, lectures, voter awareness campaign etc. were the activities organized to promote women leadership and empowerment.

Environment and Sustainability

1. To create awareness related to environment and sustainability the IQAC of the college formed an Eco-Club on 3rd February 2021. About sixty five students were registered as member of the club. Club has the responsibility to promote environment friendly behavior among students and staff and make them aware on contemporary issues related to environment and ecological balance.
2. The N.S.S. and Rangers Units of the college organized various activities on environment conservation through awareness programme, rallies and camps in the nearby areas of the college and N.S.S. and other adopted rural and backward areas.
3. Alongside faculty members of departments like sociology, Botany, Zoology also regularly organize activities through which student learn about the impact of activities of human society on animals, birds and forests and on ecology.

Human Values and Professional Ethics

1. Since 2017 college celebrates constitution day on 25 November every year to provide basic knowledge of Indian constitution and values of a democratic country.
2. College regularly organizes national and state festivals and birth anniversary of great personalities to boost morality and human values among students and staff.
3. In the academic year 2020-21, National festivals Independence Day on 15th Aug, 2020 on Republic Day on 26th Jan, 2021 and Teacher's Day on 5th Sept, 2020 were celebrated in the college campus. A pledge for national unity took by all staff members on the occasion of Sadar Patel Jayanti. An online quiz on Atal Jayanti and Sadar Patel Jayanti were conducted by Pol. Sc. and UGC committee respectively. On the occasion Vikekanand Jayanti online quiz and poster competitions were organized by NSS unit of the college.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

6

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the	**E. None of the above**

syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	http://www.rcagirlscollege.ac.in/2020/StudentSatisfactionSurvey2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

4000

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

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

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

982

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

2.2 - Catering to Student Diversity

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

The College ensures to take every possible measure to assess the learning level and distinctiveness of each student. In the beginning of the session during admission, students are guided and counseled for the right choice of subject according to their academic records, interests and achievements. There exists a mentoring system in the college to track each students' performance and distinctiveness. Accordingly, mentors guide and counsel the mentees about their choice of subjects and resultant future prospects. They also take initiative to contact parents if situation demands. Heads of the departments, faculty and mentors identify the slow learners and advanced learners by conducting activities such as quiz, class tests, assignments, group discussions, guest lectures, interactive talks, competitions, oral presentations etc. The College organizes Pre-University examination according to university pattern. The teachers prepare question papers and evaluate answer sheets (OMR and descriptive). This exercise enables to identify the slow and advanced learners in their respective subjects. Accordingly, teachers conduct extra classes, tutorials and remedial and provide personal guidance to slow learners and poor performers.

After Pre-University examination and evaluation of answer sheets, the college organizes Parents-Teacher Association (PTA) meet. In PTA meet, parents are informed about their wards' performance. On the basis of students' performance subject teachers and mentors give necessary guidance and suggestions to parents and students, so that they can take necessary steps to enhance students' academic performance. However, in the academic year 2020-21, PTA meet could not be organized due to COVID-19 crisis and safety directions. The College undertakes the following initiatives for the slow and advanced learners-

For Slow Learners

- Guidance and counseling from subject teachers and mentors.
- Arrangement of extra classes, online classes, tutorials, remedial and personal guidance by subject teachers.
- Teachers also share videos, youtube video links and notes with slow learners.

Advanced Learners

- Regular encouragement and motivation to advanced learners to participate in curricular, co-curricular activities and competitions of their interests.
- Providing opportunities to have their representation in IQAC and other college activities pertaining to Literary Club, Eco-club, Discipline Committee N.S.S. and Student Council. Some P.G. students also get opportunity to take graduation classes if situation demands.
- Imparting guidance, counseling and opportunities wherever they can show their potentials.

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

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

Number of Students	Number of Teachers
982	**29**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

A congenial learning environment is created in classes to motivate critical thinking among students. Annual teaching plans are prepared and efforts are made to follow the proposed plans. Departmental meetings are held regularly for latest updates. Guest lectures and

practical demonstrations are organized for sharing the experiences of experts. In the academic year 2020-21, Political Science, Sociology Department and NSS Unit organized webinars on very relevant and contemporary issues. Through the webinars faculty members and students were benefitted by the lectures delivered by recognized personalities of India. Department of Sociology organized a visit to Keetham Bear Park, Agra. Through the visit, students got practical exposure and an understanding about the harmful impact of human society on dancing bear and also learnt their roles in environment conservation and ecological balance.

Special attention is paid on the use of ICT in teaching. In particular, students are encouraged to make Power Point presentation on topics of their choice and their presentations are demonstrated to the whole class. In Depts. Of English, Economics and Commerce, some topics are taught through Power Point presentations. Maps and Charts are used. In some subjects relevant video/movies are shown. Introduction of e-learning section in library has also helped the students to enhance their knowledge. Quizs, Group Discussions, Project work etc. are introduced in some subjects. Some workshops are being also organized to nurture different skills among students. Most of the faculties help 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 the question papers are mostly OMR based. Remedial classes are conducted for slow/weak learners.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

In the year 2020 due to COVID-19 pandemic the teaching learning process changed dramatically. The system of E-learning in which ICT tools were profusely used proved to be extremely effective in imparting knowledge during pandemic. The pandemic forced every educational institution to conduct teaching-learning on digital platforms. In March 2021 faculty members conducted online classes from the college campus according to scheduled time table through virtual platforms like Zoom, Google Meet, etc. Few teachers continued their classes in April also. For effective learning,

faculties shared power point slides, video clippings, and audio lectures, e-materials downloaded from different education websites and also internet archive with their students. The college facilitated the students with multimedia rich and advanced English Language Laboratory which helped them to learn the niceties and nuances of the language, develop their communication skills and thereby enhance their confidence.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[https://m.facebook.com/story.php?story_fbid=4951169121570569&id=1166542233366629&sfnsn=wiwspmo](#)

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

2.3.3.1 - Number of mentors

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

29

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

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

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

21

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

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

2.4.3.1 - Total experience of full-time teachers

29

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

2.5 - Evaluation Process and Reforms

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

The subject teachers monitor the performance of the students (slow/advanced learners) and motivate them to perform better

according to their performances. Home assignments, class interactions, class tests, quizzes and paper presentations are used as tools for continuous evaluation of students.

At the institutional level Pre-University examination are conducted in every academic year as per scheduled dates of the academic calendar. Pre-university exams are done in two shifts morning and noon. These examinations are conducted strictly in accordance with the university pattern and procedure maintaining complete transparency and confidentiality. Subject teachers evaluate the answer sheets show them to students in their respective classes and guide them. This enables the students to assess their preparation before final university examinations and improve accordingly. The parents are also informed about the performance of their wards. University examinations are conducted as per the norms and regulation of Dr. B.R. Ambedkar University, Agra. Many faculty members also participate in the central evaluation of answer sheets at Dr. B.R. Ambedkar University campus, Agra.

In the last academic year Pre-University exams couldn't be conducted in regular manner due to COVID-19 pandemic and its safety directions. In this extraordinary unforeseen situation all faculty members were instructed through notice register to conduct class tests, evaluate answer sheet and submit the award lists before the due date to IQAC of the college.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

The Student Grievance Redressal Cell deals with grievances related to examination or any other problem faced by the students. After the declaration of results of Pre-University examination and tests, notice is pasted on notice board for students so that they may come up with any grievance about internal assessment and evaluation process. Students can raise the issue to Grievance Redressal Cell by submitting an application to the cell. The student Grievance Redressal Cell works promptly with absolute transparency to address the grievances of the students. Issues are immediately conveyed to

concerned Head of the departments, subject teachers or staff.

However, in the academic year 2020-21 no grievance related to tests internal and evaluation was received by the Grievance Redressal Cell of the college.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College provides under graduate courses for B.A., B.Sc and B.Com streams and post graduate courses for M.A. and M.Com. Norms and procedures related to programmes and course outcome are well stated in College prospectus and on Dr. B.R.A. University website to which the College is affiliated. The University updates the College with important information regarding question paper pattern and evaluation through e-mails. The College conveys all the relevant information to faculty and students through regular notices and also during the assembly announcements by the Principal or senior faculty. Moreover, in the beginning of the session, the College organizes orientation programme for newly admitted students and then parents in which the Principal and concerned faculty share details about various courses, programmes offered by the College and their outcome.

An orientation programme was organized on 09.11.2020 for the newly admitted students. Later on due to COVID-19 pandemic and its safety directions all updates regarding course related evaluation and outcome were notified through college website, notice board and local newspaper. Teachers also communicated necessary information through different WhatsApp groups of their classes.Programme and course outcome for academic year 2020-21 was notified in the month of November on university website and through local newspapers.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.dbrau.org.in/syllabus.aspx
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

Attainment of programme and course outcomes are completely based on students previous year academic performance in annual university examination. Attainment level is measured in terms of actual percentage of student getting a set of percentage of marks in every paper. The students who scored the minimum passing marks in all subjects were promoted to next level/class. If a student fails to obtain the minimum passing marks in any one subject she can re-appear in the Re-examination organized by Dr. B.R.A. University to achieve passing mark for next level of course.

The outcomes are thus measured on the basis of individual marks obtained by a student against the maximum marks. As per Dr. B.R.A. University norms, students of Under Graduate programme have to obtain minimum 35 percent marks in each subject. Students of post graduate courses need to obtain at least 36 percent marks for promotion to the next level.

The College maintained the record of course and programme outcome of final year students in a register.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.rcagirlscollege.ac.in/2020/ProgrammOutcomes2020-21.pdf

2.6.3 - Pass percentage of Students during the year

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

193	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://www.rcagirlscollege.ac.in/2020/ProgrammOutcomes2020-21.pdf

2.7 - Student Satisfaction Survey

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

http://www.rcagirlscollege.ac.in/2020/StudentSatisfactionSurvey2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of departments having Research projects funded by government and non-

government agencies during the year

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

1

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published

in national/ international conference proceedings per teacher during the year

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

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Extension activities

Under the two units of National Service Scheme (N.S.S.) and a Rangers unit, the college conducts extension activities in the surrounding areas of the college. The N.S.S. has adopted a village and neighboring backward areas. Extension activities make students aware about their duties for community, society and nation. N.S.S. Programme Officers and Rangers' leader organize the activities of self help, community help, awareness programme, etc in the college and nearby rural & backward areas. As a result, the students who participate and get involved in such extension activities develop their leadership qualities, problem solving skill and become more sensitive towards the marginalized section of the society.

In 2020-21, during the extra ordinary pandemic situation, N.S.S. volunteers and programme officers did commendable community service for the society through following activities-

1. Organized webinars on Covid, Women Health, Atmanirbhar Bharat.
2. Organized day camps and awareness rallies for Water Conservation.
3. Performed hawan and distributed plants in the adopted village.
4. Distributed self-made masks in nearby areas of the college.

File Description	Documents
Paste link for additional information	https://www.facebook.com/NSS-Team-RCA-College-108953520822480
Upload any additional information	View File

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

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

0

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

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

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

20

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`225`

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`0`

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

`1`

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

In order to promote conducive teaching learning environment, the college administration regularly monitors the available infrastructure and physical facilities and their optimal utilization. As per requirement infrastructure is being upgraded and enhanced. At present, the college is adequately equipped with following infrastructure and physical facilities to create a vibrant and viable teaching-learning environment.

- Classrooms- There are well furnished and thoroughly ventilated classrooms. Each classroom is furnished with proper seating arrangement, white board lights and fans.
- Laboratories- The College has 09 laboratories to carry out experiments prescribed in courses and programmes. Laboratories have adequate stock of necessary equipments.
- Common Staff Room- There is a well furnished common staff room with proper seating arrangements attached with washroom, lights, fans and refrigerator, C.C. camera. The common staff room is also used as the Control Room during all examinations.
- Library- There is a rich library in the college with a huge collection of text books, reference books, C.D. and videos. It has two reading sections one for students and another for faculty. Also there is an E-library section having C.Ds. videos and 04 computers with internet facility to ensure accessibility of e-material
- Conference Hall- There is a conference hall equipped with projector, LCD, ACs, and wifi connectivity. Conference hall of the college is frequently used for departmental activities like power point presentations, online lectures, sharing online educational videos, group discussions, in-person lectures, intercollegiate competitions and other interactive activities.
- Computing Equipment- The College is well equipped with computers in different departments such as- (1) Drawing & Painting Department with 01 PC. (2) Administrative Block with three computers and wifi access. (3) Library with 04 computers. (4) Computer Lab with 48 computers.
- Language Laboratory -- The College has one language laboratory with 20 computers and headphones. In the academic year 2020-21 08 students were trained in Communication skills particularly in English language.

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

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

Facilities for Cultural Activities

The College promulgates cultural and sports activities with ardent enthusiasm. The cultural activities are performed in a spacious, well-ventilated auditorium having approximately 500 seats. The auditorium is adequately equipped with an audio system, microphones, lights, ceiling fans, air conditioners, two green rooms and a stage for visual performances. There is one more stage in the college ground which is mostly used for Independence Day & Republic Day celebrations. The Music department has adequate musical instruments like tabla, harmonium, electronic tabla, sitar, electronic music system to conduct smooth teaching learning process as well as cultural activities.

The cultural events on the occasions of Annual Day, Blessing Ceremony, Basant Panchami Celebration, Intercollegiate Dance and Singing Competitions are organized by the college in almost every academic year. In the year 2020-21 due to pandemic and delayed academic session followed by a complete lockdown in April 2021, only a few activities like gazal competition by the music department on 18.01.2021, Basant Panchami Pooja on 11.02.2021and intercollegiate dancing and singing completion on 18.02.2021, could be organized by Cultural committee of the College.

Sports Facilities

The College campus has adequate infrastructure for sports activities. Students are trained in sports under the guidance of well qualified faculty member of Physical Education Department. Basket Ball Court, Volleyball Court, Indoor Badminton Court (Synthetic), Kho-Kho, Kabbadi Court and Table Tennis Table, Chess etc. facilities are available in the College to promote sports and fitness among girls.

Sports Infrastructure Session 2020-21

Facility Numbers Area/Size (mxm) Basketball Court (outdoor) 01

28.7x15

Volleyball Court (outdoor)

01 18x9

Badminton Court (Indoor) Synthetic

02

13.41x6.71

Kho-Kho

01 29x16

Kabaddi Court

01

12.5x10

Table Tennis Table

01

2.74x1.52

The College regularly organizes competitions including Inter College, Interuniversity events and Annual Sports Week every academic year. In the previous academic year Nine Day Yoga Training from 17th October to 25th October 2020 and Annual Sports Week from 22 December to 24 December 2020 were organized. Alongside, students also participated in State level and International Karate Championship and won Gold, Silver and Bronze Medals.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1.81

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

4.2 - Library as a Learning Resource

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

Library as a Learning Resource

The college library is partially automated with a library management software (LMS) has been installed in the year 2015 which needs an upgradation. At present there are total 5972 text books, 16406 reference books, 116 CDs and Videos in the library for students and faculties. New books for library are purchased according to requirements. In the academic year 2020-21, 270 books were purchased the expenditure of Rs. 71,165/-

All the important newspapers, journals, magazines are available in the library to keep the students and faculties well-informed with contemporary issues. The wall magazine section in the library enables students to share their innovative constructive thoughts and provides them opportunity to explore their creativity. The E-library section of the library has CDs and e-books related to different subjects. The computers in the E-library section helps to access information, study materials from online libraries and other websites.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

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

0.53

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

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

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

8

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

4.3 - IT Infrastructure

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

To keep pace with the updated technology, concerned staff and faculty members convey their requirements to the Principal to cater the needs related to IT infrastructure. The Principal, in consultation with the Management Committee of the College, accordingly takes decisions and actions to upgrade the IT infrastructure. At present there are 56 computers, 01 LCD Projector, a Laptop, Wifi connection with 100 MBPS bandwidth internet speed, microphones, printers, headphones, audio system and other related accessories available in the college. Softwares and applications of computers are periodically upgraded before expiry. The hardware and other equipments which need servicing are serviced and replaced regularly, by outsourcing or on SOS basis. Wi-Fi access points are updated regularly as per the requirements of the concerned departments/areas.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

1.81

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

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

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 & 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 checkup, fans & AC's maintenance and cleaning is done every year before the college is closed for summer vacation or during vacation and the equipments which need servicing are serviced just on the begging of session every year.

File Description	Documents
Upload any additional information	*View File*
Paste link for additional information	http://www.rcagirlscollege.ac.in/2020/MaintenanceofCampusInfrastructure2020-21.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

107

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

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

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

27

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

200

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

200

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**B. Any 3 of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

21

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

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

10

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

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

To ensure the participation and representation of students in administrative and academic committees of the college, a council of students was formed on 7th April 2021. Km. Paridhi (M.Com I) was elected as president of the Student Council where Gauri M.A. (P), Asma M.A. (P), and Naina M.A. (P) were elected as Secretary, Vice President and Joint Secretary respectively. Alongside undergraduate students of B.A., B.Sc and B.Com were elected as member of the council to help various committees in their administrative and other activities eg. to organize cultural programmes, sports activities, N.S.S. activities and to maintain and enforce disciplinary acts like checking of uniforms, I-cards. mobiles, maintain silence in or outside the hall during programmes, sitting arrangement, rangoli making, cleanliness and beautification of college campus, collection of articles for college magzine "ASTHA", distribution of college magzine, feedback collection etc.

To perform all such academic and administrative activities specific Student Council member were assigned to different committees of the college like Discipline Committee, Sports Committee, Cultural Committee, Library, College Beautification, College Building and Furniture Maintenance, Feedback, Anti Ragging, Career Counselling, Magazine Article Collection and Scholarship Committee. These members of Students Council helped in better execution of academic and administrative activities in the direction of the committee they were attached with.

Committee Incharges called meetings with teacher members and Student Council members and assigned duties to the Student Council member, Student Council members also gave their opinion in the meeting if needed and ensured their contribution in the desired activities of the institution

Student Satisfaction Survey 2021-21

In the academic year 2020-21 student satisfaction survey couldn't be conducted due to sudden flare up of COVID-19 pandemic and enforcement of complete lockdown. Moreover most of the students are from remote areas where they had either very poor or accessibility to internet. Therefore, it was not possible to conduct the survey and ensuring students participation from their homes.

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

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

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

35

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

The R.C.A. Girls College has Alumni Association since 2006. The Association is not registered but is under the process of registration. Alumni Association Meetings are held regularly once or twice every academic year. Member of Alumni Association cast their votes to select Chairman, Secretary and Treasurer for the three years. The alumni of the college has contributed in terms of delivering guest lectures, helping teachers and guiding students in cultural and sports activities. They also acted as judges in various competitions organized by college. In the academic year 2020-21, the association had 53 total alumni enrolment. Two meetings were held and Rs 2650/- was received as financial support from the alumni. Ms. Neetu Rajput, alumna of 2014 batch of R.C.A. College delivered lectures in the 7 days workshop on "Phonetics and Spoken English" organized by English Department from 9 to 15th March 2021. Mrs.

Shashi Chaudhary, alumna of 2009 batch has contributed as a judge in inter collegiate Poster Competition organized on 18th February 2021.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

In the year 1971, the R.C.A. Girls' (P.G.) College was established with the vision "to provide quality higher education to the girls from marginalized sections of the society and to make this College a centre of academic excellence by transforming each student into conscious, responsible and competent citizen of the society". The values of honesty, devotion, justice, liberty and sincerity summarize our vision to prepare the girls the most sought out professionals in the society.

MISSION

"To educate, empower and enlighten the girls today and equip them with high social and moral values to nurture the needs of tomorrow"

Governed by Agrawal Kanya Shiksha Shabha (Regd), the College is committed towards its mission with an earnest zeal. The Principal is the administrative head of the college and involved in coordinating the proper functioning of the College. It has a Management Committee which is responsible for supervising all activities and determining its future direction in which the mission of the College can be achieved fruitfully.

The conjoined efforts of the Managing Committee and the Principal create a structure of effective governance in which a congenial environment is formed to shape the vision and mission of the institution into reality. The Principal forms different committees involving faculty, supporting staff and student representatives. Under the able guidance of the members of Management and Principal, the committees work efficiently to execute their responsibilities to achieve the desired goals of the College.

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

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

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 empowerd 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has perspective/strategic plans that help to achieve the desired result for the overall development of College. To enhance the infrastructure and quality of education the institute regularly applies for grants to government organizations, concerned departments, NGO's and seeks donations from individuals. Received grants are utilized to meet the following different requirements-

1. Renovation and repair of old infrastructure.
2. Extension of building, classrooms and laboratory.
3. For quality enhancement and improved teaching learning process effective integration of technology and ICT in classroom teaching is emphasized. The College provides necessary infrastructure for the purpose. Upgradation of knowledge level of students and teachers is ensured by organizing guest lectures, short term courses. From 12th to 16th January 2021,

a five day workshop on Computer Basics was organized in collaboration with Digital Education India.

4. To nurture and develop the research potential in the available U.G. courses the college endeavors to introduce P.G. courses. As a result in the academic year 2017-18 college successfully initiated P.G. in Sociology and Political Science. Now the college is trying to bring P.G. in Education and Drawing & Panting.

5. The college has earned fame and recognition in academia by organizing UGC, ICSSR, ICWA funded National and International conferences almost in every academic year. In 2020-21 due to COVID-19 pandemic, the College could not organize any conference but 04 webinars were organized by the College through digital platform.

6. Further the College promulgate eco friendly, clean and green campus. With this vision in 2020-21, Eco Club was established. The future plans include the installation of Solar Panel, Rain Water Harvesting System and Solid Waste Management keeping in mind the impact of climate changes on the planet.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

This College is a Grant-in-aid college affiliated to Dr. B.R.A. University, Agra. The appointments of teachers are made by the Director, H.E. (U.P.) on the recommendation of U.P. Higher Education Services Commissions. The appointment of Non-teaching staff is made in the College strictly as per guidelines of the University and Director, H.E. (U.P.). The services of all the staff are governed by the 1st statutes of Dr. B.R.A. University, Agra and are maintained accordingly by the College administration.

The IQAC of the College is this key institutional body responsible for framing and planning the policies of institutional growth as per NAAC guidelines. The IQAC ensures that the interests of all stakeholders are safeguarded in implementation of all such policies and plans.

The day-to-day administration and functioning of the College is the responsibility of the Principal. Principal's major role is to maintain coordination between the Management, Staff and Students to ensure smooth functioning and proper conduct of classes and other Co-curricular activities. To coordinate with the University, Directorate and other external bodies and local administration is also the responsibility of the Principal.

For smooth and effective implementation of policies and efficient administration, the Principal has formed various committees and cells which are renewed/restructured every year as per changing requirements. The whole administration work is thus decentralized in the form of these committees and the committees in charges have been given authority to take independent decisions in consultation with Principal, to ensure transparency and efficient disposal of grievances.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching Staff

1. Loan facility against salary and refundable or nonrefundable 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.

Non-Teaching Staff

1. Loan facility against salary and refundable or nonrefundable loan facility from GPF/EPF for all selffinance/parttime employees.
2. Institutional cash awards for best performance in class (iii) and class (iv) Category is given every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

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

0

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

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

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

4

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

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

To boost the culture of punctuality, sincerity, hard work, excellence in personal and professional growth among teaching and non-teaching staff, the college has developed its own performance appraisal system since the academic year 2017-18. A three member

committee including Principal and Management Members were
constituted for the purpose. The committee evaluates the performance
of teaching and non-teaching staff on well designed performance
Appraisal Performa. The following parameters are the basis for the
evaluation of teaching & non-teaching staff respectively.

Teaching Staff Non-teaching staff

1. Attendance 1. Attendance
2. Punctuality 2. Punctuality
3. Extra work done 3. Extra work done
4. Extra time devoted 4. Extra time devoted
5. Publication & Seminar participation 5. General behavior and code of conduct
6. Student vote 6. Pendencies
7. General behavior and code of conduct 7. Teacher vote

In this regard on same specify date teachers caste their vote for
best employee (class III & IV) and students for the best teacher of
their choice.

The selection for the best performer teacher and not-teaching staff
of the year is then made by the committee on the basis of proffs and
details elated to the forcmentioned parameters. Selected teacher &
non-teaching staff are given cash prize and citation (sponsored by
college management and other governing body members) owing to sudden
closure due to COVID-19 pandemic, the prizes could not be given in
the session 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

The College has Grant-in-aid status therefore, the sources of funds of college are primarily-

1. University Grant Commission (UGC), Indian Council Social Science Research (ICSSR), Indian Council of World Affairs (ICWA) and other such government bodies for development equipment, library etc and for organizing seminars/conferences/workshops.
2. Donations received from members of college management for infrastructure development and Co-curricular activities.
3. M.P. and M.L.A. funds for infrastructure improvement.

Proper utilization of financial resources is planned in meetings of Management Committee with the approval of all members of the

committee. Utilization of funds is managed as per the rules regulations of granting authority and subjected to audit.

In the session 2020-21, no such grant was received from any organization and individual.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

To enhance the quality of institution in all spheres, IQAC of the college conducts regular meetings under the chairmanship of worthy Principal. Suggestions were taken from all members of IQAC for better execution of academic and administrative activates. In academic year 2020-21. File uploaded

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

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

The institution reviews its teaching learning process at periodic intervals. In this regard the following activities are carried out under the aegis of IQAC.

1. **In the starting of every academic year all the faculty members of the college prepare teaching plan and submit to IQAC. According faculty members and principal review the teaching learning process.**
2. **Principal of the College conducts regular visits to monitor classroom teaching and students behavior in the college**

campus.

3. Mentor-Mantee meetings and Student Grievance Cell provide platform where a student who has a complaint or grievance regarding teaching methods, syllabus completion or any other related issue, can complain. Accordingly, the complaint is sent to the concerned faculty member to take necessary steps to resolve the issue.

4. Pre-University exams are the another important mechanism of the College through which teaching-learning outcome is evaluated. However, due to COVID-19 lockdown the exams couldn't be conducted in the academic year 2020-21.

5. Apart from this, there is a Feedback Collection and Analysis Committee in the College which is responsible to collect students' feedback on teaching-learning in the end of the academic year. Feedback Committee analyzes the collected feedback and submit the feedback report to IQAC. In the year 2020-21 feedback survey couldn't be conducted due to COVID-19 pandemic situation and unexpected shutdown of college. IQAC of the College took necessary steps to minimize the loss of classes and consequently it was decided to conduct online remedial and revision classes. Therefore, from March 2021 to May 2021 faculty members conducted online remedial and revision classes. The worthy Principal of the College monitored all such activities throughout the session and provided necessary guidance and resolved the issues related to teaching learning process and outcome.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution is sensitive to provide safe, secure, harmonious and healthy atmosphere to girls. Women Cell, Anti-ragging Cell and Student Grievance Cell actively monitor the issues related to girls safety, security and harmony in the college campus. Throughout the year the Career Guidance and Counseling Cell of the College is involved in activities related to empowerment of girls by organizing counseling sessions, programmes on capability enhancement, personality development and skill development. Skill Development Committee organizes short term courses of Tailoring, Beautician, Computer Basics in collaboration with NGO Khazani Welfare Society. Through these courses many girls have improved their skill and have become economically self reliant Women Cell organizes programmes related to various issues of gender equality to create awareness among women. In this regard it has been decided to celebrate International Women's Day in every academic year. An interactive session on "Nariwadi Aandolan Ka Mahilao ki Samajik Istithi Par Prabhaav" was organized by Women Cell. The purpose of the programme was to promote critical thinking on gender equality.

Apart from this, NSS and Rangers Unit and faculty members are also encouraged to conduct activities on gender equality and empowerment. In this regard Physical Education Deptt. and N.S.S. units jointly organized a 9 days Yoga and Martial Art training programme under Mission Shakti campaign of U.P. Government from 17th Oct. to 25th Oct 2020. Two National Webinars on the "Importance of Nutrition and Sports on Improving the Health of Girls Child" and "Strong Women for Empowered Society" were organized by N.S.S. units on 23.10.2020 and 24.10.2020 respectively.

The College infrastructure is quite gender sensitive, CCTV Cameras have been installed in prominent places, Complaint Box is made available on the ground floor on a well defined location. Students can drop their complaint in written form in the box. A restroom with adequate facility is available, for the sick. College has a panel of Doctors to provide basic medical aid in case of any emergency. Besides a Sanitary Pad vending Machine is available at washroom section of the college.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	<u>View File</u>

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

The College effectively manages the degradable and non-degradable waste. For the collection of solid waste from every nook and corner of the college campus. Sufficient numbers of dustbins are placed. Other than this bio-degradable wastes are collected from college playfield and garden and this waste is dumped in pits at well defined location for decomposition and to be used as fertilizer. Non-biodegradable waste is generated in less amount in comparison to bio-degradable waste. This solid waste is dumped in defined location. Liquidwaste of kitchen, bathroom and washrooms is drained through

systematic drainage system available in the College. College always ensures zero percent leakage of waste water. The College generates minimum e-waste. E-waste material is sold to vendor for recycling. Besides, the college always promotes the practices to minimize the use of polythene and plastic bags.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

C. Any 2 of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

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

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

The College provides an inclusive environment for both student and staff by promoting the values of tolerance, sense of equality and fraternity towards every culture, religion, language, community, socio-economic, geographical diversity. This spirit is reflected in every activity of the College where without any discrimination or biases opportunity for participation and progression are made available to all students and staff members. Alongside, commemoration of Independence Day, Republic Day, Human Rights Day, Women's Day, Teachers Day help to create congenial environment and develop a sense of equality and fraternity. Any discriminatory or biased behaviour and practices are not allowed in the College campus. In case it is found and recognized or any related complain received from staff or student it is them immediately resolved by the Principal and Governing Body of the College. However college had never faced any incident of hatred or discrimination on the basis of our diversities till date.

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

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

The Constitution Day is celebrated every year on 25th November to sensitize the students and employees towards the constitutional

obligations, values, rights and duties of Indian Citizen. On this occasion guest lectures, interaction session, quiz and essay writing competitions are organized by the faculty members of Political Science with a purpose to educate and aware everyone about our constitution, its values, and constitutional rights and duties. Besides this other departments and their faculty members are encouraged to organize such activities.

In this connection on the occasion of Human Rights Day an interactive session on "Manusmiriti aur Bhartiya Samvidhan" and a panel discussion on "Tripple Talaq" were organized to analyze the Women's constitution rights in theory and practice. Activity like visit to the Parliament House accompanied by faculty members have been conducted meny times in the last five years. However, in 2020-21 due to COVID-19 pandemic and delayed academic session it was not possible to organize such event. Though online quiz on Sardar Patel Jayanti, Atal Jayanti and on Viveknand Jayanti were organized to make students aware about their role in nation building

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above

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

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

The institute celebrates National and International commemorative days events and festivals with full enthusiasm & vigour. Independence Day (15th August), Republic Day (26th January), Gandhi Jayanti and Lal Bahadur Shashtri Jayanti (2nd October), Hindi Diwas (14th September), Vivekanand Jayanti (12th January), Basant Panchami (February or March Month as per Hindu Calendar), International Human Rights Day (10th December) are the days celebrated in every academic year. Apart from this last year IQAC decided to celebrate International Women's Day every academic year. Moreover, activities on Subhash Chandra Bose Jayanti 23.01.2021, Voter Awareness Day 03.03.2021 and Chori-Chora Shatabadi Varsh were organized to celebrate these events last year.

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

7.2 - Best Practices

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

Best Practices 2020-21

1. Online Teaching

The Classroom teaching routine was badly effected during the past session due to the COVID-19 pandemic. In view of the crisis and State Government's directions, the IQAC of the college decided to adopt online teaching as an alternative tool. On 25th, 26th March 2021 as per State Government's COVID-19 guidelines, college was closed for students while the teachers were coming to the college. Students stayed at home and the teachers took online classes from their respective classrooms according to the college time table. After that, during the complete lockdown using online meetings (Google meet, Zoom and other mobile applications) the remaining syllabus was completed by the teachers. A few teachers continued online classes from their homes during summer vacation also. Thus the initative of online classes enabled teachers and students to be engaged in teaching-learning process from home in lockdown situation and continue studies. This helped the college to compensate the loss occurred in routine classes due to the unavoidable pandemic situation.

1. Various Activities on Virtual Platform

The use of technology has being perceived as a panacea to combat all education related issues during COVID-19 pandemic. As a result use of virtual platforms were promoted by the Government also to conduct various activities in educational institutions. In view of the need of hour at the beginning of session 2020-21, the IQAC of the college decided to adopt virtual mode to conduct all extra-curricular activities, if the COVID-19 lockdown situation persists.

As per IQAC's decision following were the activities conducted virtually.

1. Celebration of important days such as Hindi Week from 7th to 14th September 2020 which included poetry recitation, poster making, competition on writers life and literary work, essay writing, quiz, speech competitions on Gandhi Jayanti, Lalbahadur Shastri Jayanti.
2. On Sardar Patel Jayanti, Atal Jayanri, Vivekanand Jayanti, Online Quizzes were organized on Google.
3. Besides that six webinars on various issues and few Guest lectures were also organized during the session 2020-21. This initiative enabled the students to actively participate in various activities and competition from their home during the pandemic time and nurture their talents. Another positive

result noticed was that these activities on virtual mode encouraged the students and teachers towards becoming more techno-savvy. This practice also helped the faculty & students to overcome their emotional tears & stress prevailing in the society due to the pandemic trauma & loss of lives in their families.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

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 offers their full cooperation in this respect. With this concern, the following steps have been taken. • Considering the poor economic base of the needy students some additional monetary help is provided to them for their uniform, fees 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 remains focused around the all-round growth and empowerment of its students in pursuance with 'Beti-Bachao Beti-Padhao' initiative since its establishment is long before, it is adopted by the government.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

The College has the following plans for execution next academic year.

- Inauguration of Science Labs building.
- Academic and Administrative Audit (AAA).
- Installation of Solid Waste Management Unit.
- Preparation for Green Audit of the College.
- Installation of Solar Pannel in the College Campus.
- Workshop on Intellectual Property Rights.
- Preparation for NAAC third cycle.
- Establishment of Commerce Laboratory. Permanent affiliation of M.A. in Sociology, Political Science and B.Sc. course.
- Celebration plan for Golden Jublee year of the College.
- Plan for initiating vocational courses as per the guidelines of National Education Policy 2020 and students' need.
- Increase the use of ICT in all subjects.