

Institutional Management (Score 220)

Sr. No.	Activity	Distribution of Scores	Score Claimed	
1.	Institutional Vision <ol style="list-style-type: none"> i. Vision Document ii. Institutional Development Plan (IDP) iii. Action Plan 	<ol style="list-style-type: none"> (i) 6 (ii) 6 (iii) 6 (6x3= 18)	18	View File
2.	IQAC <ol style="list-style-type: none"> i. No. of meetings per year- 12 ii. No. of programmes organized Trainings-1 <ol style="list-style-type: none"> a. (Two week capacity building Program for lab staff) 22nd April -4th May 2024) Workshops-2 <ol style="list-style-type: none"> b. One day capacity building Program 20th May c. IPR- 1(One day workshop on IPR dated 25th October) 	<ol style="list-style-type: none"> i. 12meetings = 6 (More than 4 meetings = 6) ii.3 activities a= 2 b= 2 c= 2 (3x2=6) 	12	
3.	Management of Institutional Funds: <ol style="list-style-type: none"> i. Funds Used/ Spent for Institutional development/ student welfare (All funds were utilized more than 90%) <ol style="list-style-type: none"> a. Building Fund Yes b. Amalgamated Fund Yes c. Parent Teacher Association Fund Yes <ol style="list-style-type: none"> i. Release funds to the physics department to organize a training program on IPR. ii. Funds released for the fee reimbursement of economically weaker students. iii. Funds released to hire expert to conduct workshop for group 4 activities iv. Funds released on monthly basis to outsource employees engaged for cleanliness of the college campus, v. Funds utilized for teaching faculty employed under PTA. vi. Two sanitary pads vending machines were installed in girls' toilets from PTA fund. ii. Periodic audit Yes iii. Settlement of bills/advances within a specific time frame Yes 	<ol style="list-style-type: none"> i. utilized >90% of funds collected annually -10 ii. 2 iii. 4 	16	<p style="text-align: center;">View File (Building Fund)</p> <p style="text-align: center;">View File (Amalgamated Fund)</p> <p style="text-align: center;">View File (Periodic Audit)</p> <p style="text-align: center;">View File</p>

				(Settlement of bills) View File
4.	Grievance Redressal of Students and Employees i. Redressal within week- Yes (We ensure all grievances are resolved promptly typically within a week to maintain a supportive learning environment.) ii. Redressal within month iii. No redressal	i. 10	10	View File
5.	4.5 Green and Clean Campus: i. Green initiatives of institution (at least 3) a. Botanical Garden b. Vermicomposting c. Tree Plantation Drives ii. Cleanliness in washroom, building/ campus. <p>At our college, we prioritize maintaining a clean and hygienic campus for the well-being of our students and staff. We have implemented a regular cleaning schedule, ensuring that all areas, including classrooms and laboratories, are maintained in top condition. To support these efforts, we have hired outsourced cleaning personnel who are dedicated to performing thorough cleanings at daily basis. This helps create a healthy learning environment that fosters academic success.</p> <p>In addition to professional cleaning services, we actively involve our students in campus maintenance. Every week, students of various clubs participate in cleaning activities for the playgrounds and surrounding areas, promoting a sense of responsibility and community. This collaborative effort not only keeps our campus pristine but also instills values of cleanliness and teamwork among our students, reinforcing our commitment to a sustainable and welcoming educational space.</p>	i. a.= 2 b.=2 c.=2 (3x2=6) ii. Excellent- 10	16	View File
6.	Facilities for Students: i. Common room for girls Yes (1) ii. Adequate toilets as per students strength Yes Girls- 9 Boys- 9 iii. Sanitary napkin vending machine/incinerator regularly put in use Yes (3) / (1) iv. CSCA room with proper furniture Yes v. Student center for co-curricular activities and its regular usage No vi. Regular use of playground Yes	3 for each facility (i) 3 (ii) 3 (iii) 3 (iv) 3 (v) 0 (vi) 3 (3x5= 15)	15	View File
7.	Regular Updation of Service Books/ Service Records Yes	3	3	View File

8.	Timely Submission of ACRs Yes (We ensure the timely submission of annual Confidential Report (ACR) to maintain efficiency and compliance)	3	3	View File
9.	Prompt Response to Official Correspondence Yes (All official inquiries and requests receive immediate attention to avoid any interruptions in work flow)	5	5	View File
10.	Proper maintenance of official records (Cash books/ Stock registers, Fund registers, Leave records, Fine fund etc.) Yes (Efficient management and timely updates of official records are maintained to ensure data accuracy and reliability)	10	10	View File (Stock Register) View File (Fund Register) View File (Leave records) View File (Fine Fund)
11.	Proper record of student's attendance and CCA Yes (Faculty diligently maintain the attendance register, which also includes detailed records of students' CCA which show their participation in their assignments)	10	10	View File
12.	Whether ranked by NIRF, Other Agencies No Data for NIRF ranking has been uploaded	0	0	
13.	Whether accredited by NAAC Yes B (Grade)	12	12	
14.	Whether AQARs are being submitted as per timeline or not Yes (Latest AQARs for the session 2022-23 was submitted within time limit on dated 22 April 2024)	12	12	
15.	Recognition for Exemplary Contributions of the Staff and Students a. Two awards received by Dr. Tara Sen, Assistant professor in Botany b. College Red Ribbon Club received best red ribbon club award c. Kiran Rawat BSc 3 rd (Chemistry Major) got Gold Medal in 10 th Pistol Championship Youth Women (Individual)	a. 4 b. 4 c. 4 (4x3= 12)	8	View File
16.	Involvement of Stake Holders i. PTA (Stake Holders are actively engaged in	(i)	20	

	<p>the PTA, promoting a strong partnership between parents and the college)</p> <p>a. PTA was constituted as per norms Yes</p> <p>b. PTA supportive Yes The Parent-Teacher Association (PTA) of the college has been instrumental in supporting infrastructure development, as well as addressing concerns related to fees and faculty salaries</p> <p>c. Significant Contribution of PTA with documentary proof Yes</p> <p>ii. <u>OSA</u> (We actively involve Stakeholders in the OSA to ensure continued collaboration and participation from our alumni network)</p> <p>a. OSA was framed as per norms Yes</p> <p>b. Financial contributions Yes</p> <p>c. Non-Financial contribution like talk/ career counselling Yes Dr. Lalit Kumar Malhotra and Dr. Y.P. Sharma interacted with the students.</p>	<p>a. 1</p> <p>b. 1</p> <p>c. 10 (1+1+10=12)</p> <p>(ii)</p> <p>a. 1</p> <p>b. 3</p> <p>c. 4 (1+3+4=8) (i+ii = 20)</p>		<p>View File (PTA Constitution)</p> <p>View File (PTA Support & Significant Contributions)</p> <p>View File (OSA Constitution)</p> <p>View File (Financial Contributions)</p> <p>View File (Non Financial Contributions)</p>
17.	<p><u>Feedback from Stakeholders other than Students and action taken thereon</u></p> <p>Action taken on the basis of suggestions given by the stakeholders</p> <p>a. We have introduced more field trips and educational tours to enhance practical knowledge of the students.</p> <p>b. Some skill based courses like vermicomposting and soil testing to promote hands on learning.</p> <p>c. Proper parking area was marked for the faculty and students.</p> <p>d. Career placement sessions led by the subject experts provided students with in depth knowledge and strategies for pursuing successful career paths.</p> <p>e. Subjects' experts were engaged to help students align their skills with future opportunities.</p>	Yes-4	4	

18.	Annual review meeting on students outcomes in academics, co-curricular, extra-curricular and extension activities and action taken during next academic session for achieving excellence.	Yes-25	25	View File
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Total Marks= 199