



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	RAJKIYA KANYA MAHAVIDYALAYA, LAKKAR BAZAR, SHIMLA, HIMACHAL PRADESH
Name of the head of the Institution	Dr. Navendu Sharma
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01772807959
Mobile no.	8278789590
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

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Women</b>
Location	<b>Urban</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Dr. I. D. Sharma</b>
Phone no/Alternate Phone no.	<b>01772807959</b>
Mobile no.	<b>9418478711</b>
Registered Email	<b>idsharmasolan@gmail.com</b>
Alternate Email	<b>rkmviqac@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://rkmvshimla.edu.in/images/uploads/2017-18%20aqar_report.pdf">https://rkmvshimla.edu.in/images/uploads/2017-18%20aqar_report.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://rkmvshimla.edu.in/about/calendar/">http://rkmvshimla.edu.in/about/calendar/</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B++</b>	<b>80.55</b>	<b>2003</b>	<b>16-Sep-2003</b>	<b>16-Sep-2008</b>

<b>6. Date of Establishment of IQAC</b>	<b>15-Jul-2008</b>
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Proposal to introduce new</b>	<b>01-Jun-2018</b>	<b>60</b>

certificate and diploma courses	1	
Workshop on student performance evaluation	06-Sep-2018 1	58
Lecture on Mentoring	24-Aug-2018 1	60
Training session on research skills to various disciplines	20-Aug-2018 1	62
Revisiting Vision and Mission of the college: Discussion	04-Aug-2018 1	61
To encourage Faculty to deliver lectures using LCD/PPTs	10-Jul-2018 1	65
Interactive session for teachers and students	16-Jul-2018 1	1060
Seminar on newly introduced (Annual) system	06-Jul-2018 1	60
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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	Annual Budget	State Government	2018 365	92750698
Institution	RUSA	UGC	2018 365	15000000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities</b>	No

during the year?

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

- To systematize the data for AQAR
- Robust feedback system was developed
- Teachers were motivated and persuaded to undertake more research activities
- Consorted efforts were made to work on NAAC process
- Many academic activities were organized in the college.

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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
The cell will organize the programmes / activities like discussions, symposia, workshops, seminars, conferences etc.	Activities were organized
All the applications for research/project proposal/ seminar/conferences will be routing through IQAC and IQAC will maintain the record of the copy of the forward letters.	Systematic procedure was developed to route the applications
The proposal for starting add-on , skill enhancement and PG courses will be sent to the government and other agencies	Process started
Improve social relvance through meaningful outreach	Effective implementation of community outreach program was achieved
To develop research culture on campus and research output by providing capacity building opportunities for faculty	The outcome in terms of publication and attending research based programs increased.
To equip faculty with changed system of teaching-learning-evaluation	Organized one day program for faculty of various departments
To augment quality education by providing induction program for newly recruited faculty	Organized Induction Program
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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

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	28-Feb-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>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</p>

## 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

Being an institution affiliated to the Himachal Pradesh University, our college has adopted the syllabus provided by the Himachal Pradesh University, Shimla. Since 2016-17 on the direction of Himachal Pradesh University, curriculum and course structure were revised to adopt the UGC recommended CBCS for undergraduate classes. However, due to geographical constraints Himachal Pradesh University Shimla had to switch from semester to yearly system. Therefore, the college from current academic session onwards has adopted the newly framed curriculum. This annual system is also based on the Choice Based Credit System (CBCS) having its basic nomenclature same as has been prescribed by the UGC with the difference that the implementation will be annual in place of semester as has been prescribed by the UGC. With regard to the contribution made by the faculty members in curriculum enrichment, 12 faculty members of our institution participated in Board of Studies of various departments of Himachal Pradesh University Shimla in various capacities such as chairperson board of studies (1); member, board of studies (9) and special invitee members (2).

Under annual system as well, students are being provided with academic flexibility as has been prescribed by the guidelines received from the Himachal Pradesh University, Shimla from time to time. At the beginning of the academic

year college publish its own academic calendar in the college prospectus. In academic calendar all information about the tentative date of term end of both even and odd semester, practical examination, vacation etc. is also provided to the students. Under semester system college authorities were finding it difficult to keep balance between academic and co-curricular activities and the same was also experienced in academic delivery and result outcomes as well. However, under this new annual system the college administration was able to put its focus on both academic and co-curricular activities as well. Subject allocation to the faculty members are done by head of the departments based on the faculty's area of specialisation, interest and willingness. The faculty members are further required to prepare their student database course file and other logistics required during the course of the academic session. The progress on the front of curriculum coverage and workshops, seminars etc. are monitored by the Principal through staff meetings and departmental reviews from time to time. For the purpose of effective teaching learning teachers are encouraged to adopt new teaching methodologies.

#### 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
ITES	Nil	07/09/2018	365	Employability	207 students enrolled under skill development program on IT Enabled Services
BFIS	Nil	07/09/2018	365	Employability	90 students get enrolled in Skill Development Programme on Banking, Finance, Insurance Sector

#### 1.2 – Academic Flexibility

##### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Education	23/05/2018
BA	Tourism & Travels Management	01/03/2019
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##### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ARTS	01/07/2018
BCom	COMMERCE	01/07/2018

BSc	SCIENCE	01/07/2018
BSc	MICROBIOLOGY	01/07/2018
BSc	BIOTECHNOLOGY	01/07/2018
BCA	COMPUTERS	01/07/2018
PGDCA	COMPUTERS	01/07/2018

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

	Certificate	Diploma Course
Number of Students	267	Nil

### 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
Classical Music- Vocal	02/07/2018	36
Classical Music- Instrumental	02/07/2018	6
Classical Music- Dance	02/07/2018	40
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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	43
BSc	Biotechnology	9
BA	Journalism	12
BSc	Microbiology	2
BCA	BCA	10
PGDCA	PGDCA	5
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Nil

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

Feedback Obtained
Being the only government run girls college of the state, students not only from all parts of the state but also from the other states and countries are also studying in this institution. Therefore, attainment of higher level of satisfaction of stakeholders bring not only glory and pride to the institution but also helped in establishing institution of excellence. It is with this

motive that the IQAC cell is taking feedback not only from the students and teachers of the institution but also from the parents of the students studying in the college. Feedback questionnaire consists of questions pertaining to various academic, infrastructure and co-curricular aspects of a higher education institute. The feedback so received is utilised by the institution for the betterment of our services in the interest of the stakeholders. Based on the feedback college administration understand and capture the satisfaction derive from the use of resources available at their disposal for the smooth conduct of academic activities. Feedback taken from the students tends to capture are based on the adequacy of syllabus, teacher's ability to teach the subject and control the class, use of tools and techniques. Teachers attaining below average score are informed about their performance feedback as has been given by the students and asked to improve on the aspects in which they are rated below average by the students concerned. During session 2018-19 the student feedback on evaluation of teacher's on various aspects of teaching - learning were taken. From the analysis of the feedback it was found that almost all departments of the college were rated good and above it. The average rating of almost all departments and teachers in almost all 11 criteria were above 4. Barring some exceptions this was a matter of satisfaction for the IQAC. Whereas on the front of evaluation of physical infrastructure especially college canteen, sports facilities, cultural activities held in the college the feedback was not encouraging. The Internal Quality Assurance Cell on the direction of the Principal held the meeting of the college committee on the same and issues directions for the improvement in the services at the college canteen. Similarly the relatively lower score on the feedback of sports facility was also discussed and it was found that this was due to use of playground for ongoing construction activity of new college building. In general the feedback on that front was also encouraging for the college. Teacher's feedback on various aspects of college functions were also taken and the findings were utilised by the IQAC for further improvement in the next academic session. Major issues raised by the faculty members in the feedback forms were with regards to the shortage of classroom in the college. However, in the review meeting it was conclusively established that with the handover of new college building this issue will be sorted out.

## **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	Microbiology	25	Nill	Nill
BSc	Biotechnology	25	8	8
BCA	Computers	60	30	30
PGDCA	Computers	20	20	20
BSc	Life Sciences and Physical Sciences	Nill	347	347
BCom	Human Resource Management, Marketing and Finance	Nill	161	161
BA	Nill	Nill	781	781



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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3948	Nil	69	Nil	Nil

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
69	34	16	15	15	5
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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The government college RKMV has had the mentor program in place since the session 2018-2019. It was decided that all the students of the college would be divided into mentors group and each group would have a teacher mentor. The students would be allocated to these groups by random distribution mentors would meet their mentees. The mentors would get to know their mentees personally and responsible for their well being in the college they would counsel them if required or use their session for reaching out to them with human cultural and moral values. All teachers were allocated their mentees and they meet them as per schedule notified through the notice board. The first few meetings did not show much students turn out but gradually over the subsequent meetings, the attendance in the session grew remarkably. The program has since been a regular feature and part of the monthly curriculum. Types of mentoring in our institution are: 1.To enhance teachers students relationship. 2. To enhance students academic performance and attendance. 3.To minimize students dropout ratio. 4. To make them eco friendly. 5. To encourage students for social work.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1671	69	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
64	59	5	9	32

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Anita Sharma	Associate Professor	Best Teacher

Nil	Ms. Sangeeta Jhagta	Associate Professor	Certificate of Appreciation
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	Semester	18/05/2019	10/07/2019
BCom	BCom	Semester	02/05/2019	10/07/2019
BSc	BSc	Semester	15/05/2019	10/07/2019
PGDCA	PGDCA	Semester	10/05/2019	10/07/2019
BCA	BCA	Semester	17/05/2019	10/07/2019
BSc	Biotechnology	Semester	13/05/2019	10/07/2019
BSc	Microbiology	Semester	10/05/2019	10/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous internal evaluation is considered one of the most important aspects, so college has carefully implemented the curriculum designed by HPU. As per rules each department calculates the internal assessment of students. Students are evaluated on the basis of mid-terms, attendance, seminars, presentations etc. Various innovative and contemporary methods of teaching are used in the teaching - learning process like lecture method, group discussion, quiz, tutorials, peer teaching, seminars etc. Faculty conducts unit test/surprise test, collaborative learning practices, project-based assignments, tutorial classes, remedial classes to evaluate student's performance to get better results. Result review meetings are conducted with result analysis and remedial actions for further improvements in student's performance with faculty, HOD and Principal. Teachers are continuously assessing the student's performance right from the beginning till the end of academic year. The examination cell of the college works in very effective manner with zero tolerance for malpractice of any kind. Due to the effective co-ordination between head of institution and IQAC, students are showcasing extraordinary performance in all curricular, co-curricular and extra-curricular activities by engraving their names in the merit list of the university or by fetching positions in HP University Youth Festival competitions.

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

The Principal carry out various meetings with the conveners of various committees and IQAC members to prepare the academic calendar. The academic calendar is available on our official college website that displays the dates and process of admission in various courses, roll-on admission last date, dates of various events to be organized in the college and intercollege. Our academic calendar is effectively formulated to ensure deliberation of various curricular and co-curricular activities. Since R.K.M.V is affiliated to Himachal Pradesh University, we schedule our events given by the university. However, the college is free to schedule various events on its own like Annual sports days, cultural events, Prize Distribution Ceremony, seminars/ workshop, industrial

visits, academic tours etc. the academic calendar aids the staff members and students in proper functioning of the college.

## 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)

<https://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
BCom	BCom	Nil	235	215	91
BSc	BSc	Life Sciences and Physical Sciences	301	245	81
BCA	BCA	Computers	31	31	100
PGDCA	PGDCA	Computers	20	20	100
BSc	BSc	Biotechnol ogy	15	15	100
BA	BA	Nil	560	352	63
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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)

[https://rkmvshimla.edu.in/images/uploads/Feedback%20Analysis%20\(2018-19\).pdf](https://rkmvshimla.edu.in/images/uploads/Feedback%20Analysis%20(2018-19).pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NA	Nil	Nil
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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	Nil	Nil	Nil	Nil

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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	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2	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
Nil	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	Nil
National	Sociology	1	Nil
International	English	2	Nil
International	History	1	Nil
National	Physics	2	Nil
International	Mathematics	1	Nil
International	Philosophy	1	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	2
Physics	2
Political Science	1
Botany	1
Chemistry	1
Zoology	1
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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	Nil	Nil	Nil	Nil

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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	7	Nil	Nil
Presented papers	24	5	Nil	Nil
Resource persons	4	2	2	Nil

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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
Tree plantation, Poabo village, Bharari H P (150 trees planted)	NCC / Department of Forests, Govt of HP	1	150
Participation in Mock youth Parliament	NCC / Nehru Yuva Kendra Govt College Sanjauli, Shimla-6	1	8
Participation in the National Integration Camp	NSS / Jamia Millia Islamia , Delhi	1	2
Participation in National Integration Camp	NSS/National Service Scheme, Shivalik School, Mohali, Punjab	1	2
Yoga workshop	NSS/ Sh Het Ram, Indira Gandhi Medical College, Shimla -1	1	45
Self Defence Workshop	NSS/Sh Ajay Thakur, Indira Gandhi Sports Complex, Shimla-1	1	28
Blood donation Camp	NSS/Dr M L Kaushal, Indira	1	8

	Gandhi Medical College, Shimla -1		
Serving of food to cancer patients their relatives	NSS unit ,/Cancer Hospital, Shimla-1	1	16
Kargil Day Celebration	NSS /YRC/NCC/Rotaract RKMV Shimla	4	198
NCC Combined Annual Training Camp	NCC/19,Baru Sahib, Sirmaur, H P	1	50
<a href="#">View File</a>			

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
Beti Bachao, Beti Padhao, Drugfree, Forestation Campaign, Swachh Bharat Cleanliness Drive at Rajhana Village Shimla-9	Letter of Appreciation To the institution for Extension work by NSS unit	Gram Panchayat Rajhana Kasumpti Shimla-9	Nil
Distribution of Food to Patients at Cancer Hospital IGMC Shimla by Rotaract Club RKMV Nov.2018	Letter of appreciation to the Institution	Almighty Blessings Regd.No.3 24/14Dt.15-11-2014 Sood Niketan Swastik Marg Lower Longwood, Shimla-1	Nil
WORLD AIDS DAY [NCC]	HONOUR FOR EXCELLENT SUPPORT (NCC)	HP STATE AIDS CONTROL SOCIETY	Nil
Blood Donation Camps	Certificate (Rotaract Club)	Department of IH Blood Transfusion, IGMC Shimla	Nil
Co - Organizer Manthan Program	Certificate to Rotaract Club RKMV Shimla	Rotary Club Shimla Mid Town	Nil
Social Work at Mental Health and Rehabilitation Hospital Shimla	Certificate	Secretary, HP State Red Cross	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS unit / Ms Reeta Thakur	Cleanliness cum awareness	1	31

	Councillor, Municipal Corporation, Shimla	drive , village Frood, Bhattakufer, Shimla 9		
International Women's Day celebration	1 HP Girls Bn NCC/ YMCA Shimla-1	International Women's Day celebration	1	15
Environment Awareness	Rotaract Club/ Rotary Club, Shimla	Environment Awareness Campaign	1	110
Nutrition awareness	Home Science Dept / Community food Nutrition Extension Unit, Shimla Ministry of Women Child Development, Govt of India.	Nutrition awareness week	2	40
Food Nutrition awareness for SC/ST Women	Home Science Dept Community food /Nutrition Extension Unit, Shimla Ministry of Women Child Development, Govt of India.	Certificate Course on Fruit Vegetable Preservation and Nutrition Education for SC/ST	2	40
Celebration of Breastfeeding week	Home Science Dept Community food / Nutrition Extension Unit, Shimla Ministry of Women Child Development, Govt of India.	Celebration of Breastfeeding week	2	50
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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
Nil	Nil	Nil	Nil
<a href="#">View File</a>			

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

Project	Project work Microbiology	Central research Institute Kasuali H.P. Ph.No.01792- 273105,27211 4	02/05/2019	30/06/2019	2
Training	ICT Industrial Training BCA/PGDCA	ICAI ComputerIT SKILL ENHANCEMENT INSTITUTE MOHALI Punjab Ph.No .6284916580, 9876613092	18/03/2019	17/04/2019	5
Training	Lab Training Bio technology	Regional Hospital Rec ongPeoDist.K innaur H.P. Ph.No. 01786-222319	01/01/2019	31/01/2019	1
Training	Lab Training Bio technology	Indira Gandhi Medical College Shimla H.P P h.No.0177-25 4713	01/01/2019	31/01/2019	8
Training	NCC Annual Training Camp	Baru Sahib Dist.Solan H.P. Ph.No.98160 33303	14/07/2018	24/07/2018	Nil
Training	NCC Combined Annual Training Camp	Baru Sahib Dist.Solan H.P. Ph.No.98160 33303	04/07/2018	13/07/2018	Nil
Training	ICT Internship on Pilot Basis	ICAI ComputerIT SKILL ENHANCEMENT INSTITUTE MOHALI Punjab Ph.No .6284916580, 9876613092	18/03/2019	17/04/2019	10
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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
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Indian Institute of Skill Development	07/09/2018	For Collaboration in Skill Development	267
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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
615963	615963

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
No file uploaded.	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13672	1381561	29	5769	13701	1387330
Reference Books	10937	1071413	14	8556	10951	1079969
e-Books	3135000	5900	3135000	5900	6270000	11800
Journals	7	5663	8	5693	15	11356
e-Journals	6000	Nill	9000	Nill	15000	Nill
CD & Video	98	42619	Nill	Nill	98	42619
Library Automation	24074	Nill	34	Nill	24108	Nill
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	154	2	2	3	2	6	9	4	6
Added	0	0	0	0	0	0	0	0	0
Total	154	2	2	3	2	6	9	4	6

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

4 MBPS/ GBPS
--------------

##### 4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5021000	418563	5021000	617496

##### 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. 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. **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:** 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.

**Library Maintenance:** Library is maintained under the supervision of the librarian and the library committee. Committee is responsible for the purchase and procurement of books and other material with the approval of principal. Recommendations and requirement from individual departments is sought on yearly basis. The library receives grants from UGC and RUSA and Amalgamated Fund and lapse library security fund. **Sport Facility Maintenance:** The Purchase Committee looks after the maintenance of upgraded sporting facilities in the college. It works on the recommendations of the Department of Physical Education. A Sports Committee is constituted to monitor the various activities of sports. The Sports Fund collected from students and Amalgamated Fund, along with RUSA and UGC grants are gainfully utilized to provide upgraded sports facilities for students. **Academic Support Maintenance:** Academic maintenance is carried out by various academic committees constituted keeping in view the various scholastic needs by the Head of the institution. UGC and RUSA funds are utilized for maintaining academic support facilities.

<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	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	KC Postmatric SC,ST,OBC IRDP, Maharishi Balmiki, Dr. Ambedkar (PMS) Integrated Rural etc.	147	1843912
b) International	Nil	Nil	Nil
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Health check-ups and health tips for RKMV Girls	28/02/2019	400	Govt. Hospital
100 smile programme by Amar Ujala	20/02/2019	400	NSS Women Cell----SHO Mrs. Reena and her students
Yoga tips for students	16/02/2019	100	Sh. Het Ram Sharma
Workshop on cancer: Uterus and Breast Cancer in ladies taking care	30/08/2018	300	Dr. Manish Gupta Dr. Anju Chanan from IGMC Shimla.

of such patients.			
Two Blood donation Camps	09/08/2018	90	Govt. Hospital
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 passed in the comp. exam	Number of students placed
2018	Banking Finance Services Insurance (BFSI)	60	Nil	Nil	Nil
2018	IT ITES CRM	207	Nil	Nil	Nil
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
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	BCom	Commerce	DAV Chandigarh	M.Com
2019	1	BCom	Commerce	HP University	M.A. in Economics
2019	1	BCom	Commerce	Bahra University	MBA
2019	1	BCom	Commerce	Nil	MBA
2019	3	BA	Arts	HP University	MA

2019	4	BSc	Science	HP University	BEd
2019	17	BSc	Science	HP University	MSc
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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
No file uploaded.	

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

Activity	Level	Number of Participants
Fresher's Day (04-08-2018)	College Level	600
Fresher Day by Tribal Sainik Hostel (Jannet Ki Sair)	College Level	200
10 Day workshop on clay Modelling (Fine Art Dept.)	College Level	22
Farewell to final year students 23rd March 2019	College Level	600
Mehendi Compition (2nd March 2019)	College Level	30
Right of Voter, SVEEP	College Level	800
Worlds AIDS day 1st Dec., 2018 (poster making, Slogan writing and Declamation contest)	College Level	340
Badminton Championship	State Level Championship	250
Annual Prize Distribution function 06-04-2019	College Level	1200
No file uploaded.		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold Medal	Nill	1	Nill	Nill	Rekha
<a href="#">View File</a>						

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 • 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 (Registration Number:12). 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:

40

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

2

## 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)

**Decentralized Management:** The institution supports a trend of decentralized governance with well-defined structure, functions and roles. Regular meetings of the various academic and administrative committees are held for the effective and smooth functioning of the institution. For the smooth functioning of the committees of the college clear guidelines and role distributions are defined and for effective functioning various administrative and academic committees hold regular meetings. The Administration of the institute and decision making process is made effective and participatory and transparent as different committees and associations are made part of the process. The complete autonomy is enjoyed by the respective committees. Some of the important committees of the college are as follows: 1. Principal (As Chairman of the Committee). 2. Advisory Committee (Apex decision making body). 3. Staff Council 4. Internal Quality Assurance Committee (IQAC). 5. Dean of Student Welfare 6. Coordinators and Conveners of respective committees. 7. Head of the Department (HODs). 8. Parents and Teachers Association (PTA). 9. College Student Central Association (CSCA). The Principal is the vested with DDO (Distribution and Disbursing Officer) power for the development of the institution. The HODs are responsible for day to day activities of the department. The other members of the staff, students, parents and alumnae of the institution are also involved in the decision making process. The formal and informal mechanisms are developed for the suggestions, ideas and feedback from all the stakeholders of the institution. Therefore the institution promises to promote the culture of participative management, transparency and accountability of all stakeholders.

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
Teaching and Learning	With regards to curriculum delivery, the college has well established and time tested mechanism in which all departments of the college participate in departmental meetings regarding distribution of courses among faculty members and also make timeline and planning for the effective implementation of all aspects of curriculum. The academic calendar prepared before the commencement of the academic session and local conditions are also taken into account by each department and is also taken care of during the departmental meetings for effective curriculum delivery.

<p>Curriculum Development</p>	<p>All degree programmes offered by the college are affiliated to Himachal Pradesh University, Shimla. The curriculum followed by the college is also prescribed by the Himachal Pradesh University, Shimla. Faculty members of our college are also member of board of studies and board of social sciences and board of sciences.</p>
<p>Examination and Evaluation</p>	<p>The main reforms initiated by the examination committee are the timely declaration of the time schedule of the tests in the beginning of the year, timely compilation of the results and addressing all the queries and the grievances of the students. Head of each department ensures the eligibility of each student and list of ineligible students is displayed and uploaded on website. The list of ineligible students is handed over to controller of examination and same is verified by him/her before final verification by the Head of the institution.</p>
<p>Research and Development</p>	<p>The IQAC of the college take the initiative to conduct meetings for sensitizing and promoting research climate in the campus. The IQAC sensitized the faculty to obtain research grants for quality research grants from various funding agencies like UGC, ICSSR, ICPR, ICHR etc. Teachers are encouraged to fulfill the pre-requisite for the promotion of the scale, research component (category - III of Annual Confidential Report) as it has been made mandatory by the government of Himachal Pradesh. Incentives like duty leave of 7 days per academic session and Travelling Allowance is also given for the selected programmes.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>In Library, ICT and Physical Infrastructure /Instrumentation 2 personal computers, printers, K-Yan, LCD and other equipments were added in the library to make student get access to e-journals and e-books along with other ICT resources. Login ID were created for faculty members and students to access INFLIBNET. More than Rs.6 lakh were spent on the purchase of new books for library. Apart from this more than eighteen lakh were spent on academic support facilities such as purchase of lab items in physics department, LED for Dance Department,</p>



	Equipment for commercial arts, fine arts, music, Sainik and Tribal Hostel, Home Science and Botany department.
Human Resource Management	The college has effective and efficient system of management for its human resources. The College administration identifies capabilities, interest and potentials of each teacher the work is assigned to her/him accordingly. To meet out the requirements of the college some employees are appointed from various funds like PTA, Hostel Fund and Miscellaneous. The teachers are rewarded for their performance in the annual prize distribution function.
Industry Interaction / Collaboration	Career, Guidance and Placement Cell of the college is tasked with initiatives to collaborate with various industry/agencies for interaction, guidance and placement.
Admission of Students	The college follows admission process strictly on the basis of merit in all the courses and hostels. The reservation policy of the state government is adhered to for the purpose of the admissions. the objectivity and transparency is maintained in the admission process.

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

E-governance area	Details
Planning and Development	The college has its own well functional website which is used by the authorities for implementation of academic activities and other developmental plans for the benefit of students. The planning at government level is conveyed to all the colleges of the state through the website of DoHE, HP University and Govt. of Himachal Pradesh.
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. c) 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, GPF depositions, withdrawals and challans are done online through the Treasury

	Software "HIMKOSH" of H.P. Government ( <a href="https://himkosh.nic.in">https://himkosh.nic.in</a> )
Student Admission and Support	For the benefit of the students, the admission facility - <a href="http://www.rkmvshimla.edu.in">www.rkmvshimla.edu.in</a> - 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 ShikshaParikshaeExamination Utility ( <a href="https://exams.hpshimla.in">https://exams.hpshimla.in</a> ).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
2018	Nil	Dr. Manju Lata Sharma	International Conference	Nil
<a href="#">View File</a>				

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)
2018	Fruit and vegetable preservati on and nutrition education	Fruit and vegetable preservati on and nutrition education	08/07/2018	13/07/2018	60	20
2018	Transfor ming our World Oppo rtunities	Nil	30/11/2018	02/12/2018	120	Nil

	and Challenges					
2019	Competitive NAAC Workshop cum Interactive Session	Nil	25/03/2019	25/03/2019	157	Nil
2018	Changing Face of Language	Nil	15/12/2018	15/12/2018	50	Nil
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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 development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	4	18/06/2018	07/07/2018	21
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	14	Nil	16

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
100 percent Medical reimbursement, TWF, Duty leave for attending seminars, conferences, programs and other officially assigned duties, Maternity and Paternity leave, LTC, Group Insurance Scheme, Ex-gratia grant etc.,	100 percent Medical reimbursement, Duty leave for attending seminars, conferences, programs and other officially assigned duties, Maternity and Paternity leave, LTC, Group Insurance Scheme, Ex-gratia grant, Compensatory Leave etc.,	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.
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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	Funds/ Grnats received in Rs.	Purpose
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funding agencies /individuals		
State Project Director Samagra Siksha and Information Public Relations Department	25000	International Conference
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

2173591
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**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	State Government	Yes	Advisory Committee

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

The Parent Teacher Association was formed on 11th August, 2018. Parents along with the college administration play a vital role in the overall development and smooth functioning of the institution. PTA directly or indirectly helps to improve the teaching and learning experience. a sum of Rs. 725903/- was incurred on the miscellaneous expenditures of the college from the PTA fund.

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

1. May Day: The May day was celebrated in the college where about 400 students and members of the staff were present Poster making and essay writing competitions were held on the issues like dignity of labor and development of cooperative eco system in the campus. 2. Awareness program on rights and responsibilities was organized for the support staff of the college on 4th June, 2018. 3. Workshop on Sanitation and Hygiene was organized on 12th January, 2019.

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

1. Reestablishment of language lab in the college. 2. Proposal for starting PG courses. 3. To make campus environment friendly.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Health Awareness Camp	05/07/2018	05/07/2018	06/07/2018	312
2018	Workshop	24/08/2018	24/08/2018	24/08/2018	150

	on Teaching, Learning and Evaluation models				
2018	Invited lecture on enhancing research capacity	20/09/2018	20/09/2018	21/09/2018	72
2018	Orientation on social relevance and outreach programs	10/09/2018	10/09/2018	10/09/2018	133
2018	Organized competition on poster making, collage making and slogan writing	28/09/2018	28/09/2018	28/09/2018	107
2018	Kahani Lekhan, Kavita Lekhan tatha Nibhand lekhan pratiyogita on Hindi Divas	14/09/2018	14/09/2018	14/09/2018	35
2018	Talk on Eve teasing and women safety	20/10/2018	20/10/2018	20/10/2018	544
2019	Organized lecture on NAAC process	07/03/2019	07/03/2019	07/03/2019	56
2019	Focused Group Discussion on how to write research paper	12/02/2019	12/02/2019	12/02/2019	62
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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	Period from	Period To	Number of Participants
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programme			Female	Male
Spreading awareness regarding women empowerrment through rangoli,mehndi	02/03/2018	08/03/2018	105	Nil
Lecture on eve teasing by SHO	02/03/2018	08/03/2018	350	Nil
Lecture on domestic violence and sexual Harassment by eminent lawyer Sheetal Vyas	02/03/2018	08/03/2018	300	Nil
Play on Save girl child	12/04/2018	12/04/2018	355	Nil

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
97 percent

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	15
Provision for lift	Yes	12
Ramp/Rails	Yes	12
Braille Software/facilities	Yes	12
Rest Rooms	Yes	10
Scribes for examination	Yes	12
Special skill development for differently abled students	Yes	6
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	01/07/2	365			5000

			018		Bank/ATM	Financial services to the public	
2018	1	1	01/07/2018	365	Cyber cafe	Internet and related facility	3000
2018	1	1	01/07/2018	365	Canteen /HPMC juice counter	Food items at Concessional rates	3000
2018	1	1	01/07/2018	365	Pharmacy available	Medical facilities	3000
2018	1	1	01/07/2018	365	Advance studies/H.P University/state library situated nearby	R D	30
2018	9	9	01/07/2018	365	Examination center	Accessible location	3568
2018	1	1	01/07/2018	365	Online form-filling/internet café available in campus.	Accessibility	3000
2018	1	1	01/07/2018	365	Book seller/stat ionary shop	Availability	3000
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Handbook/Prospectus 2018-19	21/05/2018	The Handbook/Prospectus of the college is published every year as hard and soft copy which contains all the rules and regulations related to the code of conduct or general behaviour of all the stakeholders in and outside the campus. to inculcate some universal values various programs are run through out the

year which are listed tentatively in the annual calendar of the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Tree plantation, Poabo village, Bharari H P (150 trees planted)	12/07/2018	18/07/2018	150
Disaster Management Mock Drill.	10/09/2018	10/09/2018	20
Blood Donation Camp	26/10/2018	26/10/2018	52
Establishment of "Old Clothes Donation Bank"	10/08/2018	10/08/2018	25
Cleanliness Drive in the vicinity of the college	07/12/2018	07/12/2018	127
Health Check up Camp on 28th Feb, 2019	28/02/2019	28/02/2019	256
Distribution of sweets fruits to the patients on Holi	20/11/2018	20/11/2018	37
Nukkad natak on Female Feticide by NSS unit of the college	01/12/2018	01/12/2018	4
Swachta Abhiyaan	02/10/2018	02/10/2018	467
Awareness about HIV/AIDS prevention	01/12/2018	01/12/2018	25
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

I. Walking, use of public transport and pedestrian friendly roads. Walking is a fashion in Shimla, therefore a healthy eco practice. Nearly 60 of the students who live in the central area of the town, come to college on foot. Those students who live in the suburbs of Shimla and rural areas rely on public transport. Pedestrian path have led to student safe travel. II. Plastic Free campus Since Himachal Pradesh has been declared a plastic Free State by the Govt. the RKMV also follows this practice. Girls are counseled from time to time against the use of plastic bags in college and are encouraged to use organic bags. More cleanliness drives are conducted in surrounding areas of the college to ensure a plastic free/eco-friendly environment. Students are educated about the ill effects of plastic use. Different programs are conducted to educate students about toxic chemicals leach out of plastic which causing cancers, birth defects, impaired immunity, endocrine disruptions and other ailments etc. III. Paperless office The college encourages e-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. All important instructions and directions from the University, Directorate of Higher Education and Secretary of Higher Education, are conveyed through e-mail. Most of college administrative work is carried out without use of paper such as making of seating plans for house and university examination. Our e-practices:- 1. Online admission portal <http://rkmvshimla.edu.in/> 2. Online scholarship form submission 3. Entire examination process like seating plan for annual and house examination 4. Online CCE/ Internal Assessment <https://exams.hpushimla.in/> 5. Online GEM portal for purchases 6. Online evaluation record 7. Online Result portal <https://studentportal.hpushimla.in/> IV. Green campus The institution takes keen interest in keeping the college green and beautiful. Students and staff collaborate in encouraging gardening practices like the extensive use of potted plants and tree plantation drive is also carried out by NSS, NCC, Rangers and Rovers wings Eco club of the college. Green areas have been created near the Tribal Hostel where different varieties of plants are planted. Girls in the hostel also take care of the potted plants in the hostel premises. Students of the college are also sensitized about the conservation of forest and environment by the faculty members. Eco friendly practices are prompted through Van Mahotsav. V. Compost pit All the biodegradable waste of girls' hostel gyvb VI. Solar panels In order to make use of renewable sources of energy, college has installed solar panels which meet some of the needs of the electric energy of the college.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Bets Practice I: Donate Blood, Save Life Objective:** As there is no substitute to human blood the gift of blood is the gift of life. Our institution organizes blood-donation camps to create awareness among students on the need for regular blood donation to ensure everyone has access to safe and quality-assured blood. The context Adequate amount of blood in all health care centers is a must to meet the urgent needs of patients facing trauma and other life saving procedures. It can help save millions of lives each year. The girls of our college in large number come forward and donate blood to save the life of people known and unknown to them. The Practice: On August 23, 2017, a blood-donation camp was organized by Youth Red Cross unit of RKMV. Dr. Namarta Tiku, principal, RKMV, donated blood on the occasion, motivating students and highlighting the importance of the cause. In all, 63 students donated blood during the camp. Evidence of success The evidence of success lies in the fact that more and more students want to be part of these activities. These camps have become these part of college curriculum. Time to time such blood donation camps is organized in the college and large number of students come forward and donates blood which reflects the success of such events. **Best Practice II: 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 come from a financially sound background. To help such students book banks has been created by the different departments and hostels of the college. The idea behind such banks is to help the needy. The Practice Indira Gandhi Tribal Hostel 'Book Bank' has more than 400 old text books voluntarily donated by students. Needy students can get these books free of charge it , helps them pursue education without imposing economic burden on their families ,which is returned after completion of the academic year so that these can be reused by incoming students. The book banks are also created by the different departments of the college for the same purpose. Reusing textbooks also conserves resources

and curtails paper waste, besides educating children to recycle and take care of the environment. This reduces strain on natural resources and lowers 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 financial burden on 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/igac/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 the various fields. The college with "Potential For Excellence" accredited by UGC is the only government college for girls in Himachal Pradesh. The institution focuses on the holistic development of girls, inculcating moral and social values, nurturing self- esteem, confidence and independent thinking. It justifies what Dr. B.D. Loroia, remarked," If the college grows up in the same tradition, in which it is being built, it shall one day be counted amongst the best institutions in the land. It has never faltered in inspiring the students in the pursuit of knowledge, values and social responsibility. It has established its distinctive approach towards comprehensive vision by modeling it in the form of service to society, by means of certificate courses or by allowing the students to organize events to develop their skills and talent. Prominent women citizens have excelled and earned name and fame in different walks of life from this institute. An effort is always being made by the college to live up to its motto "Sa Vidya Ya Vimukta" "Knowledge is that liberates" which motivates us in our quest for perfection and liberates us from the shackles of ignorance and darkness. The vision of the college is to transform the life of young girls into well integrated individuals through 'Inclusive Education' who can face challenges of life with courage and commitment. GIRLS' EDUCATION RKMV being the only girls Government College in the state of Himachal Pradesh which has been declared as an institution with Potential For Excellence, shoulders the responsibility of providing inclusive education to girl students from all over the state. Along with the regular population of students the college has a substantial number of girl students from far flung areas which are inaccessible and snowbound tribal areas of the state such as Chamba, Pangi, Bharmour, Lahaul Spiti and Kinnaur. REACHING OUT TO SPECIALLY ABLED Visually impaired students were encouraged by the college and they completed their graduation while residing at the tribal hostel. The college management in collaboration with an NGO provided all facilities to these students, such as Braille script, walking sticks with sensors, scribes for examinations, computer software for blinds etc. These students excelled in music a couple of them pursue higher studies in the field of music. One of our visually impaired students 'Muskan' qualified NET and performed abroad. She was also declared Youth Icon by the state government.

Provide the weblink of the institution

<http://rkmvshimla.edu.in/about/instidist/>

### 8.Future Plans of Actions for Next Academic Year

1. The composition of IQAC of the college will be done strictly according to the latest guidelines of NAAC/UGC. The composition and minutes of the meetings will

be uploaded periodically. 2. IQAC will take the initiative for the capacity building of the faculty by encouraging them for consultancy, collaborations, MOUs and applying for the funds for seminars/ conferences and research projects. 3. The college should start with mid-term monitoring of SSS from the next session i.e. 2019-20. 4. Research Development Committee will be constituted from the next academic session which will look after RD activities of the college. The college may float new research journal which will enhance the research activities in the institution. 5. As new infrastructure will come up in next few years college can plan to have more ICT enabled classrooms/ conference rooms equipped with latest technology. 6. Green audit can be made regular annual feature of the college with the help of eco club and other groups of the college. 7. College will submit proposal to start new skill based vocational / professional courses and PG courses in upcoming years. 8. The college will plan to come up with the database for the student's progression by collecting information from the students at the time of issuing college leaving/ character certificate from the college. 9. To strengthen alumnae association of the college students will be persuaded at the time of final certification to register for the alumnae association. More collaborative activities will be organized to strengthen the link between alumnae and present students.