Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**RAJKIYA KANYA MAHAVIDYALAYA, LAKKAR BAZAR, SHIMLA, HIMACHAL PRADESH**
Name of the head of the Institution	**Dr. Namrata Tiku**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01772807959**
Mobile no.	**9418489716**
Registered Email	**shimlarkmv@gmail.com**
Alternate Email	**rkmviqac@gmail.com**
Address	**Rajkiya Kanya Mahavidyalaya Longwood Shimla**
City/Town	**Shimla**
State/UT	**Himachal pradesh**
Pincode	**171001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Mr. Rajesh Dhorta**
Phone no/Alternate Phone no.	**01772807959**
Mobile no.	**9816057188**
Registered Email	**professor.dhorta@gmail.com**
Alternate Email	**rkmviqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://rkmvshimla.edu.in/images/uploads/aqar_report15-16.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.rkmvshimla.edu.in/about/calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B++**	**80.55**	**2003**	**16-Sep-2003**	**16-Sep-2008**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**15-Jul-2008**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Feedback from students on	**12-Sep-2016**	**326**

curriculum, Teaching Learning & Evaluation process and Basic facilities.	1	
Seminar on Re-accreditation process	10-Feb-2017 1	62
Lecture on Campus to corporate students	15-Nov-2017 1	227
Orientation for non-teaching how to upload information on university website (CBCS)	11-Jul-2016 1	15
Induction program for I Semester students	14-Jul-2016 1	943
Workshops to use Smart Boards	05-Aug-2016 1	63
Felicitation of A and A+ Grade holders	10-Dec-2016 1	118
Mental Health Talk	25-Feb-2017 1	246
Lecture on FRSR and Conduct Rules.	20-Oct-2016 1	55
Lecture on How to improve API: An Appraisal	06-Sep-2016 1	58
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	RUSA	Central Government	2017 365	29333337
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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

The HODs of all the departments were directed to submit departmental and faculty inputs and maintain the necessary records. Students feedback for the teachers was carried out in the month of October and the analysis of feedback was conveyed to the HODs of the concerned departments. Swachta Abhiyan/ Awareness/ Hygiene Campaign was carried out on 2nd October. Research Promotion Committee was formed to facilitate the researches and the researchers. IQAC organized various lectures/ discussions/ interactive sessions on need based issues.

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

Plan of Action	Achivements/Outcomes
In the meeting of the first quarter IQAC will take the initiative to start with the process of reaccreditation	plan was prepared by the team
For NAAC departmental and faculty record will be maintained throughout the year	The printed copy of departmental and faculty inputs were given to HOD's of each department, soft copy of the same was also provided
The meetings of PTA/Teachers/CSCA/Alumnae should be regularly held	This was adhered to in Letter and Spirit
The feedback system of the college will be strengthened by including more stakeholders and more components to the system	Teachers as stakeholders were included in the feedback system.
Skill Enhancement/ Add-on/ Vocational and PG courses will be introduced during next session	Proposals were prepared and sent to the concerned agencies
Research Promotion Committee (RPC) will be formed to facilitate the work of the IQAC	The committee was formed headed by the senior most teacher of the college
The IQAC will organize Lectures/ Discussions/ Programs on the various issues or themes of contemporary importance.	Organized programs uniformly distributed over the academic session
The IQAC will prepare a list to facilitate the faculty members to attend the need based programs like OP/RC/FDP/Workshops.	Teachers were relieved without any hassles.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	27-Mar-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1) Academic Module 1.1 Student Section: this module have academic year wise class list and student profile 1.2 sharing of experience though recorded or live program though LED 2) Human Resource Module: 2.1 Profile of teaching and nonteaching staff 2.2 Accounts section having payroll module having features of salary slips, LPC, salary vouchers etc. 2.3 Fee Module: Different ledgers of fee such as AF, University Funds etc are maintained though this module 3) Library Module: Subscription of NList Journals, INFLIBNET etc 4) Examination Module: Filling of examination forms, Declaration of results, result cards, CCA etc were done through this module

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Rajkiya Kanya Mahavidyalaya Shimla is affiliated to the Himachal Pradesh University, Shimla. The institute follows the syllabus and curriculum prescribed by Himachal Pradesh University, Shimla. The institute is offering undergraduate courses in arts, science and commerce stream. Since academic session, 2013-14 these courses are offered under the choice based credit system as prescribed by the Himachal Pradesh University, Shimla. However, due to adoption of UGC specified Choice Based Credit System by the Himachal Pradesh University, Shimla, our college also has to shift from Old CBCS to new UGC Choice Based Credit System. This has resulted in running of two different course structures. Therefore importance of IQAC in curriculum delivery has

increased manifold. To make teachers and students understand and adopt to this new course structure, an induction training programme was conducted in the college Auditorium in which Principal, Staff Members and students participated. Students were appraised with the changed course structure and system and also with the major difference between previous and new course structure. Teachers were also asked to appraise students about their problems and quarries. With regards to successful curriculum delivery and successful completion of curriculum within the stipulated time frame, all teachers were asked to prepare course-wise plan for the forthcoming session. Simultaneous running of two course structures whereas posed operational difficulties, it at the same time were also plagued by the paucity of the space due to major construction activity in the college campus. However, with the help of all teachers the curriculum of all courses were successfully completed within the given time frame. For effective teaching learning process to happen, the work load of each staff member is received by the Principal through the Head of the Departments. Each staff member is required to keep a copy of their work/teaching load and any other additional assignment as has been assigned to them from time to time. Frequent visit by the Principal to the departments and staff meetings regarding academic issues are also utilised in this regard. The student feedback taken at the end of the session also is used as a tool to evaluate the performance of teachers.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	E-Commerce	01/07/2016	730	Employability	To equip students with latest technology being used in commerce field.
Nil	Computer Applications	01/07/2016	730	Employability	To equip students with latest technology being used in commerce field.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Home Science: Basic Cookery	01/07/2016
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Arts	01/07/2016
BSc	Science	01/07/2016

BCom	Commerce	01/07/2016
BCA	Computers	01/07/2016
PGDCA	Computers	01/07/2016

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

	Certificate	Diploma Course
Number of Students	Nil	80

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Techniques of Social Research	01/07/2016	123
Communicative English	01/07/2016	933
Functional English	01/07/2017	933
Methodology Perspectives of Business Education	01/07/2017	220
Critical Reasoning, Writing and Presentation	01/07/2017	220
Personal Financial Planning Instruments	01/07/2016	65
Economic Terminologies	01/12/2016	65
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography	30
BSc	Biotechnology & Microbiology	19
BA	Journalism	19
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nill
Alumni	Nill
Parents	Nill

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

Feedback Obtained
The Rajkiya Kanya Mahavidyalaya (RKMV) Shimla is constantly engaged with stakeholders to get feedback on various aspects of college. Till 2015-16 the

college had a practice of taking student feedback at the end of the semester. The feedback so obtained is used by the institute in understanding the problems faced by students with respect to academic, co-curricular activities and other facilities and also for the purpose of seeking advise and input from the students so that the college can provide best quality services to the students studying in the college. From current academic session i.e. 2016-17 the Internal Quality Assurance Cell has decided to take feedback from the faculty members of the college along with the students of the college. For using the feedback obtained from students for utilising in overall development of the institution, the analysis of the feedback form is analysed and faculty wise findings are discussed with the Head of the Department concerned in the presence of the Principal. The head of the department is further directed to share the findings of the student feedback with the faculty concerned. They are further directed to ask the faculty concerned to overcome the shortcomings (if any) in the sessions to come. The improvements, if required, is further recorded during the subsequent academic sessions subject to continuity of services of the faculty member with the institute. The student feedback obtained used during the session is divided into three parts. First part of the student feedback form consists of student feedback on the curriculum that they are studying during the academic session. Second part of the feedback form consists of student feedback on the teacher's taking major and minor courses. In the third part of the student feedback form they are asked to rate the college administration and infrastructure that they utilised during their stay of three years in the college. Apart from student feedback from current session onwards the Internal Quality Assurance Cell (IQAC) has started the practice of taking the faculty feedback form as well. The faculty members of the college are also asked to rate the curriculum that they are taught during the session and also to the infrastructure and other facilities of the college. The data so collected at the end of the academic session is analysed and the findings are shared with the stakeholders. Review of the findings are discussed in the staff meeting and efforts are made to improve the shortcomings. In the meeting departments, faculties and facilities attracting best feedback are acknowledged and those lagging behind are encouraged to perform better in next academic session.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Biotechnology	25	32	32
BSc	Microbiology	25	9	9
PGDCA	Computers	20	20	20
BCom	Finance, Marketing, Human Resource Management	Nill	263	263
BA	Research Methodology, Field Survey/Projects	Nill	670	670
BSc	Life science/ Physical Sciences	Nill	386	386

BCA	Computers	60	37	37

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	3853	Nill	62	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
62	36	8	11	11	4

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

A mentor work is very wide ranging, particularly in college where a teacher besides a teacher he or she is a friend, guide and to an extant have a parental role. Students in higher education are involved in wide varieties of activities. Most of the under –graduate classes students take active part in extra- curricular activities. These activities are looked after by mentors. By the mentoring program students get academic and non- academic knowledge. There is tutorial system in some departments where teacher act as academic mentors. A student counselor meets every student of the college and offer counseling to those seeking personal help. The mentors provide encouragement, motivation, counseling and support where the students require additional help, which is beyond the abilities of the mentor he or she guide the students to right persons. Mentor help greatly in identifying diversity in terms of learning challenges as well. The mentors also provide addition support in term of providing additional support in terms of providing career guidance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1479	62	1:24

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
60	52	8	Nill	28

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Dr. Saroj	Associate	Award of honor

	Bhardwaj	Professor	for distinguished services and the course of voluntary Blood donation by Rotary Club Shimla H.P. Blood transfusion council
2017	Dr. Anita Sharma	Associate Professor	Certificate of Recognition/Merit from London School of Management Education
2016	Dr. Saroj Bhardwaj	Associate Professor	Certificate of honor by State Red Cross Society, Shimla
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCA	BCA	Semester	22/05/2017	14/07/2017
BA	BA	Semester	17/05/2017	14/07/2017
BCom	BCom	Semester	29/04/2017	14/07/2017
BSc	BSc	Semester	25/05/2017	14/07/2017
PGDCA	PGDCA	Nill	18/05/2017	14/07/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated institution of HPU, evaluation norms of the university are followed. There is complete transparency in the internal assessment of the students. At the beginning of the session faculty members inform the students about various components in the assessment process. Day to day performance of the students is assessed which includes regularity, performance, analytical skills. Regular unit test, surprise tests and quizzes are conducted prior to examination. Tutorial classes are conducted to clarify the doubts and re-explaining the critical topics. For enhancement of teaching learning process an academic calendar is prepared well before the commencement of the new session and gets published in prospectus of college. To nurture and develop the critical thinking, creative and scientific temper in students, various programmes like interactive sessions, paper reading, group discussions, academic debates, guest lectures etc. are organised under various clubs, societies and departments of the college. Staff meetings are conducted periodically to review the evaluation process.

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

Academic calendar constitutes as most imperative document of the institution. We at RKMV formulate our academic calendar keeping in view the academic

schedule given by our affiliating university i.e., The Himachal Pradesh University. The academic calendar is designed keeping in view that each academic year comprises of two semesters i.e., the odd semester and even semester. Our calendar provides insight into the schedule for admission, dates of submission of admission forms by students, dates for display of merit list, dates for fee deposit by the student, dates for regular teaching, roll-on admission dates for 3rd and 5th semester, Mid Term Test-1 and Mid Term Test-2, End Semester Examination schedule as given by H.P. University. However, the college is free to schedule its internal affairs so, the tentative activity calendar is designed to reflect important events that take place in our college viz., Principal's address to the students, formation of various societies/ clubs, fresher's party, NSS/NCC/ Bharat and Scouts enrolment, oath taking ceremony, meeting with the parents of both the hostels, college excursions/ study tours, educational tours, Pratispardha (The inter faculty competitions), Annual Prize Distribution. Our academic calendar displays the vacation schedule for summer break, Diwali break and winter break. The academic calendar displays the roaster for reservation of seats for various categories as per rules of H.P.U. the categories included are schedule caste, schedule tribe, achievers in sports, achievers in cultural activities, handicapped and single girl child.

2.6 – Student Performance and Learning Outcomes

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

http://rkmvshimla.edu.in/programme-outcome/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Nill	677	664	98
BSc	BSc	Nill	305	302	99
BCom	BCom	Nill	118	118	100
BCA	BCA	Nill	49	49	100
BSc	BSc	Microbiology	3	3	100
BSc	BSc	Biotechnology	10	10	100
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2.7 – Student Satisfaction Survey

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

http://rkmvshimla.edu.in/images/uploads/STUDENT%20FEEDBACK%20ANALYSIS%20(1).pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding	Total grant	Amount received

		agency	sanctioned	during the year
Nill	0	NA	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NA	

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

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NA	NA	NA	NA	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	6	Nill
International	English	5	Nill
International	Nutritional Health Education	1	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	3
English	4
Botany	1
Home Science	2
Philosophy	2

Political science	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	4	1	6
Presented papers	13	13	Nill	Nill
Resource persons	2	Nill	Nill	Nill
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Self defence training	NSS /Mr. Ajay Karate Coach	4	215
Himachal Day Parade at Ridge ,The Mall Shimla -1	NCC / District Administration, Shimla	1	10
Combined Annual Training Camp (CATC)	NCC/1, HP Girls Battalion, Shahtalai, Bilaspur, H.P.	1	28
Training of Techniques of First Aid	NCC /Military Hospital Jutogh, Shimla	1	20
Save Environment Rally and Tree Plantation	NCC/1 HP Girls Bn NCC	1	76

Thal Sainik Camp, Malot, Punjab	NCC/1 HP Girls Bn NCC	1	6
RDC Parade	NCC/1 HP Girls Bn NCC	1	3
Training camp, Baldeyan, HP	NCC/1 HP Girls Bn NCC	1	4
Haemoglobin Sugar level Check up	YRC /Rotaract/ Dr Lalita Mokta team Deen Dayal Upadhyaya hospital Shimla	3	106
Health checkup	YRC /NSS/Rotaract/ Dr Yogita Dogra (Gynaecologist) Deen Dayal Upadhyaya hospital Shimla Dr Asha Ranjan Medical Specialist, Civil Hospital, Sunni	4	286
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nepal Youth Exchange	Certificate of participation	Director General NCC, New Delhi	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Nutrition Education	Home Sc.Dept/ Community Food Nutrition Extension Unit, Ministry of Women Child Development Govt of India	Training class on Fruit Vegetable Preservation and Nutrition Education	2	40
Gender Sensitization	Women Cell/HP State Women's Commission	Women's Day Celebration Awareness Programme on Position of Women in our Society	7	425
Aids Awareness	YRC /District AIDS Control	World's AIDS Day celebration	1	20

Swacch Bharat Abhiyan	NCC/Commanding Officer 1 HP Girls Bn NCC	Swacch Bharat Abhiyan	1	12
Environmental Awareness amongst tourists locals	NSS RKMV	NukkadNatak performance on The Ridge , Shimla-1 for environmental awareness amongst tourists locals	2	96
National Integration Swacch Bharat	NSS unit Ashadeep (NGO)	Prabhat Pherithrough local temple, church,mosque and gurdwara and cleaning of these places of Worship to spread message of National integration	4	187

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
State AIDS Awareness Programme at Gaiety Theatre Shimla	12 Students of Music Dept.	HP State AIDS Control Society	1
Induction Programme	Ms.Ishita Chauhan Asstt.Prof.Psychology	SCERT	12
Training Course for Rangers and Rovers at GSSS Darang Tribal Hostel Mandi HP	Dr. Vikrant Thakur Asstt.Prof Economics	The Bharat Scout Guide	7
Short Course	Dr Jyoti Shukla Asstt.Prof Home Science	State Government	10
NRDMS-DST Winter School Training Programme	Dr.Arvind Paul Asstt.Prof.Geography	Department of Science and Technology, New Delhi	21
Refresher Course at HPU	Mrs.Usha Sharma Asstt.Prof.Dance	MHRD	21
National Youth Exchange Programme	Cdt.Meenakshi Thakur	Ministry Of Defense	12

at Nepal					
Youth Festival Group IV held at GDC Harmirpur	8 Students of Music Dept.	HP University, Shimla			1
Youth Festival Group II held At GDC Dehri	Ms.Muskan Solo Classical	HP University, Shimla			1
Youth Festival Group III	Ms Tamanna ,Dance	HP University, Shimla			1

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training	Industrial Training Micro.Biotech	Kamdhenu Milk Plant B ithal,Rampur H.P. Ph no.	05/05/2016	04/06/2016	3
Training	Industrial Training Micro.Biotech	C-149 Industrial Area Phase-7 Mohali Punjab-140055 Ph no. 0172-406 1105.	10/05/2016	25/06/2016	1
Training	Lab Training Bio tech.Micro	Indira Gandhi Medical College Shimla H.P Ph.No. 0177-2654713	19/01/2017	18/02/2017	1
Training	Industrial Training Micro.Biotech	Bioinforma tics HPU Shimla	17/05/2016	16/06/2016	3
Training	Industrial Training Micro.Biotech	Alliance Formulation JharMajriBad di Solan H.P. Ph.No.0 1795-271110	05/05/2017	05/06/2017	1
Training	Lab Training Bio tech.Micro	Govt.Hospi tal Community Health Centre Sangla Kinnaur H.P.	05/05/2017	05/06/2017	1

Training	Lab Training Bio tech.Micro	Indira Gandhi Medical College Shimla H.P Ph.No. 0177-2654713	19/01/2017	18/02/2017	5
Training	Attended RDC	NCC Directorate Punjab, Haryana, Himachal and Chandigarh.P h no. 0172 274 2077	26/12/2016	26/12/2016	1
Training	21Days Training	NRDMS-DST Winter school training programme organized by Deptt of Geography HPU	08/11/2016	28/11/2016	1
MHRD Sponsored GIAN GLOBLE	Short Training	Mohan lal Shukadia University Udaipur Ph.No. 0294 2471035	11/01/2017	17/01/2017	1
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 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	Nill
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	117979

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing

Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

No file uploaded.

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12930	1291008	507	56427	13437	1347435
Reference Books	10720	1029443	141	14547	10861	1043990
e-Books	141000	5725	141000	5750	282000	11475
Journals	8	7817	7	5367	15	13184
CD & Video	28	2160	70	40459	98	42619
Library Automation	23607	Nill	237	Nill	23844	Nill
Weeding (hard & soft)	11699	819660	239	19686	11938	839346

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existin	154	2	2	3	2	6	9	2	6

g									
Added	0	0	0	0	0	0	0	2	0
Total	154	2	2	3	2	6	9	4	6

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

<div align="center">2 MBPS/ GBPS</div>

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
29333337	2471623	Nill	5060230

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

Classroom Maintenance: The cleanliness and upkeep of the available 33 classrooms is high on priority. Grade IV employees and safai karamcharis are employed to ensure cleanliness of the entire campus. Adequate number of desks, benches, lecterns and boards are made available in every classroom. Smart classrooms are maintained with outsourced professional help. A Purchase Committee has been constituted to make necessary purchases on the approval of the Principal. Purchases are also made on the recommendation of the IQAC cell. The students are sensitized regarding keeping cleanliness in the classrooms and the campus. Dustbins are made available easily for garbage disposal. Maintenance of Computers and IT facilities: Computer and IT facilities are maintained and upgraded with outsourced professional help. The purchasing and upgradation is done with UGC grants and aid received under RUSA. The resources are upgraded according to the needs of students and the administration. The IT facilities are modified or enhanced with the approval of the Principal on the recommendations of authorized committees. Laboratory Maintenance: The laboratory equipments, specimens, chemicals etc. are purchased by the recommendations of the teaching staff of the respective departments on the approval of the Principal. Laboratory Assistants are available with the concerned departments. They supervise practical work and check and maintain laboratory equipments for the smooth functioning of the departments. Student Support and Welfare: The college ensures a supportive on campus environment for the students and their welfare is of utmost importance for the institution. Various committees like the Canteen Committee, Bus Pass Committee, Anti Ragging Committee, Cultural Committee, College Magazine Committee, Hostel Committee, Library Committee etc., have been constituted under the aegis of the Principal to provide support services to the students. These committees work actively throughout the academic session and maintain constant communication with the students to look into their needs and demands. The college provides safe, secure, comfortable and affordable stay to its students by providing 2 hostel facilities. These hostels have proved to be a boon for the girls of the hill state of Himachal as many of them come here from remote areas to study. Hostel Wardens and the Hostel Committee monitor the upkeep of the hostels. On campus

bank facility is provided to the students to meet their banking needs. A well furnished and hygienically maintained Canteen, which serves healthy food and eatables is provided to the students. Its cleanliness and quality is monitored and maintained by the Canteen Committee of the college. A Girls Common Room is made available for the students keeping their privacy and entertainment needs in mind. Clean and well maintained washrooms equipped with sanitary napkin vending machines are maintained by the college administration and respective committees. The college provides infirmary services with the help of a full time pharmacist. Its location in the vicinity of a medical college and hospital ensures proper medical care to the students of the college.

http://rkmvshimla.edu.in/studentscorner/procedures/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	KC Postmatric SC,ST,OBC IRDP, Maharishi Balmiki, Dr. Ambedkar (PMS) Integrated Rural etc.	233	1969465
b)International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Nil	Nill	Nill	Nil
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2016	Seminar by AAA Bright Academy Shimla about Govt. Jobs	Nill	300	Nill	Nill
2016	Seminar organised by English	Nill	70	Nill	Nill

	Dept. about Job prospects in TRANSLATION				
2016	Seminar on Future Avenues for Commerce Graduates	121	121	121	Nill

No file uploaded.

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIl	Nill	Nill	Nil	Nill	Nill

No file uploaded.

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	1	B.Sc.	Physical Sciences	Shoolini University	M.Sc.
2017	26	BA	Arts	HP University Affiliated Colleges	B.Ed.
2017	4	B.Sc.	Life Sciences	PG Rampur	M.Sc.
2017	47	B.A.	Arts	HP University	M.A.
2017	7	B.Sc.	Physical Sciences	HP University	M.Sc.
2017	32	B.Com.	Commerce	HP University	M.Com
2017	5	B.Sc.	Life Sciences	HP University	M.Sc.
2017	1	BA	Arts	Lovely Professional University	B.Lib.

| 2017 | 1 | B.Sc. | Physics | Gautam GIrls College | M.Sc. |

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

Items	Number of students selected/ qualifying
Nill	Nill

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

Activity	Level	Number of Participants
Women Day Celebration (27th March 2016) Essay writing, Debate Declamation	College	250
Worlds AIDS day 3rd Dec., 2016 (poster making, Slogan writing and Declamation contest)	College	125
Teacher's Day Celebration By CSCA (05-09-2016)	College	300
Farewell to Final Year Students (29-03-2017)	College	650
Fresher Day by Tribal Sainik Hostel (11-04-2016)	RKMV Hostels	56
Annual Prize Distribution function 18-04-2017	College	750
Fresher's Day (23-08-2016)	College	750

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	First in Solo folk song	Nill	Nill	1	Nill	Ms. Muskan
2016	Second in Classical Dance in HPU Youth Festival	Nill	Nill	1	Nill	Ms. Tamana Chauhan

2016	Second in One Act Play HPU Youth Festival Group IV	Nill	Nill	1	Nill	Nill
2016	Miniature Trophy	Nill	1	Nill	Nill	Nill
2016	Overall Trophy in Inter College Boxing	Nill	4	Nill	Nill	Pema, Ratna, Kiran, Shashi Kala.
2016	1 Gold, 2 silver in Boxing	National	3	Nill	Nill	Shashi Kala
2016	Gold Medal in Inter-COllege Boxing Championship in Boxing	Nill	3	Nill	Nill	Pema, Ratna, Kiran
2016	Gold Medal in Inter-College Judo	Nill	2	Nill	Nill	Tanja, Alle Hetta ,Kamlesh
2016	Bronze Medal in Athletics	Nill	1	Nill	Nill	Amita
2016	2 Silver 1 Bronze in inter-college Wrestling	Nill	3	Nill	Nill	Shivani, Nisha

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

After the commencement of every academic year the student Central Association (C.S.C.A) the College is formed every year as rule and regulations notified by the Himachla Pradesh University. It has nominated office bearers comprising of president Vice president, General Secretary, Joint Secretary and class representatives. The students for the C.S.C.A are selected / Nominated on the basis of their merit from all streams and all classes and due representation is also given sports, cultural and other societies as well. The C.S.C.A is guided by the DSW committee and the principal. The C.S.C.A looks after the extracurricular activities, cleanliness of the institution, and sensible demands of the students. So, the members of the student council actively participate in academic, administrative and developmental activities of the college. The teachers from the staff act as guides and mentors of the

association. We in RKMV have various societies which provide a platform for the students to participate with in the college as well as outside the college events under the S.C.A and D.S.W committee. Various academic and administrative committees • Canteen Committee • Hostel Committee • Fresher's Committee • Youth Festival Committee • Scholarship Committee • Carrier Counseling Placement Committee • Women Cell against sexual harassment Committee • Educational tour/excursions/Picnic Committee • First aid Committee • Sports Committee • Cultural committee • Discipline committee • N.S.S, N.C.C, The Bharat Scouts and guides, Youth Red Cross, Rotract and Red Ribbon Club. We have an activity calendar for various student events during the session. These events are led by the students and supervised by the staff members. The aim of these events is to inculcate the discipline in the students and to build their confidence and develop their personalities. Various student activities held every year are: Fresher's party, farewell party, oath taking ceremony, P.T.A meeting, Annual Athletic meet, Educational Tours, Annual Prize distribution function, cultural and sports events. RKMV also publishes its Annual Magazine 'PADAM' with help of editorial team comprising of faculty members and the students. College Magazine provides a platform to the students to express their flair for writing and creativity through articles, poetry, photographs etc. Major distinctions of the students in cultural and sports activities are highlighted in the Magazine.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumnae Association –Old RKMVian's association came into existence in 2007 and has been registered as a society. The first Alumni function was held on 17th Oct, 2007 to make the 30 years of existence of the college. The day is also known as founder's day and the Dr. Sadhna Chaudhry was elected as first President and at present Mrs. Meera Singh is the President of the association. The Alumni of RKMV have excelled in various fields and created a special niche for themselves and brought laurels for their alma mater. It has, as its members, many distinguished alumnae occupying important positions across the country. The members of the association belong to different section of society like administration, politics, business, agriculture and law, etc. and contributing to society as well as supporting the welfare of college. The students who have completed UG from the college are eligible to register as a member of the alumni association. The associations celebrates women day, organizes FETE and cleanliness drive and help needy students in their studies.

5.4.2 – No. of enrolled Alumni:

65

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

7500

5.4.4 – Meetings/activities organized by Alumni Association :

3

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Conduct of Examinations. As a regular feature of the college, the term-end University Exams as well as Mid-term internally conducted house exams were conducted. The process was successfully accomplished by the collective efforts

of the office and the teaching staff. The date sheet is of mid-term exams is prepared in consultation with the Principal in a meeting of the staff council. The Question papers are designed by the concerned teachers and submitted to the examination committee for timely printing and procurement of other stationery required for the conduct of the exams. The faculty members are assigned duties for invigilation during exams and are informed about these duties electronically as well as through a notice circulated centrally. The non-teaching and ministerial staff members are assigned miscellaneous tasks to assist in the conduct of examinations. Respective teachers evaluate the answer scripts and inform the students about their performance in class. Answer booklets are shown to the students so that they can be made aware of their performance and doubts, if any, are addressed. Internal assessment awards are uploaded on the Himachal Pradesh University ShikshaPariksha e-Examination Utility. Annual Prize-distribution Function. The annual prize distribution function is held at the end of each academic year. For the smooth conduct of the function, various committees of teaching and non-teaching staff are formed. Names of prospective prize winners are invited from the various departments and committees by the compilation committee. The tentative list of winners is displayed on the college notice board to invite objections against discrepancies. The purchase committee is assigned the task to the purchase of prizes by following all codal formalities. The certificate writing committee is given the task of writing the certificates. In addition to these committees, there are other committees that are allotted different tasks for the smooth conduct of the function. On conclusion of the function, all the committees submit their statement of expenditure along with the bills to settle the accounts.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The curriculum is developed by Himachal Pradesh University. A systematic approach is developed for structuring and restructuring of curriculum. The Board of Study of each subject has senior faculty member as member of BoS from college and universities. The BoS meets frequently to offer suggestions and changes in the designed curriculum . The College teachers are also part of the Academic Council where different departments bring in their restructuring and modifications in syllabi for approval. There is no specific time -period but whenever need arises BoS has the right and authority to call meeting and discuss changes.
Teaching and Learning	The faculty is encouraged to focus on student centric learning pedagogies. The students are involved in the learning process by making it more participative. The integration of

	technology in the classroom , experiential and hands-on learning experiences, field visits, project work, internship, paper presentation, quiz, MTT, peer learning , assignments are regular features of teaching and learning process. The following activities augment learning outcomes: Active participation of studentsand teachersin the academic endeavors like workshops, conferences, seminars and programs on soft skills, life skills at college ,State national and international level is encouraged 2. Inter-departmental, subject societies and inter college, cultural ,sports and academic and co-curricular initiatives. 3. Youth festivals organized by university every year where all activities are divided in VI different groups.
Examination and Evaluation	Examination and evaluation have both internal and external systems in place.Internal examination and evaluation includes Mid term test(MTT) and internal assessment which is done by concerned teacher. Ther is fixed distribution of marks which is uniform in the whole State and across the discipline or subject. The Term End Examinations are external as the process in its entirety is completed by State University. Various mechanisms are devised to maintain maximum objectivity in the examination and evaluation process.
Research and Development	IQAC of the College works toward the capacity building of teachers for research and Development. This Cell circulate the notifications, letters, invitations for the academic activities among the members of the staff. The faculty attend maximum research capacity building workshops, research training programmes to equip themselves.The teachers are relieved off from their duties to attend induction programmes, short term programmes, FDPs RCs, OPs etc. from time to time.
Library, ICT and Physical Infrastructure / Instrumentation	Library is wi-fi enabled . computers are installed in the library for the use of teachers and students. Library has a system of book bank to help the needy, poor or desirous students. Students and -teachers have access to e-journals and e-books. Various

	newspapers, text books and miscellaneous reading materials , Braille books are available in the library
Human Resource Management	Before the beginning of each academic year annual committees are formed to complete different assignments/. The teachers are given / assigned with the work according to their interest or expertise. Students are also involved in various activities and programmes they work in tandem with the teachers. Apart from the annual committees whenever institution needs to accomplish some work committees are formed

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

E-governace area	Details
Administration	Employees- a) MANAV SAMPADA: The data and service books of all employees are managed through an integrated PMIS System functional in the name of MANAV SAMPADA. b) Official notices are displayed regularly in the college website. Purchase of all college related items is done via GeM portal.
Finance and Accounts	All salary transactions, medical reimbursement, T.A. bills, office expenses, arrear bills,GPFdepositions, withdrawals and challans are done online through the Treasury Software "HIMKOSH" of H.P. Government (https://himkosh.nic.in)
Student Admission and Support	For the benefit of the students, the admission facility - www.rkmvshimla.edu.in - Is available online.The admission fees, readmission fees, tuition fees, fine etc. are deposited online. In addition, the prospectus is available online and the registration of students is also done digitally. To provide financial support to students various scholarship schemes are also available online.
Examination	H.P.University is having its own Web Portal named Himachal Pradesh University Shiksha Parikshae Examination Utility (https://exams.hpushimla.in). Online entry of internal assessment, practical marks, declaration of results is done through this portal. Examination forms are submitted digitally. Results are also available on this portal.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	Nil	Nil	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Fruit and vegetable preservation and nutrition education	Fruit and vegetable preservation and nutrition education	22/08/2016	27/08/2016	45	27
2016	Pidilite Hobby Ideas -Workshop	Pidilite Hobby Ideas -Workshop	29/08/2016	31/08/2017	40	11
2017	Fruit and vegetable preservation and nutrition education	Fruit and vegetable preservation and nutrition education	28/02/2017	04/03/2017	41	19
2017	Workshop for teaching on CCS (CCA)	Workshop for non-teaching on CCS (CCA)	12/12/2017	12/12/2017	48	17
2017	Lecture on how to maintain e-service book	Lecture on how to maintain e-service book	20/10/2017	20/10/2017	Nill	10
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

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

development programme				
Participated in a Workshop on Frontiers in Physics (AWFR-2017)	2	17/03/2017	18/03/2017	2
Attended Training Programme on Capacity Building	1	01/08/2016	05/08/2016	5
Orientation Programme	2	08/05/2017	03/06/2017	28
Refresher Course on Research Teaching Methodology	2	22/08/2016	10/09/2016	21
Refresher Course on Visual Performing Arts	1	12/06/2017	01/07/2017	21
Refresher Course on Genetics Molecular Biology	1	16/01/2017	29/01/2017	14
Induction Training Programme	1	15/05/2017	27/05/2017	14
Attended a Workshop on Integrated nutrition development food preservation sponsored by women child development	5	28/02/2017	04/03/2017	6
Attended Workshop on GIAN	1	11/01/2017	17/01/2017	6
Workshop on Competence Building in English Language Career Guidance	1	04/06/2016	10/06/2016	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
52	10	47	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Study Leave, Academic Leave, All welfare schemes as per HP Government norms	Leave for Training and Capacity Enhancement, All welfare schemes as per HP Government norms	Scholarship Schemes by state and central government, free education, hostel facilities to tribal students or students from far flung areas, Book Bank facility, Concessional travelling, First aid facility in college and hostels.

6.4 – Financial Management and Resource Mobilization

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

The regular internal and external audits are conducted in the institution by the government agencies. The internal audit is done generally after the interval of three to five years by the local audit department of the state and external audit is done by Accountant General Audit office generally after the interval of ten years.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	NA
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	Yes	Accountant General	Yes	State Government

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

Parents Teachers Association is a very important part of the college activity by which teachers can coordinate with the parents of college students and prepare themselves better according to the needs of the students. The Key points discussed in the interaction of the parents Teachers Association this year were: i) The institution has to strengthen its human resource by engaging teachers in the subjects where required the number of posts is not available or not filled, from local PTA fund in order to provide quality education to the

students. The college has also engaged lab staff, security personnel, gardener, sweeper etc. from local funds. ii) Parents of irregular students are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority to encourage the students to come college regularly. iii) The parents were invited to give the feedback about the institution, student, and faculty. Suggestions from the parents regarding the improvement of institution were received.

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

i) To encourage support staff to attend various training programmes organized by govt. at Himachal Institute for Public Administration (HIPA). ii) Developing basic computer skills and operating xerox, fax, projector, internet and other ICT related facilities. iii) Computer training programmes are organised to update support staff about latest developments. iv) free accommodation for class iv employees.

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

(i) The College has initiated the process for financing the better playgrounds and other sports facilities like appointment of coaches in different games. the college has approached UGC for the sanction of grants for the construction of multipurpose gymnasium hall. (ii) The IQAC of the college has initiated to establish some linkages with institutions of higher learning within the state as well as outside the state for effective and efficient outcome s of learning. (iii) A well structured institutionalized feedback from academic peers and students has been initiated which can be utilized for enhancing functional efficiency of the college.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Lecture on How to improve API: An Appraisal	06/09/2016	06/09/2016	Nill	58
2016	Lecture on FRSR and Conduct Rules.	20/10/2016	20/10/2016	Nill	55
2017	Mental Health Talk	25/02/2017	25/02/2017	Nill	246
2016	Felicitation of A and A Grade holders	10/12/2016	10/12/2016	Nill	118
2016	Workshops to use Smart	05/08/2016	05/08/2016	Nill	63

2016	Induction program for I Semester students	14/07/2016	14/07/2016	Nill	943
2016	Orientation for non-teaching how to upload information on university website (CBCS)	11/07/2016	11/07/2016	Nill	15
2016	Lecture on Campus to corporate students	15/11/2016	15/11/2016	Nill	227
2017	Seminar on Re- accreditation process	10/02/2017	10/02/2017	Nill	62
2016	Feedback from students on curriculum, Teaching Learning Evaluation process and Basic facilities.	12/09/2016	12/09/2016	Nill	326
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Safety Programme	08/10/2016	11/10/2016	150	8
Women's Day: Women Empowerment	27/03/2017	27/03/2017	256	15
Women's empowerment: Activities organised by HP state women commission in	28/02/2017	28/02/2017	70	7

RKMV				
Self defence programme	10/03/2017	10/03/2017	110	11

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

Percentage of power requirement of the University met by the renewable energy sources
10 percent

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	25
Ramp/Rails	Yes	24
Braille Software/facilities	Yes	18
Rest Rooms	Yes	42
Scribes for examination	Yes	20
Special skill development for differently abled students	Yes	18
Physical facilities	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	Nill	365	Bank/ATM	Opening of accounts of students /teachers and people of local area	3000
2016	1	1	Nill	365	Photostate /photography available in campus	Serve all students and teachers. Even serve local community	2000
2016	1	1	Nill	365	Canteen /HPMC	Serve all	2000

					juice counter	students and teachers.	
2016	1	1	Nill	365	Book seller/stationary shop	Availability of books and stationary.	2500
2016	1	1	Nill	365	Pharmacy available	For sick girls.	50
2016	1	1	Nill	365	Examination centre for HAS,SSSC Hamirpur, NDA,PMT,ICDEOL,Bed ,Nursing college ,DU,UPSC exams	Examination centres	5000
2016	1	1	Nill	365	Advance studies/H.P University/state library situated in Shimla are providing best services.	Providing material easily for research purposes for students as well as teachers. These institutions have a motivating impact on students and teachers.	100
2016	1	1	Nill	365	HRTC Bus stop/taxi are available at college gate. HRTC Bus pass counter is available	Serving all students and even local community.	3500

| 2016 | 1 | 1 | Nill | 365 | State level hospital IGMC at ½ kilometer away from college. | Immediate relief for sick girls. | 20 |
| 2016 | 1 | 1 | Nill | 365 | Visit to age care Centre. | Students help serving elderly people in medical camps and attending talks on Alzheimer /Diabetic and other health issues. | 55 |

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Creating a more inclusive world	24/04/2016	24/04/2016	40
Hindi Diwas	15/09/2016	15/09/2016	663
Van Mahotsav	30/07/2016	30/07/2016	74
Environmental protection program	22/07/2016	22/07/2016	45
World Aids Day	03/12/2016	03/12/2016	19
World water day	22/03/2017	22/03/2017	604
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

I. Renewable Sources of Energy: Energy conservation has been treated as a priority area, both in terms of adopting concrete energy saving strategies on the campus and also in creating awareness among students and staff about its critical significance. The sun as primary source of energy can be tapped to light our colleges and universities. Major initiative has already been taken by the college by installing solar water heating systems in college hostels and is planning to install additional solar panels on the roof of science block to cater ever rising power requirements of the college. II. Plastic Free campus: RKMV maintains a plastic free campus. Since Himachal Pradesh has been declared

as plastic Free State by the Govt. the college also adheres to this practice. Girls are counseled from time to time not to use plastic bags in college and are encouraged to use cloth bags. More cleanliness derives are conducted in surrounding areas of college to ensure the plastic free/eco-friendly environment in the college. Students are educated about the side effects of use of plastic. Students are promoting plastic free environment by carrying cloth bags, jute bags, canvas bags, backpacks etc. Different talks are conducted to educate students about toxic chemicals leach out of plastic and causing cancers, birth defects, impaired immunity, endocrine disruptions and other ailments III. Paperless office The college has a paperless office. Examination forms are filled online and results are also declared online. Salary statements are generated by the e-salary software of the Govt. of Himachal Pradesh. Notices to the staff are sent online. The entire process of applying for scholarships and crediting the scholarships to the accounts of students is also done online. Majority teachers have social media Whatsapp group of their students through which all important instructions are promulgated. All important instructions and directions from the University, Directorate of Higher Education and Sectary of Higher Education, are conveyed through e-mail. Most of college administrative works are carried out without use of paper such as making of seating plans of house and university examination. IV. Green campus The college administration takes keen interest in keeping the college green and beautiful. Students and staff collaborate in placing potted plants in baskets. Tree plantation drive is carried out by Eco club, NSS, NCC, Rangers and Rovers every year. A green patch has been created near the tribal hostel where different varieties of plants are planted. Girls residing in the hostel also take care of the potted plants in the hostel premises. Van Mahotsav is celebrated every year. V. Compost pit All the biodegradable waste of girls' hostel is dumped in the compost pit to make manure and to bring that in use for planting new flower pots in hostel.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I Title of the Practice: Clothes Bank Objectives: To inculcate human values among students The objective here is to teach the girls that selfless social is what true self-worth is about. The Context To inculcate human values among students the concept of contribution to society is encouraged at RKMV. Students here are taught that social work can be done with minimum or no expenditure at all. It is motivation that is required to contribute to society. For inculcating above values, the donation of cloths through various societies of the college is continued every year. The Practice The College has been continuously transforming the lives of thousands of girls every year. Students are encouraged to inculcate the human values of caring, sharing and developing empathy towards the needy and the under privileged. They are taught that by helping others we are making this world a better place to live in. The basic objective of the clothes bank is to collect cloths from students who no longer need them and distribute these cloths to poor and needy. When the donation box is full these clothes are distributed among the under privileged. The gratification expressed by the recipients is a motivator for this noble activity. The students and staff also distribute these clothes through the Red Cross and Rotary Clubs, to the poorer patients and their attendants at the State Hospital (IGMC). These activities make the students realize the hardships of the poor and less fortunate and infuses a sense of empathy for fellow humans. Evidence of Success The evidence of success lies in the fact that requests for more such activities is ever increasing. The number of volunteers is also increasing rapidly. More and more students want to be part of these activities. The students are involved in both collection and distribution which gives them a great sense of gratification. Problems

Encountered and Resources Required At the very outset the students had to be motivated for these activities, which were done by changing their mind sets through various interactions such as general announcements, group discussions and face to face conversations etc. Best Practice -II Title: Healthy mind in healthy body Objective: Our institution believes that a healthy body and a healthy mind are both essential for the holistic development of society. Keeping this in mind a particular medical theme is chosen every year and practically applied. This practice also leads to the development of personalities capable of being successful both at the work place and also in the running of homes. When health is assured students work to the best of their ability and their efficiency increases. The Practice The College endeavors to make girls realize that their health is as important as their male counterparts. This has helped in correcting the long standing misconception that only the health of the bread winner, who invariably is a male, is important. The girls have also been made well aware that household work requires as much or even more energy than other professions. Effort is made to make girls realize that in order to be effective workers, good health is paramount. Keeping this in mind the institution organizes health camps, lectures and workshops at regular intervals. There were mainly two problems encountered in carrying out the practice. Firstly effort had to be made to motivate the students to attend the awareness lectures and health checkup camps. Students were explained how these camps will help in improving their health. The second problem was regarding arranging the medical checkup teams (Doctors and paramedical staff for conducting various health checkup camps). CONTEXT Effort is made to make girls realize that in order to be effective workers, good health is paramount. Keeping this in mind the institution organizes health camps, lectures and workshops at regular intervals. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED There were mainly two problems encountered in carrying out the practice. Firstly effort had to be made to motivate the students to attend the awareness lectures and health checkup camps. Students were explained how these camps will help in improving their health. The second problem was regarding arranging the medical checkup teams (Doctors and paramedical staff for conducting various health checkup camps). Best Practice III Title: Roti Bank The context Collection of roties donated by students and staff of RKMV which is further distributed to an NGO Almighty Blessings". The Practice RKMV Roti Bank works in collaboration with an NGO Almighty Blessings, which serves langar to patients and their attendants at cancer hospital, IGMC Shimla and Kamla Nehru Hospital for Women. The students and staff of RKMV contribute rotis to this NGO, which are served in the evening at both the hospitals. Alumni association of RKMV has also organized Langar at the cancer hospital. Students also help in serving the patients and their attendants during the langar. This practice helps in imbibing in the students the value of dignity of labour. Students realize that service to the needy is service to God. The students and the staff of college is motivated to celebrate their birthdays and other festivals by donating raw materials or token money for langers in IGMC hospital. Best Practice: IV Title: Book Bank Objective: Usable old textbooks from students of all classes are collected for a Book Bank. The idea is to inculcate the feeling of caring and sharing among students.And to help needy students. The context All the students of RKMV do not belong to a sound financial background. To help such students book banks have been created by the different departments and hostels of the college. The Practice Indira Gandhi Tribal Hostel 'Book Bank' has more than 400 old text books voluntarily donated by student further provided to needy students free of cost.This lessons their economic burden.These textbooks have to be returned after completion of the academic year so that these can be reused by incoming students. Such book banks are also created by the different departments of the college. These books are further provide books to the needy students. Reusing textbooks also conserves resources and curtails paper waste, besides educating children to

recycle and take care of the environment. This will reduce strain on natural resources and lower the cost of producing paper and textbooks. The evidence of success The evidence of the success of these book banks lies in the fact that Indira Gandhi Tribal Hostel 'Book Bank' has more than 400 old text books voluntarily donated by students. Every year large numbers of students use books from these banks and complete their education without much financial burden over their families.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://rkmvshimla.edu.in/iqac/bestpractices/

7.3 – Institutional Distinctiveness

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

The institution always looks forward to mould and empower the students in the pursuit of knowledge, values, social responsibility and help them achieve excellence in various fields, thereby also preparing them to face global challenges. The institution with a status of "COLLEGE WITH POTENTIAL FOR EXCELLENCE" accredited by UGC is the only government college for girls in Himachal Pradesh. An effort is always being made by the college to live up its motto "Sa Vidya Ya Vimukta" "Knowledge is that librates" which motivates us in our quest for perfection and liberates us in our quest for perfection and liberates us from the shackles of ignorance and darkness around us and leads us on the path of enlightenment Ever since its inception there is a strong commitment to excellence in teaching and sports. It's rich academic as well as sports tradition has always attracted the most talented students who later on went to make important contributions to the society. Our distinguished sports women have bagged top position in Kho-Kho championship in All India inter varsity competition. The college students won four gold medals in HPU inter college Boxing championship, 2 gold medals in HPU inter college Judo championship, silver medal in all India interuniversity boxing championship, two in Senior Nationals in judo, 3 silver medals in HPU inter college Taekwondo championship, three silver medals in HPU inter college wrestling championship, 1bronze medals in HPU inter college wrestling championship, bronze medal in 5000 and 10000 meters each in HPU inter college annual Athletic Meet, bronze medal In inter college Judo championship , 6 bronze medals in HPU inter college yoga championship. The College secured 2nd position in HPU inter college cross Country championship and third position in HPU inter-college yoga championship. Distinguished students of our college were also highlighted in the newspapers. Neelam a student of B.A-III represented the nation in South Asia Federation games held in Guwahati in 2016. Shashi k. Negi and Pema Negi also brought laurels to the institution by winning gold medal in inter college boxing championship. In spite of no fully fledged playground the college distinguishes itself in sports faculty holds top positions in this area which aids in proving its motto of "Potential for Excellence". Inclusive Education is the key feature at RKMV. Visually impaired students are encouraged by the collage and they complete their graduation while residing at the tribal hostel. The college management in collaboration with an NGO provides all facilities to these students in the mode of Braille script, walking sticks with sensors, scribes for examination etc. One of our visually impaired students qualified NET and performed abroad. She was also declared as "YOUTH ICON" by the state government. RKMV has also been excelling sports. It has won the overall trophy for the best college in sports twice in the last five years. special mention needs to be made here of the college "Kho-Kho" team which won the HP University state championship repeatedly and individual players have been selected at the national level.

Provide the weblink of the institution
http://rkmvshimla.edu.in/about/instidist/

8.Future Plans of Actions for Next Academic Year

In view of simultaneous functioning of two academic systems i.e. UGC recommended Choice Based Credit System (CBCS) and Himachal Pradesh University's own RUSA (CBCS) the need to plan the proper functioning of the academic session become an important task for the Internal Quality Assurance Cell (IQAC). Along with it the simultaneous running of construction work in the college premise has put the already available limited resources under stress. Given these limitations, the proposed plan of action for the academic session 2017-18 will be as follows: 1) Working towards second cycle accreditation process: Due to some reason the NAAC re-accreditation process of the college is pending since 2008. In next academic session the IQAC activities will be focused around the completion of the process. 2) For effective conduct of academic and co-curricular activities, the IQAC of RKMV Shimla will implement criteria specific approach for forthcoming academic session. a. Criteria I: Keeping in view the feedback received with regards to academic delivery of the faculty members and for effective implementation of curriculum the focus of the IQAC will be on strengthening the department level planning in this regards. During the second year of implementation of UGC (CBCS) the department will be asked to offer value based courses as skill enhancement courses to improve the employability of the graduating students of the institution. b. Criteria II: Teaching Learning and Evaluation: This criteria will be of special interest for the IQAC for the session. Under this head the emphasis will be on management of teacher student ratio, student mentoring system and on improving the student evaluation system of the college under CCA. c. Criteria III: Research, Innovation and extension: Under this criteria the focus of IQAC shall be on maximising the teacher's participation in research activities. Teachers shall be encouraged to take up major or minor research projects. d. Criteria IV: Infrastructure and Learning Resources: under this head the student feedback received for the session 2016-17 seeks for intervention. The library at RKMV is one of the biggest asset whereas IT is something in which IQAC plans to focus on during the forthcoming academic session. e. Criteria V: Student support and progression: Efforts will be made to include majority of students under the scholarship net and further initiatives will be taken to enhance the capacity of students, the strength and applicability of the student grievance redressal, prevention of sexual harassment and anti-ragging measures will be reviewed and strengthened wherever applicable. f. Criteria VI: Governance, leadership and development: implementation of e-governance in the field of research and development will be practiced, teacher's participation in professional development programmes will be encouraged. g. Criteria VII: Institutional Values and Best Practices: emphasis on providing much needed assistance to Divyangjan, use of solar energy etc will be taken.