



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		M.S.J. COLLEGE, BHARATPUR
• Name of the Head of the institution		DR. PARAM JEET SINGH
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		05644225660
• Mobile no		9414715182
• Registered e-mail		msjc47@gmail.com
• Alternate e-mail		akgbpr67@gmail.com
• Address		ACHNERA ROAD, BHARATPUR
• City/Town		BHARATPUR
• State/UT		RAJASTHAN
• Pin Code		321001
2.Institutional status		
• Affiliated /Constituent		Affiliated
• Type of Institution		Co-education
• Location		Urban
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University	MAHARAJA SURAJMAL BRIJ UNIVERSITY, BHARATPUR
• Name of the IQAC Coordinator	DR. ASHOK KUMAR GOYAL
• Phone No.	05644225660
• Alternate phone No.	05644225660
• Mobile	9414272008
• IQAC e-mail address	iqacmsjc47@gmail.com
• Alternate Email address	akgbpr67@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://msjcollege.in/images/pdf/AQAR%202020-21.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.msjcollege.in/docs/11795604calender2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76	2005	21/11/2005	20/11/2010
Cycle 2	C	1.99	2018	02/11/2018	01/11/2023

6.Date of Establishment of IQAC

11/11/2005

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTION	GOVERNMENT FUND	GOVT. OF RAJASTHAN	2021	211362750
INSTITUTION	NSS	GOVT. OF RAJASTHAN	2021	180000

8.Whether composition of IQAC as per latest NAAC guidelines

No

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	No File Uploaded	
9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Promotion of Research through the publication of Research articles in reputed Journals. 2.Seminar on Human Right Day 10.12.2021. 3. Online awareness and programme on Intellectual Property Rights (IPR) under National Intellectual Property Awareness Mission (NIPAM) on 19.01.2022. 4.Organize international Conference on Environment and Human Health in association with NASI and IFB on 11-12 March ,2022. 5.. E-conference on Union Budget 2022-23: Agriculture and foreign trade discourse on 10.02.2022.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Academic Excellence	Organize Online awareness and programme on Intellectual Property Rights (IPR) under National Intellectual Property Awareness Mission (NIPAM), E-conference on Union Budget 2022-23: Agriculture and foreign trade discourse E-conference on Union Budget 2022-23: Agriculture and foreign trade discourse, international Conference on Environment and Human Health in association with NASI and IFB and Seminar on Human Right Day.
Tracking system for occupational status of passed out students	google form made available on college website , materialized
Strengthening of Mentoring System	Class and section wise Mentoring system was strengthened
Green Campus Initiatives	In the rainy season, the plantation was done regularly. • Plantation Programme was organised in the College Campus
Preparation and submission of pending AQAR`S	Prepared and Submitted
Augmenting/expanding library resources and facilities Inflibnet	Inflibnet subscribed
Prospectus of college shall be revised to include details of new facilities, mentoring provisions etc.	task done before the onset of admission process
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Committee of all Head's of Department , M.S.J. College ,Bharatpur and IQAC Committee.	08/04/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	28/01/2023

15.Multidisciplinary / interdisciplinary

The institute is multy faculty i.e.Humanities/ Arts , Science and Commerce subjects are taught. The focus is to impart knowledge through various optional subjects such that the student acquires knowledge and feels confident. The multidisciplinary approach will be adopted as per the state government/affiliating University orders.

16.Academic bank of credits (ABC):

M.S.J.college, Bharatpur is an affiliated college. The college as such doesn't maintain any records of marks /credits. We follow the system of evaluation as per the rules and regulations of the affiliating university. All records/marks are maintained by Maharaja Suraj Mal Bruj University,Bharatpur.

17.Skill development:

The institute has a placement and career guidance cell. The cell prepares students for confidence-building and competitive skills by organizing personality development lectures by faculty. Proper guidance to students is provided for various competitions viz. NET/SLET/RAS. The teachers also motivate students and provide tips to write better answers.

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

The institute follows a proper blend of the Indian Knowledge system by teaching in the local language. The teachers prefer the bilingual method of teaching as it is well-understood by students who come from rural areas. The student feels confident and understands the subject matter in a better way. Indian Languages, culture, and history are also taught in subjects like philosophy, Sanskrit,history, sociology, Hindi etc. these subjects enlighten the students with the glorious history and culture of the great nation

i.e. Bharat.

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

faculty prepare students to garner not only subject-specific knowledge but also motivate and prepare them to face real-life situations confidently. The teacher tries to evaluate the weaknesses and strengths so that the student can be mentored properly. To achieve this the college has appointed classwise mentors who evaluate and provide needful help in overcoming the weakness. The curriculum design of the courses is clearly and elaborately shared and discussed with the students.

20.Distance education/online education:

The college does not run any distance education programs. We follow the programs and courses of the affiliating university. We will start these programs if the university and state government permit us to do so. The college has its own YouTube channel. Subject-oriented video lectures are available for students

Extended Profile

1.Programme

1.1	342
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	8214
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	5038
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File
2.3	2440
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	91
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	173
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	45
Total number of Classrooms and Seminar halls	
4.2	220086
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	97
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College ensures an effective curriculum through a well-planned process. At the college level, the implementation of the curriculum within the stipulated time is monitored and regulated by the Head of the Institution and in Charge of the Department respectively. Some of the measures taken for effective functioning and delivery of the curriculum in the institution include Classroom lectures: Lecture materials include notes, slides, PowerPoint presentations, animations, and references to additional e-resources like INFLIBNET. Practical sessions and lab activities: Lab manuals are prepared to contain experiments based on the syllabus. Assigning projects to the students: Fieldwork, case studies, and social surveys are part of the curriculum in many subjects like Sociology, Geography, Botany, Zoology etc Providing exposure to research activities like organizing seminars, symposiums, and workshops for postgraduate students in most disciplines, writing dissertations Using innovative pedagogical tools and techniques: The syllabus is also enriched by covering content beyond the basic subject contents for knowledge and conceptual clarity of the subject. Extension/Guest Lectures by subject experts. Application of theoretical knowledge through fieldwork and practical /experiments. Providing e-content and Study material Resources like problem sets and e-resources are available for advanced learners. Curriculum delivery during the pandemic session was done through online lectures. YouTube links to recorded lectures on various topics were shared with the students through WhatsApp groups for multiple classes assigned to the specific faculty member. The students clarified their doubts through the telephone conversation and WhatsApp communication. Tasks and assignments were given online.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.msjcollege.in/docs/1355501918ACADEMIC%20CALENDAR%202021-22.pdf

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

Curriculum delivery during the pandemic session was done through online lectures. YouTube links of recorded lectures on various topics were shared with the students through WhatsApp groups for

various classes assigned to the specific faculty member. The student's clarified their doubts through the telephone conversation and WhatsApp communication. Tasks and assignments were given online. All students could access the recorded lectures uploaded on the college you-tube channel ccerajggcmeeraudaipurclass and the personal youtube channels of the faculty members. The prepared lectures were also accessible from 'Rajiv Gandhi' e-content bank link available on the college website. The college undertakes initiatives to ensure continuous internal evaluation (CIE) through informal means involving direct student-teacher interaction. There are guidelines to ensure the smooth execution of internal assessments planned at the department level. The teaching faculty devises assessment methods most suited to their curriculum delivery mechanism. The annual Theory and Practical examination schedules are decided by the affiliating university. During the pandemic session, evaluation was carried out online and assignments and quizzes were given through emails and google forms. Recorded seminars of students were evaluated. Student seminars are an important part of the internal evaluation in PG programs following the CBCS pattern.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.msjcollege.in/docs/1355501918ACADEMIC%20CALENDAR%202021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

16

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

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

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

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

0

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

1.3 - Curriculum Enrichment

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

The cross-cutting issues mentioned as above are covered under various topics in curriculum of various programs of study conducted in the institution:

- 1. Environment and Sustainability:** Environmental degradation is the major issue throughout the world. Indian culture and traditions had always been aware and motivational towards the management and conservation of flora and fauna for the sustainable development of mother earth. PG students and staff members have taken initiative for plantation in campus. Students are asked to switch off light and fans and water taps on their way out. Almost all the rooms of the first floor of the Institute receive sufficient day light and no artificial light is required.
- 2. Gender:** Topics like Inequalities of Caste and Gender, Dowry, Violence, Gender in society, Social Stratification, Gender issues in literary writing with a full paper in English literature, novels by Mannu Bhandari are taught.
- 3. Human Values:** Topics like Development-induced Displacement, Kabir and other reformers, Character Sketches in fiction and values enshrined in the constitution are covered in the curriculum of courses taught. The compulsory course "Anandam" inculcated values like the "Joy of Giving" among students.
- 4. Professional Ethics:** Topics such as Neetishatak, successful operation of committees, management of conflict, Organizational culture, Positivism, Division of labor, Justice, Hierarchy, Idealism and Individualism, Renaissance, Classification of Governments, are addressed in the Arts stream. Topics like Plagiarism, types and tools for Plagiarism detection, illegal drug trade are covered in the science stream.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

05

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

202

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

B. Any 3 of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.msjcollege.in/docs/1569816991AlumniFeedbackForm.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows
C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.msjcollege.in/docs/1724886870STUDENT%20FEEDBACK%20FORM%202021-22.pdf

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year****8214**

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)
2.1.2.1 - Number of actual students admitted from the reserved categories during the year**5463**

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Institution assessment of learning levels of students Students are assessed through class tests, assignments and question-answer learning in vogue. They are assessed through an annual examination conducted by the affiliated University. Activities of co-curriculum assess the student's skills and expertise in various fields. Student's behavioral traits such as regularity, proper grooming, and other discipline-related issues are also assessed. After admission, necessary steps are taken to cater to the differing needs of advanced and slow learners. All faculty members in their initial lectures orient the students in the basic concepts of their respective subjects. The faculty members try to identify the advanced learners in their respective subjects through the marks obtained in class/term tests and annual examinations. Advanced learners are provided opportunities for presentations in seminars, workshops, and activities of department associations, and entrusted with responsibilities for organizing cultural and literary activities. Communication skills and computer operation abilities are developed by organizing workshops and short-term training programs. Gyan Sudha program prepares students for competitive exams. For 'Slow-learners', seminars, extra classes, group discussions, informal discussions, and skill development activities are organized. Modifying teaching strategies as per the needs of the students is done. The 'Student Advisory Committee and mentors motivate them for better and continued performance. As a part of peer- learning teachers provide study material. E-Content modules and Audio-Visual aids are used for creating interest in the concerned subject.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1HiBCqdy441f8VZFwTjiMKdndhnZxfL2G/view?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
8214	91

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

College has student centric approach. Various steps/initiatives are taken for achieving student centric learning. Eight smart classrooms have been setup in the college to make interactive learning experience long lasting and student centric. Teachers take initiative in identifying strengths and weaknesses of each student. Students are suggested to participate in various co curricular and extra-curricular activities to enhance their learning skills. The faculty members are encouraged to attend workshops conducted by University, College and other authorities. Time-table, syllabi, evaluation method and paper pattern are communicated to students clearly at the commencement of each session. Various methods of teaching such as lecture, group discussion, seminar, audio-visual means (including showing films) etc. are adopted. U.G. and P.G. students are encouraged to attend symposia, seminars/workshops organized by the relevant departments. Field visits are also conducted by various departments. For teaching-learning certain topics, students are guided to make power-point presentations by providing internet links, thereby enhancing and encouraging independent learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1_KasPcz9jPI_58qGqAzTrlahwCelCKSfG/view?usp=sharing

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

The college provides a wide range of IT educational services to

deliver knowledge to students. The 84 educators of M.S.J. Colleges are no exception when it comes to using ICT-enabled tools for effective communication with students. Teachers updated themselves for online teaching during the pandemic period. The college has ICT-enabled classrooms and 8 Smart classrooms and LCD Projectors, desktops, digital cameras, microphones and other ICT tools are extensively used by teachers and students. Recording of video lectures and uploading of lectures has been done on individual YouTube channels and college YouTube Channel ccerajggcmeeraudaipurclass. There is one well-equipped SmartScience lab for an effective teaching-learning process, Teachers and students have been given training in Smart Science Lab experiments based on augmented reality and virtual reality experiments. Students have free access to the lectures uploaded on the college website as Rajiv Gandhi e-content..The college is in continuous efforts to improve its IT infrastructure and facilities to keep pace with technological advancement.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

61

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

91

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

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

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

62

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1266

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

2.5 - Evaluation Process and Reforms

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

The assessment of the academic progress of the students is on a continuous basis, the marks are allotted based on parameters like attendance, understanding, practical, oral, and terminal tests. These examinations are planned and conducted as per the dates and schedule provided by respective departments and competent authorities of College. Assessed answer books of Term-Tests are given back to students so that they can analyze themselves through them. The competitions (Co- curricular and extra -curricular) are conducted in fair manner. Rules and regulations are informed well before the commencement of the competitions so that the participants make them prepare for the activity. The competitions are judged well by three experts and the result is declared just after completion of the activity. With its sincere efforts, the institution tries to inculcate various graduate attributes in its students such as respect for humanity and democracy. It also equips them with professional skills to employ scientific and technological knowledge for the betterment of the society and country. By holistically grooming students into confident, well-equipped, culturally conscious, socially modern and globally competent persons, the college tries that its students should imbibe good values.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://drive.google.com/file/d/1GNV1GBsUKwRYWChFOt3dEL24nc0a5wxe/view?usp=sharing

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

M.S.J. College, Bharatpur is affiliated to the M.S.B. University, Bharatpur. The college conducts University examinations as per rule and regulations laid down by the University. The college is a big examination center and almost 1500-2000 students appear for their exams every day during annual examinations. Almost all the teachers are in the panel of examiners for paper setting and evaluation of answer books. Any representation regarding question papers, examination-related issues, and evaluation is forwarded to the University. During the exams, unfair means cases and grievances related to question papers are forwarded to the university immediately for necessary action. The examination procedure is completely transparent: The time table is displayed on the university website Admit cards are generated online. The examination process is looked after by the center superintendent and assistant superintendents. The answer sheets are distributed room-wise along

with question papers and attendance sheets to the invigilators. After examination, the answer sheets are collected by the invigilators and submitted to the Examination Committee for further processing. The invigilation duties and attendance sheets are generated online. The payment for invigilation duties is done online. The question papers are kept in safe custody in the strong room. The answer books are coded. The answer books are evaluated fairly in time and results are declared and displayed on the University website.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college is committed to quality education and it makes all efforts to deliver the best of education to its learners. The college has 18 departments in all, 10 in humanities and social sciences, 5 in science and 03 in commerce. The UG programmes are B.A, B.SC, B.COM, and PG programmes are M.A, M.SC, and M.Com. The college is affiliated to Maharaja Surajmal Bruj University, Bharatpurr and it follows the curriculum prepared by it. The faculty members contribute in the capacity of BOS members and conveners for curriculum enrichment. The results are displayed on the university website. There is a help desk in the college where faculty members of all streams are available even during the summer vacations. The students seeking admission in the first year seek advice from teachers and discuss the CO/PO and POs. This helps them in selecting electives and extension activities offered by the institute. Communication of PO/CO to faculty: The faculty members discuss the programme outcomes in their respective departments. The department-wise time table is discussed and the teaching plan is prepared to keep in mind the results of the specific programmes. The outcomes for all courses, programmes and elective papers helps the teachers evaluate the objectives of the subject content. This evaluation also helps the teachers identify the learning capacities of the students and take corrective measures accordingly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://msjcollege.in/images/pdf/COPCPSP21-22.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institute collects and analyses data on learning outcomes by various methods. The analyzed data is used to take corrective action to overcome the barrier of learners. For the betterment of learners the methods such as data collection, analysis, and corrective actions are as follows: 1. The assessment factors are defined regarding different collective and influential assessment forms 2. Faculty meets are scheduled in time table to interact with students to find the delinquent that they are facing not only in academics but also in personal issues 3. The assessment of the course outcome is done by a faculty member using defined assessment factors discussed in meetings. 4. The assessment factors include Unit Tests, Assignments, Mock tests, and Faculty feedback during the session 5. Feedback on invited talks, events, and workshops. 6. Mock practical/oral examinations are conducted to understand students' skills. 7. Annual examination results are also analyzed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://msjcollege.in/images/pdf/COPCPSP21-22.pdf

2.6.3 - Pass percentage of Students during the year

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

2248

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://msjcollege.in/images/pdf/ACADEMIC%20ACHIEVEMENTS.pdf

2.7 - Student Satisfaction Survey

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

<https://www.msjcollege.in/docs/1764279697STUDENTS%20SATISFACTION%20SURVEY%20REPORT%202021-22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

958000

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

33

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dst.gov.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Being an affiliated College to Maharaja Surajmal Brij University, Bharatpur, it follows the syllabi prescribed by the University. However, faculty members of every department of the college represent as convenors and members of the Board of Studies (B.O.S) in the University, thereby having direct involvement in designing the syllabi. Faculty members regularly attend orientation, refresher and short term courses organized by the academic Staff Colleges of different Universities for their updation of knowledge in the subject. Faculty members also participate in the National and International conferences to enhance their knowledge. The institution provides its teachers all the traditional and modern facilities for the effective delivery of the curriculum. The central library is equipped with books and journals which are accessible to the teachers and students, apart from the individual departmental libraries. The College has provided WIFI as well as LAN connection of Broadband to various departments. The college is furnished with smart classrooms, audio- video modes of teaching, LCD projectors

apart from the traditional black and green boards to deliver lectures effectively. Seminars and other educational activities like class tests, term tests, study-tours, etc. are conducted by the individual departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1SC8rh8dD87VfP0wWPlccE2L3IH0qmKmy/view?usp=sharing

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

23

File Description	Documents
URL to the research page on HEI website	https://msjcollege.in/page.php?fId=6&dId=109
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

35

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

66

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

M.S.J. College, Bharatpur is fully aware of to its onerous responsibility of producing world class citizens. We have made a colossal contribution to environment and society by making a worthwhile participation. NCC, NSS, Youth Development Centre and a team of committed faculty members engage students in the community development programs Rallies under the aegis of NCC, Eco Club, NSS and Scout to protect the environment are often taken out. Students march holding placards bearing thought-provoking slogans to draw the attention of people to these issues. Rallies to mark-Ozone Layer Protection Day, Environment Day were flagged off by Principal. Rallies for celebrating a pollution free, cracker-free Diwali are a regular feature here at our institution . Rallies along with NCC were carried out to Say No to Polythene and No to Tobacco. Bala

Quilla area was cleaned by NCC cadets and appreciated by the District administration. BSR GAC regularly organizes Blood Donation Camps. It is in collaboration with NGO's like Lions Club, Rotary Club, Uddan Alwar Blood Bank and the team of doctors is from civil hospital. ? Whenever seminars and rallies are organized by bodies like RBM Hospital, Bharatpur, M.S.J. College, Bharatpur makes

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1JIRyuTlBc3YBnYN0eDKZdaX0yfPblkZ_/view?usp=sharing
Upload any additional information	No File Uploaded

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

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

0

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

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

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

15

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1064

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

College provides adequate infrastructure and physical facilities for Teaching Learning process. We also have well equipped computer labs which are used by the students for lab-based classes. It has well maintained spacious classrooms, ICT class room and laboratories. Eight class rooms are ICT enabled with projector smart board and Wi-Fi facilities. The Auditorium is spacious and having projector facilities. All the laboratories are user friendly, well equipped with necessary and advance instruments. T The central library has a good treasure of textbooks, reference books, magazines and is semi automated since 2018-19 with A web application for library management DOIT software. Our central library provides reading room service, internet browsing, Online public Access Catalogue service and career information service etc. E-Journals can also be accessed through INFLIBNET. Photocopying facilities is available for the students and staffs. The administrative block of the college consists of the Principal's office, the Accounts Office, Establishment office, Scholarship office, General Office In botany department, A well developed botanical garden has various medicinal plants and important flora. It is a natural laboratory for the students of botany and provides lots of information about medicinal plants.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1poC206xUTNU3oGFE4At83Xm74OM-E3Oz/view?usp=sharing

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

1. Sports; The college has a large Playground approximately of 2 hectare area (From 1947). It is regularly used for various sport activities. 2 Cultural: An open Stage and an auditorium, beside these a large auditorium is under construction. S.No. Facilities No. Remarks 1 Sports : Outdoor & Indoor 01 + 01 College Play Ground For Athletics, Kabaddi, Cricket, Boxing, Wrestling, Shooting, Archery, Badminton, Basketball, Hockey, Volleyball, Tennis, (in staffroom there is table-chess, carom) 2 NCC 02 Units+ 02 office (3 Raj & 6 Raj) Separate block for regular activities. 3 NSS 04 Units+ 01 office Independent NSS office 4 Auditorium 01 Under Construction 5 Communication Skills Development 01 Language Lab 6 Cultural Activities Cultural Committee Poetry Recitation, Debate, Solo-Group Dance, Solo-song, Group Instrumental Music, Vocal Music, Quiz, 7 YDC Youth Development Centre Committee Public Speaking, communication development, yoga, health and hygiene

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1Jl3cuNaitJYgKRBj3LAM2LpXOJ-t-C9U/view?usp=sharing

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1poC206xUTNU3oGFE4At83Xm74OM-E3Oz/view?usp=drive_link
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

29801

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

4.2 - Library as a Learning Resource

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

Library is not fully automated, however, the automation is under process. The Softlink Software (Link Ashia Pvt. Ltd, Version-6, Multi users) has been purchased for the same. INFLIBNET facility is available for students and teachers. The internet and Xerox facilities are being provided to the users. Besides this, the College has Departmental library for PG students with free access to internet and Xerox facility. Apart from this WiFi and lecture capturing system is available in the College for the knowledge updation of faculty and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://drive.google.com/file/d/16MOv0SBt24PBtoCqZ81-_bhZ6AjI-rA7/view?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

50000

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

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

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

0

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

4.3 - IT Infrastructure

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

The computerization of administrative works and accounts was set up years back. Presently the college has 107 computers, installed in 2 laboratories and departments. A Smart Science Laboratory is available with a range of virtual experiments for science subjects. During the pandemic period, online teaching was used as a stopgap to traditional teaching by uploading video content to the YouTube channel. Text, photos, ppt, notes, pdf etc. were shared among the students using the WhatsApp groups. The website coordinator ensures that the college web portal is updated from time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1poC206xUTNU3oGFE4At83Xm74OM-E3Oz/view?usp=drive_link

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

5000

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

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

The College takes direct initiative in the maintenance and upkeep of infrastructure and support facilities through the various committees constituted at the beginning of the academic session for effective planning and implementation. The College administration is aware and committed to maintain and utilize the academic, physical and support facilities in the following manner. Physical facilities A complete administrative structure namely Principal, Vice Principals, In charge of all Departments, Ministerial staff, and Fourth class, take care of all physical infrastructure. Academic At administrative level, a Vice principal is assigned complete responsibility to monitor the academic activities of the College. A well defined time-table is prepared at college level which is followed and monitored in letter and spirit. Library A well trained library staff is available which monitors the daily functioning of library. A Library Committee is also there which looks after the library. Sport Complex A full time incharge of sports department takes care of sports

infrastructure. A Sport Committee has also been constituted for the regulation of sport activities and facilities. Laboratory In all Departments where laboratory is there the Incharge of the Department with the assistance of laboratory assistant and laboratory bearer takes care to maintain the laboratory.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.msjcollege.in/images/pdf/ProcedurePolicy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

219

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

238

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

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

Students Council known as Student's Union is formed in the college as per the recommendations and guidelines laid down in the Lyngdoh Committee and the government of Rajasthan orders and notifications issued from time to time. There are direct elections for the post of President, Vice-president, General Secretary, and Joint Secretary and C.R(class representative). The indirect elections are held for the post of UG representative and PG representative. The role and responsibilities of student Council and representation of students in academic and administrative bodies are reflected in the following endeavours: Student Union representatives play a major role in planning and execution of all the developmental activities related to academics and administration of the college. President of the student union is the member of 'Mahavidlaya Vikas Samiti 'by virtue of being the students' representative. He protects the rights of students and proposes various works to be undertaken on behalf of students. In field and community activities the students not only participate but are also assigned important responsibilities. Student representation is also prominently evident in college magazine Jaya Patrika, PG departmental seminars, and Community Connect Programme. Student representation is also evident in extension activities like NCC, NSS, YDC, Ranger/Rover, and various awareness programmes, community services.

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

Alumni Association (Poorva Chhatra Samiti, Maharani Shri Jaya Mahavidyalaya Bharatpur) got registered on 12 July 2016 (registration number 49/ bharat/2016-2017). Association fostering friendship and maintaining contact among old students and their Alma-mater. It aims to contribute towards the overall development of the college itself. Its affairs are managed by an executive committee which is constituted in accordance with the rules of the association. The executives represent all the generations of alumni. Alumni members belong to the different parts of the society. They are the administrators, educationists (some working as faculty members in our College), entrepreneurs, social workers and people from other domains. A number of our Alumni have achieved high status in their field after leaving this college. They are invited to deliver lectures and participate in meetings to share their experiences. Such interactions inspire and motivate current students of the college about the employability and educational opportunities abroad. The Alumni provide feedback on their abilities gained during their course and provide valuable recommendations for improvements. The alumni were also involved in defining our Vision and Mission. The out-going students become members of Maharani Shri Jaya Mahavidyalaya Bharatpur Alumni Association and they are provided

with associated membership based on their year of graduation. The alumni are advised to keep in touch with the association and participate in its meetings and furnish updates of information with regard to their career progress. The funds generated by the membership fees of alumni are used for welfare of the college

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The motto of the College "Sa Vidya Ya Vimuktaye" encapsulates its vision: to impart quality education for the holistic development of the students, and attempts to inculcate traditional values of Indian culture and also provides equal opportunities for SC/ST/OBC students. Apart from imparting quality education at tertiary level, we engage the students in co-curricular and extra-curricular activities like NCC, NSS, Rovers, YDC, and Cultural activities towards their holistic development. Institutional traditions and value orientations are absolutely compatible with the glorious traditions and value system of Indian Culture. IQAC designs the quality policy and college administration implements it. Planning to this effect is made by the development committee. The policy statements and action plans for the fulfillment of the mission of the college are executed by the Principal, 18 Heads of the Departments and convenors of the various committees. Staff Council meetings and the meetings of various committees are the platforms for the interaction of the Principal with the faculty, towards the formulation of the action plans. In the framing of the institutional strategic plan, the recommendations and findings of the aforesaid meetings are incorporated. With the aim of interacting with the

students, the principal takes frequent rounds of the campus and visits individual departments also. Besides, the students can approach the Principal during the working hours. Policy and planning are supported by the need analysis of the students and the faculty. The students' union communicates various issues in the interest of the students to the administration.

File Description	Documents
Paste link for additional information	https://msjcollege.in/page.php?fId=28&dId=31
Upload any additional information	View File

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

The Principal of the college is Head of the Institution. The College has 18 academic departments with Post Graduate teaching in 17 subjects. Senior most faculty of the department is the Incharge or the Head of the Department. The Heads of the Departments are free to work and take decisions regarding admission in P.G. Classes, timetable framing and the development of department according to Government rules. Similarly H.O.Ds are the channel of communication between faculty members of department and Principal. Incharges of departments execute academic and administrative works with the support and cooperation of concerning departmental committees. Different committees are constituted at the beginning of the session and communicated to the staff members. This ensures transparency in policy execution. The Principal of the college holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The process of decentralisation is not only limited to academic faculty but also to office staff. Office Administration is headed by administrative officer, under whom there are Senior & Junior clerk and other class III and Class IV staff. Thus the decentralization of departments and personnel is observed and in case of any discomfort, the decisions are arrived at amicably with the intervention of the Principal if required.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/16MOv0SBt24PBtoCqZ81-_bhZ6AjI-rA7/view?usp=drive_link
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has a perspective plan focusing on the current position and attainment towards the desired goals for growth and development of the Institution. Examination and Evaluation The College administration holds fair examinations according to the guidelines issued by the Commissionerate of College Education and the affiliating University. The University results of students are analysed by concerned committees and students are advised accordingly. Research and Development Faculties and students are encouraged to participate in research activities. There are forty Ph.D. guides and twenty students are doing research under their supervision Curriculum Development The College follows the curriculum designed by the respective Board of Studies of the University and the faculty members of this College contribute to the framing of curriculum as members of the BOS for the same University. The College follows the Academic Calendar prepared by the Commissionerate of College Education, Rajasthan. Admission of Students College admits students through a centralised transparent admission system and strictly follows State policy of admission. Human Resource Management Four units of the NSS, two units of NCC, Scout and YDC engage the community through organizing rallies, camps, etc. on a number of issues related to health, education, gender, road safety, hygiene, national integration, and thus to create awareness in the society. Library, ICT and Physical Infrastructure / Instrumentation The college is a signatory of INFLIBNET programme of UGC . All faculty members have been provided with unique User ID and password of the Digital library to access E-journals and E-books from anywhere.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/16MOv0SBt24PBtoCqZ81-_bhZ6AjI-rA7/view?usp=drive_link
Upload any additional information	No File Uploaded

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

Administrative set up - The Principal of the college is the Head of the institution. Senior-most faculty members are In-charge of Establishment and Academics. The ministerial and subordinate staff work under authority of Principal. Senior-most members are Faculty In-charges. The departmental Incharges are responsible for planning and implementation of departmental work. Committee convenors report to the Principal directly. Senior faculty members are delegated charge of Establishment, Accounts, Library, IQAC, Exams, etc.

Policies and Procedures - Internal Quality Assurance Cell ensures quality culture. Board of Governors and Project Monitoring Unit (RUSA) is responsible for policy decisions and planning and is responsible for monitoring of execution of work and grant utilization. College Development Council works for infrastructure and academic maintenance. Statutory committees like Internal Complaint Committee, Grievance Redressal Cell, Equal Opportunities Cell are functional in the college.

Appointment - Recruitment of faculty in colleges is done by Rajasthan Public Service Commission. The Service rules regarding recruitment, postings, transfers, leave rules, pension and promotions of employees are in connection with Rajasthan Service Rules. The Departmental Promotion Committee judge the suitability of faculty for promotions based on their seniority, work and conduct. Recently API score has been included as criterion for career advancement of eligible faculty.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/16MOv0SBt24PBtoCqZ81-_bhZ6AjI-rA7/view?usp=drive_link
Link to Organogram of the institution webpage	https://drive.google.com/file/d/1TKZxfhXg0eF1ZMt13D4WVh3HRnftRENq/view?usp=sharing
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching staff Old pension scheme, New pension Scheme, Gratuity, PL Encashment, and Medical reimbursement, SI, Maternity and CCL for women employees. DA as GOI, HRA, apart from the salary as per UGC scale. Special leave to pursue Research further Education
NonTeaching staff Old pension scheme, New pension Scheme, Gratuity, PL Encashment, Medical reimbursement, Maternity and CCL for women employees, DAas GOI, HRA, Festival Advance,Uniform allowance etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KZrZZjXPT3H1IMgrpJ9xCdGXOZUeh5JY/view?usp=sharing
Upload any additional information	View File

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

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

0

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

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

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

0

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

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

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

33

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

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

Annual performance appraisal is the medium whereby the performance of the teaching and non-teaching staff is evaluated annually. Every year all the faculty and staff members have to submit Annual Self-Appraisal Reports. The reportee has to categorize the work done under following heads - Key result areas, Targets, Actual achievements and Shortcoming in Achievements (if any) and Special contribution.

Besides this, the employee has to give a brief description of the specific work done by him/her during the session. The basis of employee/reportee evaluation done by the reporting officer includes- Output of work Leadership qualities Analytical ability Management ability Decision making ability Ability to take initiative The reviewing officer finally comments upon and rates the reportee after going through the remarks made by the reporting officer. The Annual Confidential Reports of the faculty are based on selfappraisal to adjudge the performance of the faculty throughout the session in the field of teaching, conduct, work done in various committees and potentialities. The ACR record of all employees is maintained by the Office of Commissionerate, College Education, Rajasthan, Jaipur. The technical staff report to the departmental In-charges and the work done by them throughout the session is adjudged by the Incharge of their respective departments. The non-teaching staff reports to the Principal.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/hteCircular/ACR_638_29092022.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

This Institution has two types of Audits. One is internal and another is external audit. Internal financial audit is done at regular intervals throughout the year by the Internal Audit Committee consisting of faculty members of the college. The committee takes up audit tasks such as checking bills, verifying articles from the bills, ratifying cash-book entries with bills and vouchers. Thereafter the bills are countersigned by Drawing and Disbursing Officer of the institute. Internal audit of commodities and stock of various Departments, Laboratories, Store, Students' Union, Hostels, NSS, NCC, Rangering stores is done by faculty members. External audit of all the funds including Government grant, College Development Committee and Alumni accounts, etc. has been done. Mechanism for settling audit objections - During audit, if any discrepancies are observed, memos are issued for clarification. These memos are reverted on satisfactory answers. It is incorporated as an audit objection if more clarifications are required. The draft

report is discussed with the Head of the Institution and Accounts personnel. The report comprises of significant audit findings related to regularity and propriety aspects. The audit report is shared with the Commissioner, College Education, Jaipur for information and further compliance of report.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/16MOv0SBt24PBtoCqZ81-bhZ6AjI-rA7/view?usp=drive_link
Upload any additional information	No File Uploaded

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

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

49.8

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

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

The sources of institutional funding include Govt. of Rajasthan, UGC and RUSA. Fee collected from the students is used to some extent to meet out recurring expenses. Funds of College Development Council and Self-Finance Scheme (SFS) are also used for developmental works. The salary is provided by the govt. through the state exchequer. There is no provision of reserve funds. All the grants released by various agencies come for well-defined purposes, and at the end of the term, regarding the utilisation of grant, a utilization certificate is submitted to the granting agency. If the surplus amount remains unused, it is duly returned to the granting agency. Though some part of the college fee charged as development fund for the college that remains with the college, is used reasonably in accordance with the rules and due consent of the stakeholders.

Institution is securing additional fund from UIT, Nagar Nigam and District Administration. In 2007 the construction of college auditorium was started by the funding of Nagar Nigam. In 2011 the main gate of the college was constructed by the funds provided by Honorable Governor of Haryana Sh Jagannath Paharia. Later the Chairman of Nagar Nigam Bharatpur Sh. Shiv Singh Bhont contributed resources for the construction of Stage and roof of the seminar hall, link roads in Botany and Zoology Departments, Sulabh Complex (15 sets of toilets) for girls and roads in the entire campus.

File Description	Documents
Paste link for additional information	https://msjcollege.in/page.php?fId=74&dId=84
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC of the college is functional and makes significant suggestions for academic and infrastructural development in the college. The internal quality assessment cell looks into the development of academic and other aspects of college. It holds

regular meetings to monitor how these activities are contributing towards the betterment of the teaching-learning process. The IQAC also motivates departments to organize seminars, academic activities, and mentoring of students. Besides, it gives suggestions that are very relevant and useful for the teaching learning process. The institution ensures that the decisions based on the findings of the IQAC are fully adhered to. The academic as well as administrative work is further smoothened by the time-to time raining sessions being organized by the college for its teaching as well as the non-teaching staff. Small workshops, in the form of interactive sessions, have helped the staff of the institution work in a better and more promising way. The IQAC in the planning process considers feedback collected from all the stakeholders to prepare perspectives on development. Developmental perspectives are discussed in the respective meetings of the Advisory Committee consisting of several external members, PTM and alumni. The reflections of the meetings are incorporated into the plan.

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

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

The approach of IQAC has always been focused on learner-centric teaching learning process and has designed the policy to assess and evaluate it from time to time. The IQAC works towards realizing the goals of quality enhancement and sustenance. Suggestions made by IQAC have been executed at the levels of developing IT Infrastructure, effective teaching, proper allocation and maintenance of funds, research and student support. Teaching -Learning and Evaluation: The curriculum is constantly reviewed, revised, and updated. Relevant and specific suggestions offered and feedback received from the students, teachers, and stake holders are incorporated. Besides classroom teaching and curriculum, co-curricular activities are undertaken with an aim to move beyond the realm of formal learning and foster creative and critical thinking. Structure and methodologies of operation: The feedback procedure in the college is in the form of a questionnaire separate for parents, teachers, students and alumni to render their advice on all aspects related to the development of the college. The College has a regional study center of IGNOU. There is a good central library with reference books, besides departmental libraries which initiate the learning process.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state,

C. Any 2 of the above

national or international agencies (ISO Certification, NBA)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institute believes in gender equality. Being a Co-ed college it is the duty of everyone to respect female student and faculty. To achieve Gender equality women, men, girls and boys enjoy equal rights, opportunities, and the college provides equal opportunity to shape their future and contribute to nation building and society. It is a matter of equitable distribution of power, influence and resources in society. This is reflected in behavior and actions. There is no discrimination between girls and boys. The girl student is motivated to participate in each and every program and sports activities. The girls' common room in the college has all the required facilities and proper care is taken of sanitation. The college principal herself monitors and ensures safety of the students. The entire college campus is under CCTV surveillance. A committee (Women Grievance Cell) actively works in the institute for the prevention of harassment of women. During the session 2020-21, not a single complaint of female harassment was received in the college; it reflects the high moral values and gender friendly environment of the institution. Meritorious girls receive scholarships and Stipend funded by the state government for the promotion of women's education. All the guidelines issued by the state government and UGC are followed in spirit for the welfare and safety of girl student in the institute. Girls of the college have made their mark in the field of sports also.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1Z8WVx4695OwJgoOk1Qjf9ahmC2E_hlgs/view?usp=share_link https://drive.google.com/file/d/1N3IX-zzsnAUJ0U4TSCHEFVPHOAZT-jlJ/view?usp=share_link

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

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

The college has a solar power panel of 32 KW• Geography department organize field visits and run a paper in Environmental Geography to teach in detail other issues related to conserve and protect environment • Water harvesting system are developed at selected places in the college campus. Extensive use of LED Bulbs besides attempts to make students aware about conservation of energy through slogans, posters, charts etc. • The campus is lush green due to extensive plantation program being conducted from time-to- time. Plants are watered and maintained by the NCC cadets/NSS/SCOUT.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

5.

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

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

All the National, state and regional festivals are celebrated with much fervor and students from across the classs , caste and creed participate. The newly admitted students are welcomed by the seniors. We are committed to providing quality education to the learners from the region. While preserving the enduring values of

its mission of providing quality education to the students through Inclusive Excellence, the institution has lived up to its reputation of excellence in teaching and research. Ensuring student participation in community service, proficiency in communication and analytical skills, nurturing critical thinking, developing soft skills as well as a sense of moral and social responsibility . The institution has been striving towards achieving the stated objective of Providing higher Education and Research opportunities to the students of the weaker section, specifically SC/ST/OBC students. To cater to the diversified needs of and ensuring overall development, the following schemes/measures have been implemented: 1. Financial Support /infrastructure: college is nodal centre for various scholarships CM higher education scholarship/minority /social welfare for SC/ST/OBC. The institute believes in gender equality. Being a Co-ed college it is the duty of everyone to respect female student and faculty.

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

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

M.S.J. College is the nodal college of Bharatpur district. The institute boasts of 17 PG departments, runs 1 honors course at UG level. The institute is proud to have a rich tradition of learning and teaching constitutional obligations, values, rights and duties. The college has two battalions of NCC, four units of NSS, two units of RANGER AND ROVER. NCC unit of Indian Army provides training of personality development, discipline and participation is imparted. Genuine efforts are made for prevention of tobacco and drug. For this, placards bearing preventive measure are displayed at crucial junctures in the college campus. Public awareness programs are conducted on regular basis to make the students aware about the abuse and menace of Tobacco, drugs and alcohol. Voter awareness programs, Anniversaries of Great men/Freedom fighters, National Unity Day oath, International Women's Day, Rangoli, National Festivals, Blood donation and other programs related to nation building are organized from time to time and as per the orders from the Commissionerate of College Education. As a responsible citizen, college staff and students, especially NCC/NSS/ROVER & RANGERS cadets

have continuously performed many works of social concern during the corona pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1JIRyuT1Bc3YBnYN0eDKZdaX0yfPblkZ/view?usp=drive_link
Any other relevant information	https://drive.google.com/file/d/1Jy3_w2kk5xLM7HEZjEVnO2W8nhF3coVD/view?usp=drive_link

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

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

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

The institute celebrate all the international and national events and festivals. these are celebrated with full fervor and vigor by the students and NCC/NSS/Rover and Rangers also. the tricolor is hoisted and sweets are distributed to students on republic day and independence day. Public awareness programs are conducted on regular basis to make the students aware about the abuse and menace of Tobacco, drugs and alcohol. Voter awareness programs, Anniversaries

of Great men/Freedom fighters, National Unity Day oath, International Women's Day, Rangoli, National Festivals, Blood donation and other programs related to nation building are organized from time to time and as per the orders from the Commissionerate of College Education. As a responsible citizen, college staff and students, especially NCC/NSS/ROVER & RANGERS cadets have continuously performed many works of social concern.

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

7.2 - Best Practices

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

Best Practice -1 GREEN INITIATIVES IN COLLEGE CAMPUS Environmental degradation is the major issue throughout the world. Indian culture and traditions had always been aware and motivational towards the management and conservation of flora and fauna for the sustainable development of mother earth. PG students and staff members have taken initiative for plantation in campus. Each PG student has been given charge of a particular plant. He/she waters it and takes care of it. When he leaves the college after the completion of his study, then newly entered boy is given charge of the particular tree. Plantation and environmental awareness committee, NSS, NCC and YDC monitor this process and provide necessary help and guidance to the Students.

Best Practice -2 PREPARATION OF GARBAGE ENZYME An Environment Friendly Fertilizer Mother earth is getting warmer day by day, due to the depletion of ozone blanket green house effect. In present era, garbage enzyme seems to be a most effective way to fight these challenges because during the production of this ecofriendly enzyme, Ozone, Nitrates, Carbon dioxide are generated, which reduce green house gases heavy metals trapped in atmosphere, thus bringing down the global temperature.

File Description	Documents
Best practices in the Institutional website	https://www.msjcollege.in/docs/1936679759INSTITUTIONAL%20BEST%20PRACTICES.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

We are committed to providing quality education to the learners from the region. While preserving the enduring values of its mission of providing quality education to the students through Inclusive Excellence, the institution has lived up to its reputation of excellence in teaching and research. Ensuring student participation in community service, proficiency in communication and analytical skills, nurturing critical thinking, developing soft skills as well as a sense of moral and social responsibility. The institution has been striving towards achieving the stated objective of Providing higher Education and Research opportunities to the students of the weaker section, specifically SC/ST/OBC students. To cater to the diversified needs of and ensuring overall development, the following schemes/measures have been implemented: 1. Financial Support /infrastructure: college is nodal centre for various scholarships CM higher education scholarship/minority /social welfare for SC/ST/OBC. Funds are disbursed online. Seminars for discussing the opportunities of employment are organized for students by the PG departments. after graduating from the college most of the students take admission in B.Ed and PG courses. Our efforts have borne fruits and the institution has become the most preferred choice of students for pursuing higher education in Bharatpur district.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College ensures an effective curriculum through a well-planned process. At the college level, the implementation of the curriculum within the stipulated time is monitored and regulated by the Head of the Institution and in Charge of the Department respectively. Some of the measures taken for effective functioning and delivery of the curriculum in the institution include Classroom lectures: Lecture materials include notes, slides, PowerPoint presentations, animations, and references to additional e-resources like INFLIBNET. Practical sessions and lab activities: Lab manuals are prepared to contain experiments based on the syllabus. Assigning projects to the students: Fieldwork, case studies, and social surveys are part of the curriculum in many subjects like Sociology, Geography, Botany, Zoology etc Providing exposure to research activities like organizing seminars, symposiums, and workshops for postgraduate students in most disciplines, writing dissertations Using innovative pedagogical tools and techniques: The syllabus is also enriched by covering content beyond the basic subject contents for knowledge and conceptual clarity of the subject. Extension/Guest Lectures by subject experts. Application of theoretical knowledge through fieldwork and practical /experiments. Providing e-content and Study material Resources like problem sets and e-resources are available for advanced learners. Curriculum delivery during the pandemic session was done through online lectures. YouTube links to recorded lectures on various topics were shared with the students through WhatsApp groups for multiple classes assigned to the specific faculty member. The students clarified their doubts through the telephone conversation and WhatsApp communication. Tasks and assignments were given online.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.msjcollege.in/docs/1355501918ACADEMIC%20CALENDAR%202021-22.pdf

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

Curriculum delivery during the pandemic session was done through online lectures. YouTube links of recorded lectures on various topics were shared with the students through WhatsApp groups for various classes assigned to the specific faculty member. The student's clarified their doubts through the telephone conversation and WhatsApp communication. Tasks and assignments were given online. All students could access the recorded lectures uploaded on the college you-tube channel ccerajggcmeeraudaipurclass and the personal youtube channels of the faculty members. The prepared lectures were also accessible from 'Rajiv Gandhi' e-content bank link available on the college website. The college undertakes initiatives to ensure continuous internal evaluation (CIE) through informal means involving direct student-teacher interaction. There are guidelines to ensure the smooth execution of internal assessments planned at the department level. The teaching faculty devises assessment methods most suited to their curriculum delivery mechanism. The annual Theory and Practical examination schedules are decided by the affiliating university. During the pandemic session, evaluation was carried out online and assignments and quizzes were given through emails and google forms. Recorded seminars of students were evaluated. Student seminars are an important part of the internal evaluation in PG programs following the CBCS pattern.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.msjcollege.in/docs/1355501918ACADEMIC%20CALENDAR%202021-22.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

16

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

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

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

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

0

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

1.3 - Curriculum Enrichment

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

The cross-cutting issues mentioned as above are covered under various topics in curriculum of various programs of study conducted in the institution: 1. Environment and Sustainability: Environmental degradation is the major issue throughout the world. Indian culture and traditions had always been aware and motivational towards the management and conservation of flora and fauna for the sustainable development of mother earth. PG students and staff members have taken initiative for plantation in campus. Students are asked to switch off light and fans and water taps on their way out. Almost all the rooms of the first floor of the Institute receive sufficient day light and no artificial light is required. 2. Gender: Topics like Inequalities of Caste and Gender, Dowry, Violence, Gender in society, Social Stratification, Gender issues in literary writing with a full paper in English literature, novels by Mannu Bhandari are taught. 3. Human Values: Topics like Development-induced Displacement, Kabir and other reformers, Character Sketches in fiction and values enshrined in the constitution are covered in the curriculum of courses taught. The compulsory course "Anandam" inculcated values like the "Joy of Giving" among students. 4. Professional Ethics: Topics such as Neetishatak, successful operation of committees, management of conflict, Organizational culture, Positivism, Division of labor, Justice, Hierarchy, Idealism and Individualism, Renaissance, Classification of Governments, are addressed in the Arts stream. Topics like Plagiarism, types and tools for Plagiarism detection, illegal drug trade are covered in the science stream.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

05

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

202

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	https://www.msjcollege.in/docs/1569816991AlumniFeedbackForm.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.msjcollege.in/docs/1724886870STUDENT%20FEEDBACK%20FORM%202021-22.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
8214	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	

5463

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Institution assessment of learning levels of students Students are assessed through class tests, assignments and question-answer learning in vogue. They are assessed through an annual examination conducted by the affiliated University. Activities of co-curriculum assess the student's skills and expertise in various fields. Student's behavioral traits such as regularity, proper grooming, and other discipline-related issues are also assessed. After admission, necessary steps are taken to cater to the differing needs of advanced and slow learners. All faculty members in their initial lectures orient the students in the basic concepts of their respective subjects. The faculty members try to identify the advanced learners in their respective subjects through the marks obtained in class/term tests and annual examinations. Advanced learners are provided opportunities for presentations in seminars, workshops, and activities of department associations, and entrusted with responsibilities for organizing cultural and literary activities. Communication skills and computer operation abilities are developed by organizing workshops and short-term training programs. Gyan Sudha program prepares students for competitive exams. For 'Slow-learners', seminars, extra classes, group discussions, informal discussions, and skill development activities are organized. Modifying teaching strategies as per the needs of the students is done. The 'Student Advisory Committee and mentors motivate them for better and continued performance. As a part of peer- learning teachers provide study material. E-Content modules and Audio-Visual aids are used for creating interest in the concerned subject.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1HiBCgdy441f8VZFwTjiMKdndhnZxfL2G/view?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
8214	91

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

College has student centric approach. Various steps/initiatives are taken for achieving student centric learning. Eight smart classrooms have been setup in the college to make interactive learning experience long lasting and student centric. Teachers take initiative in identifying strengths and weaknesses of each student. Students are suggested to participate in various co curricular and extra-curricular activities to enhance their learning skills. The faculty members are encouraged to attend workshops conducted by University, College and other authorities. Time-table, syllabi, evaluation method and paper pattern are communicated to students clearly at the commencement of each session. Various methods of teaching such as lecture, group discussion, seminar, audio-visual means (including showing films) etc. are adopted. U.G. and P.G. students are encouraged to attend symposia, seminars/workshops organized by the relevant departments. Field visits are also conducted by various departments. For teaching-learning certain topics, students are guided to make power-point presentations by providing internet links, thereby enhancing and encouraging independent learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1_KasPcz9jPI58qGqAzTrlahwCelCKSfG/view?usp=sharing

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

The college provides a wide range of IT educational services to deliver knowledge to students. The 84 educators of M.S.J. Colleges are no exception when it comes to using ICT-enabled tools for effective communication with students. Teachers updated themselves for online teaching during the pandemic period. The college has ICT-enabled classrooms and 8 Smart classrooms and LCD Projectors, desktops, digital cameras, microphones and other ICT tools are extensively used by teachers and students. Recording of video lectures and uploading of lectures has been done on individual YouTube channels and college YouTube Channel ccerajggcmeeraudaipurclass. There is one well-equipped SmartScience lab for an effective teaching-learning process, Teachers and students have been given training in Smart Science Lab experiments based on augmented reality and virtual reality experiments. Students have free access to the lectures uploaded on the college website as Rajiv Gandhi e-content..The college is in continuous efforts to improve its IT infrastructure and facilities to keep pace with technological advancement.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

61

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

91

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

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

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

62

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1266

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

2.5 - Evaluation Process and Reforms

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

The assessment of the academic progress of the students is on a continuous basis, the marks are allotted based on parameters like attendance, understanding, practical, oral, and terminal tests. These examinations are planned and conducted as per the dates and schedule provided by respective departments and competent authorities of College. Assessed answer books of Term-Tests are given back to students so that they can analyze themselves through them. The competitions (Co- curricular and extra-curricular) are conducted in fair manner. Rules and regulations are informed well before the commencement of the competitions so that the participants make them prepare for the activity. The competitions are judged well by three experts and the result is declared just after completion of the activity. With its sincere efforts, the institution tries to inculcate various graduate attributes in its students such as respect for humanity and democracy. It also equips them with professional skills to employ scientific and technological knowledge for the betterment of the society and country. By holistically grooming students into confident, well-equipped, culturally conscious, socially modern and globally competent persons, the college tries that its students should imbibe good values.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://drive.google.com/file/d/1GNV1GBsUKwRYWChFOt3dEL24nc0a5wxe/view?usp=sharing

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

M.S.J. College, Bharatpur is affiliated to the M.S.B. University, Bharatpur. The college conducts University examinations as per rule and regulations laid down by the University. The college is a big examination center and almost 1500-2000 students appear for their exams every day during annual examinations. Almost all the teachers are in the panel of examiners for paper setting and evaluation of answer books. Any representation regarding question papers, examination-related issues, and evaluation is forwarded to the University. During the exams, unfair means cases and grievances related to question papers are forwarded to the university immediately for necessary action. The examination procedure is completely transparent: The time table is displayed on the university website Admit cards are generated online. The examination process is looked after by the center superintendent and assistant superintendents. The answer sheets are distributed room-wise along with question papers and attendance sheets to the invigilators. After examination, the answer sheets are collected by the invigilators and submitted to the Examination Committee for further processing. The invigilation duties and attendance sheets are generated online. The payment for invigilation duties is done online. The question papers are kept in safe custody in the strong room. The answer books are coded. The answer books are evaluated fairly in time and results are declared and displayed on the University website.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college is committed to quality education and it makes all efforts to deliver the best of education to its learners. The college has 18 departments in all, 10 in humanities and social sciences, 5 in science and 03 in commerce. The UG programmes are B.A, B.SC, B.COM, and PG programmes are M.A, M.SC, and M.Com. The college is affiliated to Maharaja Surajmal Bruj University, Bharatpur and it follows the curriculum prepared by it. The faculty members contribute in the capacity of BOS members and conveners for curriculum enrichment. The results are displayed on the university website. There is a help desk in the college where

faculty members of all streams are available even during the summer vacations. The students seeking admission in the first year seek advice from teachers and discuss the CO/PO and POs. This helps them in selecting electives and extension activities offered by the institute. Communication of PO/CO to faculty: The faculty members discuss the programme outcomes in their respective departments. The department-wise time table is discussed and the teaching plan is prepared to keep in mind the results of the specific programmes. The outcomes for all courses, programmes and elective papers helps the teachers evaluate the objectives of the subject content. This evaluation also helps the teachers identify the learning capacities of the students and take corrective measures accordingly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://msjcollege.in/images/pdf/COPCPSP21-22.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institute collects and analyses data on learning outcomes by various methods. The analyzed data is used to take corrective action to overcome the barrier of learners. For the betterment of learners the methods such as data collection, analysis, and corrective actions are as follows: 1. The assessment factors are defined regarding different collective and influential assessment forms 2. Faculty meets are scheduled in time table to interact with students to find the delinquent that they are facing not only in academics but also in personal issues 3. The assessment of the course outcome is done by a faculty member using defined assessment factors discussed in meetings. 4. The assessment factors include Unit Tests, Assignments, Mock tests, and Faculty feedback during the session 5. Feedback on invited talks, events, and workshops. 6. Mock practical/oral examinations are conducted to understand students' skills. 7. Annual examination results are also analyzed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://msjcollege.in/images/pdf/COPCPSP21-22.pdf

2.6.3 - Pass percentage of Students during the year

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

2248

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://msjcollege.in/images/pdf/ACADEMIC%20ACHIEVEMENTS.pdf

2.7 - Student Satisfaction Survey

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

<https://www.msjcollege.in/docs/1764279697STUDENTS%20SATISFACTION%20SURVEY%20REPORT%202021-22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

958000

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

33

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dst.gov.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Being an affiliated College to Maharaja Surajmal Brij University, Bharatpur, it follows the syllabi prescribed by the University.

However, faculty members of every department of the college represent as convenors and members of the Board of Studies (B.O.S) in the University, thereby having direct involvement in designing the syllabi. Faculty members regularly attend orientation, refresher and short term courses organized by the academic Staff Colleges of different Universities for their updation of knowledge in the subject. Faculty members also participate in the National and International conferences to enhance their knowledge. The institution provides its teachers all the traditional and modern facilities for the effective delivery of the curriculum. The central library is equipped with books and journals which are accessible to the teachers and students, apart from the individual departmental libraries. The College has provided WIFI as well as LAN connection of Broadband to various departments. The college is furnished with smart classrooms, audio- video modes of teaching, LCD projectors apart from the traditional black and green boards to deliver lectures effectively. Seminars and other educational activities like class tests, term tests, study-tours, etc. are conducted by the individual departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1SC8rh8dD87VfP0wWP1ccE2L3IH0qmKmy/view?usp=sharing

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year****23**

File Description	Documents
URL to the research page on HEI website	https://msjcollege.in/page.php?fId=6&dId=109
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****35**

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year****66**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

M.S.J. College, Bharatpur is fully aware of to its onerous responsibility of producing world class citizens. We have made a colossal contribution to environment and society by making a worthwhile participation. NCC, NSS, Youth Development Centre and a team of committed faculty members engage students in the community development programs. Rallies under the aegis of NCC, Eco Club, NSS and Scout to protect the environment are often taken out. Students march holding placards bearing thought-provoking slogans to draw the attention of people to these issues. Rallies to mark-Ozone Layer Protection Day, Environment Day were flagged off by Principal. Rallies for celebrating a pollution free, cracker-free Diwali are a regular feature here at our institution. Rallies along with NCC were carried out to Say No to Polythene and No to Tobacco. Bala Quilla area was cleaned by NCC cadets and appreciated by the District administration. BSR GAC regularly organizes Blood Donation Camps. It is in collaboration with NGO's like Lions Club, Rotary Club, Uddan Alwar Blood Bank and the team of doctors is from civil hospital. Whenever seminars and rallies are organized by bodies like RBM Hospital, Bharatpur, M.S.J. College, Bharatpur makes

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1JIRyuT1Bc3YBnYN0eDKZdaX0yfPblkZ_/view?usp=sharing
Upload any additional information	No File Uploaded

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

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

0

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

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

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

15

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1064

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

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
0	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
0	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
College provides adequate infrastructure and physical facilities for Teaching Learning process. We also have well equipped computer labs which are used by the students for lab-based	

classes. It has well maintained spacious classrooms, ICT class room and laboratories. Eight class rooms are ICT enabled with projector smart board and Wi-Fi facilities. The Auditorium is spacious and having projector facilities. All the laboratories are user friendly, well equipped with necessary and advance instruments. T The central library has a good treasure of textbooks, reference books, magazines and is semi automated since 2018-19 with A web application for library management DOIT software. Our central library provides reading room service, internet browsing, Online public Access Catalogue service and career information service etc. E-Journals can also be accessed through INFLIBNET. Photocopying facilities is available for the students and staffs. The administrative block of the college consists of the Principal's office, the Accounts Office, Establishment office, Scholarship office, General Office In botany department, A well developed botanical garden has various medicinal plants and important flora. It is a natural laboratory for the students of botany and provides lots of information about medicinal plants.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1poC206xUTNU3oGFE4At83Xm74OM-E3Oz/view?usp=sharing

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

1. Sports; The college has a large Playground approximately of 2 hectare area (From 1947). It is regularly used for various sport activities. 2 Cultural: An open Stage and an auditorium, beside these a large auditorium is under construction. S.No. Facilities No. Remarks 1 Sports : Outdoor & Indoor 01 + 01 College Play Ground For Athletics, Kabaddi, Cricket, Boxing, Wrestling, Shooting, Archery, Badminton, Basketball, Hockey, Volleyball, Tennis, (in staffroom there is table-chess, carom) 2 NCC 02 Units+ 02 office (3 Raj & 6 Raj) Separate block for regular activities. 3 NSS 04 Units+ 01 office Independent NSS office 4 Auditorium 01 Under Construction 5 Communication Skills Development 01 Language Lab 6 Cultural Activities Cultural Committee Poetry Recitation, Debate, Solo-Group Dance, Solo-song, Group Instrumental Music, Vocal Music, Quiz, 7 YDC Youth Development Centre Committee Public Speaking, communication

development, yoga, health and hygiene

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1Jl3cuNaitJYgKRBj3LAM2LpXOJ-t-C9U/view?usp=sharing

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**10**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1poC206xUTNU3oGFE4At83Xm74OM-E3Oz/view?usp=drive_link
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****29801**

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

4.2 - Library as a Learning Resource

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

Library is not fully automated, however, the automation is under process. The Softlink Software (Link Ashia Pvt. Ltd, Version-6, Multi users) has been purchased for the same. INFLIBNET facility is available for students and teachers. The internet and Xerox facilities are being provided to the users. Besides this, the College has Departmental library for PG students with free access to internet and Xerox facility. Apart from this WiFi and lecture capturing system is available in the College for the knowledge updation of faculty and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://drive.google.com/file/d/16MOv0SBt24PBtoCqZ81-bhZ6AjI-rA7/view?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

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

50000

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

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

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

0

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

4.3 - IT Infrastructure

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

The computerization of administrative works and accounts was set up years back. Presently the college has 107 computers, installed in 2 laboratories and departments. A Smart Science Laboratory is available with a range of virtual experiments for science subjects. During the pandemic period, online teaching was used as a stopgap to traditional teaching by uploading video content to the YouTube channel. Text, photos, ppt, notes, pdf etc. were shared among the students using the WhatsApp groups. The website coordinator ensures that the college web portal is updated from time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1poC206xUTNU3oGFE4At83Xm74OM-E30z/view?usp=drive_link

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

5000

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

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

The College takes direct initiative in the maintenance and upkeep of infrastructure and support facilities through the various committees constituted at the beginning of the academic session for effective planning and implementation. The College administration is aware and committed to maintain and utilize the

academic, physical and support facilities in the following manner. Physical facilities A complete administrative structure namely Principal, Vice Principals, In charge of all Departments, Ministerial staff, and Fourth class, take care of all physical infrastructure. Academic At administrative level, a Vice principal is assigned complete responsibility to monitor the academic activities of the College. A well defined time-table is prepared at college level which is followed and monitored in letter and spirit. Library A well trained library staff is available which monitors the daily functioning of library. A Library Committee is also there which looks after the library. Sport Complex A full time incharge of sports department takes care of sports infrastructure. A Sport Committee has also been constituted for the regulation of sport activities and facilities. Laboratory In all Departments where laboratory is there the Incharge of the Department with the assistance of laboratory assistant and laboratory bearer takes care to maintain the laboratory.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.msjcollege.in/images/pdf/ProcedurePolicy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

219

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

238

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

Students Council known as Student's Union is formed in the college as per the recommendations and guidelines laid down in the Lyngdoh Committee and the government of Rajasthan orders and notifications issued from time to time. There are direct elections for the post of President, Vice-president, General Secretary, and Joint Secretary and C.R(class representative). The indirect elections are held for the post of UG representative and PG representative. The role and responsibilities of student Council and representation of students in academic and administrative bodies are reflected in the following endeavours: Student Union representatives play a major role in planning and execution of all the developmental activities related to academics and administration of the college. President of the student union is the member of 'Mahavidlaya Vikas Samiti 'by virtue of being the students' representative. He protects the rights of students and proposes various works to be undertaken on behalf of students. In field and community activities the students not only participate but are also assigned important responsibilities. Student representation is also prominently evident in college magazine Jaya Patrika, PG departmental seminars, and Community Connect Programme. Student representation

is also evident in extension activities like NCC, NSS, YDC, Ranger/Rover, and various awareness programmes, community services.

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

Alumni Association (Poorva Chhatra Samiti, Maharani Shri Jaya Mahavidyalaya Bharatpur) got registered on 12 July 2016(registration number 49/ bharat/2016-2017). Association fostering friendship and maintaining contact among old students and their Alma-mater. It aims to contribute towards the overall development of the college itself. Its affairs are managed by an executive committee which is constituted in accordance with the rules of the association. The executives represent all the generations of alumni. Alumni members belong to the different parts of the society. They are the administrators, educationists (some working as faculty members in our College), entrepreneurs,

social workers and people from other domains. A number of our Alumni have achieved high status in their field after leaving this college. They are invited to deliver lectures and participate in meetings to share their experiences. Such interactions inspire and motivate current students of the college about the employability and educational opportunities abroad. The Alumni provide feedback on their abilities gained during their course and provide valuable recommendations for improvements. The alumni were also involved in defining our Vision and Mission. The out-going students become members of Maharani Shri Jaya Mahavidyalaya Bharatpur Alumni Association and they are provided with associated membership based on their year of graduation. The alumni are advised to keep in touch with the association and participate in its meetings and furnish updates of information with regard to their career progress. The funds generated by the membership fees of alumni are used for welfare of the college

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The motto of the College "Sa Vidya Ya Vimuktaye" encapsulates its vision: to impart quality education for the holistic development of the students, and attempts to inculcate traditional values of Indian culture and also provides equal opportunities for SC/ST/OBC students. Apart from imparting quality education at tertiary level, we engage the students in co-curricular and extra-curricular activities like NCC, NSS, Rovers, YDC, and Cultural activities towards their holistic development. Institutional

traditions and value orientations are absolutely compatible with the glorious traditions and value system of Indian Culture. IQAC designs the quality policy and college administration implements it. Planning to this effect is made by the development committee. The policy statements and action plans for the fulfillment of the mission of the college are executed by the Principal, 18 Heads of the Departments and convenors of the various committees. Staff Council meetings and the meetings of various committees are the platforms for the interaction of the Principal with the faculty, towards the formulation of the action plans. In the framing of the institutional strategic plan, the recommendations and findings of the aforesaid meetings are incorporated. With the aim of interacting with the students, the principal takes frequent rounds of the campus and visits individual departments also. Besides, the students can approach the Principal during the working hours. Policy and planning are supported by the need analysis of the students and the faculty. The students' union communicates various issues in the interest of the students to the administration.

File Description	Documents
Paste link for additional information	https://msjcollege.in/page.php?fId=28&dId=31
Upload any additional information	View File

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

The Principal of the college is Head of the Institution. The College has 18 academic departments with Post Graduate teaching in 17 subjects. Senior most faculty of the department is the Incharge or the Head of the Department. The Heads of the Departments are free to work and take decisions regarding admission in P.G. Classes, timetable framing and the development of department according to Government rules. Similarly H.O.Ds are the channel of communication between faculty members of department and Principal. Incharges of departments execute academic and administrative works with the support and cooperation of concerning departmental committees. Different committees are constituted at the beginning of the session and communicated to the staff members. This ensures transparency in policy execution. The Principal of the college holds regular meetings with the teaching and non-teaching staff. In these

meetings, various issues are taken up for discussion before arriving at a final decision. The process of decentralisation is not only limited to academic faculty but also to office staff. Office Administration is headed by administrative officer, under whom there are Senior & Junior clerk and other class III and Class IV staff. Thus the decentralization of departments and personnel is observed and in case of any discomfort, the decisions are arrived at amicably with the intervention of the Principal if required.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/16MOv0SBt24PBtoCqZ81-bhZ6AjI-rA7/view?usp=drive_link
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has a perspective plan focusing on the current position and attainment towards the desired goals for growth and development of the Institution. Examination and Evaluation The College administration holds fair examinations according to the guidelines issued by the Commissionerate of College Education and the affiliating University. The University results of students are analysed by concerned committees and students are advised accordingly. Research and Development Faculties and students are encouraged to participate in research activities. There are forty Ph.D. guides and twenty students are doing research under their supervision Curriculum Development The College follows the curriculum designed by the respective Board of Studies of the University and the faculty members of this College contribute to the framing of curriculum as members of the BOS for the same University. The College follows the Academic Calendar prepared by the Commissionerate of College Education, Rajasthan. Admission of Students College admits students through a centralised transparent admission system and strictly follows State policy of admission. Human Resource Management Four units of the NSS, two units of NCC, Scout and YDC engage the community through organizing rallies, camps, etc. on a number of issues related to health, education, gender, road safety, hygiene, national integration, and thus to create awareness in the society. Library, ICT and Physical Infrastructure / Instrumentation The college is a

signatory of INFLIBNET programme of UGC . All faculty members have been provided with unique User ID and password of the Digital library to access E-journals and E-books from anywhere.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/16MOv0SBt24PBtoCqZ81-bhZ6AjI-rA7/view?usp=drive_link
Upload any additional information	No File Uploaded

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

Administrative set up - The Principal of the college is the Head of the institution. Senior-most faculty members are In-charge of Establishment and Academics. The ministerial and subordinate staff work under authority of Principal. Senior-most members are Faculty In-charges. The departmental Incharges are responsible for planning and implementation of departmental work. Committee convenors report to the Principal directly. Senior faculty members are delegated charge of Establishment, Accounts, Library, IQAC, Exams, etc. Policies and Procedures - Internal Quality Assurance Cell ensures quality culture. Board of Governors and Project Monitoring Unit (RUSA) is responsible for policy decisions and planning and is responsible for monitoring of execution of work and grant utilization. College Development Council works for infrastructure and academic maintenance. Statutory committees like Internal Complaint Committee, Grievance Redressal Cell, Equal Opportunities Cell are functional in the college. Appointment - Recruitment of faculty in colleges is done by Rajasthan Public Service Commission. The Service rules regarding recruitment, postings, transfers, leave rules, pension and promotions of employees are in connection with Rajasthan Service Rules. The Departmental Promotion Committee judge the suitability of faculty for promotions based on their seniority, work and conduct. Recently API score has been included as criterion for career advancement of eligible faculty.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/16MOv0SBt24PBtoCqZ81-_bhZ6AjI-rA7/view?usp=drive_link
Link to Organogram of the institution webpage	https://drive.google.com/file/d/1TKZxfhXg0eF1ZMt13D4WVh3HRnftRENq/view?usp=sharing
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching staff Old pension scheme, New pension Scheme, Gratuity, PL Encashment, and Medical reimbursement, SI, Maternity and CCL for women employees. DA as GOI, HRA, apart from the salary as per UGC scale. Special leave to pursue Research further Education
NonTeaching staff Old pension scheme, New pension Scheme, Gratuity, PL Encashment, Medical reimbursement, Maternity and CCL for women employees, DAas GOI, HRA, Festival Advance,Uniform allowance etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KZrZZjXPT3H1IMgrpJ9xCdGXOZUeh5JY/view?usp=sharing
Upload any additional information	View File

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

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

0

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

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

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

0

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

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

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

33

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

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

Annual performance appraisal is the medium whereby the performance of the teaching and non-teaching staff is evaluated annually. Every year all the faculty and staff members have to submit Annual Self-Appraisal Reports The reportee has to

categorize the work done under following heads - Key result areas, Targets, Actual achievements and Shortcoming in Achievements (if any) and Special contribution. Besides this, the employee has to give a brief description of the specific work done by him/her during the session. The basis of employee/reportee evaluation done by the reporting officer includes- Output of work Leadership qualities Analytical ability Management ability Decision making ability Ability to take initiative The reviewing officer finally comments upon and rates the reportee after going through the remarks made by the reporting officer. The Annual Confidential Reports of the faculty are based on self-appraisal to adjudge the performance of the faculty throughout the session in the field of teaching, conduct, work done in various committees and potentialities. The ACR record of all employees is maintained by the Office of Commissionerate, College Education, Rajasthan, Jaipur. The technical staff report to the departmental In-charges and the work done by them throughout the session is adjudged by the Incharge of their respective departments. The non-teaching staff reports to the Principal.

File Description	Documents
Paste link for additional information	https://hte.rajasthan.gov.in/hteCircular/ACR_638_29092022.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

This Institution has two types of Audits. One is internal and another is external audit. Internal financial audit is done at regular intervals throughout the year by the Internal Audit Committee consisting of faculty members of the college. The committee takes up audit tasks such as checking bills, verifying articles from the bills, ratifying cash-book entries with bills and vouchers. Thereafter the bills are countersigned by Drawing and Disbursing Officer of the institute. Internal audit of commodities and stock of various Departments, Laboratories, Store, Students' Union, Hostels, NSS, NCC, Rangering stores is done by faculty members. External audit of all the funds including Government grant, College Development Committee and Alumni accounts, etc. has been done. Mechanism for settling

audit objections - During audit, if any discrepancies are observed, memos are issued for clarification. These memos are reverted on satisfactory answers. It is incorporated as an audit objection if more clarifications are required. The draft report is discussed with the Head of the Institution and Accounts personnel. The report comprises of significant audit findings related to regularity and propriety aspects. The audit report is shared with the Commissioner, College Education, Jaipur for information and further compliance of report.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/16MOv0SBt24PBtoCqZ81-bhZ6AjI-rA7/view?usp=drive_link
Upload any additional information	No File Uploaded

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

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

49.8

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

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

The sources of institutional funding include Govt. of Rajasthan, UGC and RUSA. Fee collected from the students is used to some extent to meet out recurring expenses. Funds of College Development Council and Self-Finance Scheme (SFS) are also used for developmental works. The salary is provided by the govt. through the state exchequer. There is no provision of reserve funds. All the grants released by various agencies come for well-defined purposes, and at the end of the term, regarding the

utilisation of grant, a utilization certificate is submitted to the granting agency. If the surplus amount remains unused, it is duly returned to the granting agency. Though some part of the college fee charged as development fund for the college that remains with the college, is used reasonably in accordance with the rules and due consent of the stakeholders. Institution is securing additional fund from UIT, Nagar Nigam and District Administration. In 2007 the construction of college auditorium was started by the funding of Nagar Nigam. In 2011 the main gate of the college was constructed by the funds provided by Honorable Governor of Haryana Sh Jagannath Paharia. Later the Chairman of Nagar Nigam Bharatpur Sh. Shiv Singh Bhont contributed resources for the construction of Stage and roof of the seminar hall, link roads in Botany and Zoology Departments, Sulabh Complex (15 sets of toilets) for girls and roads in the entire campus.

File Description	Documents
Paste link for additional information	https://msjcollege.in/page.php?fId=74&dId=84
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC of the college is functional and makes significant suggestions for academic and infrastructural development in the college. The internal quality assessment cell looks into the development of academic and other aspects of college. It holds regular meetings to monitor how these activities are contributing towards the betterment of the teaching-learning process. The IQAC also motivates departments to organize seminars, academic activities, and mentoring of students. Besides, it gives suggestions that are very relevant and useful for the teaching learning process. The institution ensures that the decisions based on the findings of the IQAC are fully adhered to. The academic as well as administrative work is further smoothened by the time-to time raining sessions being organized by the college for its teaching as well as the non-teaching staff. Small workshops, in the form of interactive sessions, have helped the staff of the institution work in a better and more promising way. The IQAC in the planning process considers feedback collected

from all the stakeholders to prepare perspectives on development. Developmental perspectives are discussed in the respective meetings of the Advisory Committee consisting of several external members, PTM and alumni. The reflections of the meetings are incorporated into the plan.

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

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

The approach of IQAC has always been focused on learner-centric teaching learning process and has designed the policy to assess and evaluate it from time to time. The IQAC works towards realizing the goals of quality enhancement and sustenance. Suggestions made by IQAC have been executed at the levels of developing IT Infrastructure, effective teaching, proper allocation and maintenance of funds, research and student support. Teaching -Learning and Evaluation: The curriculum is constantly reviewed, revised, and updated. Relevant and specific suggestions offered and feedback received from the students, teachers, and stake holders are incorporated. Besides classroom teaching and curriculum, co-curricular activities are undertaken with an aim to move beyond the realm of formal learning and foster creative and critical thinking. Structure and methodologies of operation: The feedback procedure in the college is in the form of a questionnaire separate for parents, teachers, students and alumni to render their advice on all aspects related to the development of the college. The College has a regional study center of IGNOU. There is a good central library with reference books, besides departmental libraries which initiate the learning process.

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year
<p>The institute believes in gender equality. Being a Co-ed college it is the duty of everyone to respect female student and faculty. To achieve Gender equality women, men, girls and boys enjoy equal rights, opportunities, and the college provides equal opportunity to shape their future and contribute to nation building and society. It is a matter of equitable distribution of power, influence and resources in society. This is reflected in behavior and actions. There is no discrimination between girls and boys. The girl student is motivated to participate in each and every program and sports activities. The girls' common room in the college has all the required facilities and proper care is taken of sanitation. The college principal herself monitors and ensures safety of the students. The entire college campus is under CCTV surveillance. A committee (Women Grievance Cell) actively works in the institute for the prevention of harassment of women. During the session 2020-21, not a single complaint of female harassment was received in the college; it reflects the high</p>

moral values ??and gender friendly environment of the institution. Meritorious girls receive scholarships and Scotty funded by the state government for the promotion of women's education. All the guidelines issued by the state government and UGC are followed in spirit for the welfare and safety of girl student in the institute. Girls of the college have made their mark in the field of sports also.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1Z8WVx4695OwJgoOk1Qjf9ahmC2E_hlgs/view?usp=share link https://drive.google.com/file/d/1N3IX-zzsnAUJ0U4TSCHEFVPHOAZT-jlJ/view?usp=share link

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

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

The college has a solar power panel of 32 KW• Geography department organize field visits and run a paper in Environmental Geography to teach in detail other issues related to conserve and protect environment • Water harvesting system are developed at selected places in the college campus. Extensive use of LED Bulbs besides attempts to make students aware about conservation of energy through slogans, posters, charts etc. • The campus is lush green due to extensive plantation program being conducted from time-to- time. Plants are watered and maintained by the NCC cadets/NSS/SCOUT.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and

D. Any 1 of the above

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

C. Any 2 of the above

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

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

All the National, state and regional festivals are celebrated with much fervor and students from across the classes, caste and creed participate. The newly admitted students are welcomed by the seniors. We are committed to providing quality education to the learners from the region. While preserving the enduring values of its mission of providing quality education to the students through Inclusive Excellence, the institution has lived up to its reputation of excellence in teaching and research. Ensuring student participation in community service, proficiency in communication and analytical skills, nurturing critical thinking, developing soft skills as well as a sense of moral and social responsibility. The institution has been striving towards achieving the stated objective of Providing higher Education and Research opportunities to the students of the weaker section, specifically SC/ST/OBC students. To cater to the diversified needs of and ensuring overall development, the following schemes/measures have been implemented: 1. Financial Support /infrastructure: college is nodal centre for various scholarships CM higher education scholarship/minority /social welfare for SC/ST/OBC. The institute believes in gender equality. Being a Co-ed college it is the duty of everyone to respect female student and faculty.

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

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

M.S.J. College is the nodal college of Bharatpur district. The institute boasts of 17 PG departments, runs 1 honors course at UG level. The institute is proud to have a rich tradition of learning and teaching constitutional obligations, values, rights and duties. The college has two battalions of NCC, four units of NSS, two units of RANGER AND ROVER. NCC unit of Indian Army provides training of personality development, discipline and participation is imparted. Genuine efforts are made for prevention of tobacco and drug. For this, placards bearing preventive measure are displayed at crucial junctures in the college campus. Public awareness programs are conducted on

regular basis to make the students aware about the abuse and menace of Tobacco, drugs and alcohol. Voter awareness programs, Anniversaries of Great men/Freedom fighters, National Unity Day oath, International Women's Day, Rangoli, National Festivals, Blood donation and other programs related to nation building are organized from time to time and as per the orders from the Commissionerate of College Education. As a responsible citizen, college staff and students, especially NCC/NSS/ROVER & RANGERS cadets have continuously performed many works of social concern during the corona pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1JIRyuT1Bc3YBnYN0eDKZdaX0yfPblkZ_/view?usp=drive_link
Any other relevant information	https://drive.google.com/file/d/1Jy3_w2kk5xLM7HEZjEVnQ2W8nhF3coVD/view?usp=drive_link

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

C. Any 2 of the above

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

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

The institute celebrate all the international and national events and festivals. these are celebrated with full fervor and vigor by the students and NCC/NSS/Rover and Rangers also. the tricolor is hoisted and sweets are distributed to students on republic day and independence day. Public awareness programs are conducted on regular basis to make the students aware about the abuse and menace of Tobacco, drugs and alcohol. Voter awareness programs, Anniversaries of Great men/Freedom fighters, National Unity Day oath, International Women's Day, Rangoli, National Festivals, Blood donation and other programs related to nation building are organized from time to time and as per the orders from the Commissionerate of College Education. As a responsible citizen, college staff and students, especially NCC/NSS/ROVER & RANGERS cadets have continuously performed many works of social concern.

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

7.2 - Best Practices

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

Best Practice -1 GREEN INITIATIVES IN COLLEGE CAMPUS Environmental degradation is the major issue throughout the world. Indian culture and traditions have always been aware and motivational towards the management and conservation of flora and fauna for the sustainable development of mother earth. PG students and staff members have taken initiative for plantation in campus. Each PG student has been given charge of a particular plant. He/she waters it and takes care of it. When he leaves the college after the completion of his study, then the newly entered boy is given charge of the particular tree. Plantation and environmental awareness committee, NSS, NCC and YDC monitor this process and provide necessary help and guidance to the Students.

Best Practice -2 PREPARATION OF GARBAGE ENZYME An Environment Friendly Fertilizer Mother earth is getting warmer day by day, due to the depletion of ozone blanket green house effect. In present era, garbage enzyme seems to be a most effective way to fight these challenges because during the production of this ecofriendly enzyme, Ozone, Nitrates, Carbon dioxide are generated, which reduce green house gases heavy metals trapped in atmosphere, thus bringing down the global temperature.

File Description	Documents
Best practices in the Institutional website	https://www.msjcollege.in/docs/19366797591NSTITUTIONAL%20BEST%20PRACTICES.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

We are committed to providing quality education to the learners from the region. While preserving the enduring values of its mission of providing quality education to the students through Inclusive Excellence, the institution has lived up to its reputation of excellence in teaching and research. Ensuring student participation in community service, proficiency in communication and analytical skills, nurturing critical thinking, developing soft skills as well as a sense of moral and social responsibility. The institution has been striving towards

achieving the stated objective of Providing higher Education and Research opportunities to the students of the weaker section, specifically SC/ST/OBC students. To cater to the diversified needs of and ensuring overall development, the following schemes/measures have been implemented: 1. Financial Support /infrastructure: college is nodal centre for various scholarships CM higher education scholarship/minority /social welfare for SC/ST/OBC. Funds are disbursed online. Seminars for discussing the opportunities of employment are organized for students by the PG departments. after graduating from the college most of the students take admission in B.Ed and PG courses. Our efforts have borne fruits and the institution has become the most preferred choice of students for pursuing higher education in Bharatpur district.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Encourages faculty members to attend State, National, and International Conferences, Seminars, Symposia workshops etc. within India and abroad Motivate and offer technical and procedural support to the faculty members in applying for Major and Minor research projects of UGC, ICHR, and Ministry of Environment, etc. Make efforts in the direction of guiding and supporting various departments of the college to organizing International, National, State and the local level conferences and other research related programmes. Botany, Zoology & Sociology Deptt. shall organize at least one study tour/field work in each academic year. Academic Calendar for session 2022-23 shall be prepared. An Annual Research Seminar shall be organized by college IQAC committee where in all Research scholar shall make their presentation. in collaboration with College Research Committee. To guide students to prepare for better research and competitive exams. To arrange atleast two employment fair for students. This is the area that need much focus. Efforts will be made to contact industry.