



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>Biyani Girls College</b>
• Name of the Head of the institution	<b>Dr. Neeta Maheshwari</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>01412338591</b>
• Mobile no	<b>9314927400</b>
• Registered e-mail	<b>acad@biyanicolleges.org</b>
• Alternate e-mail	<b>biyani_bgcc@hotmail.com</b>
• Address	<b>Sector-3, Vidhyadhar Nagar</b>
• City/Town	<b>Jaipur</b>
• State/UT	<b>Rajasthan</b>
• Pin Code	<b>302039</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Women</b>
• Location	<b>Urban</b>
• Financial Status	<b>Self-financing</b>

• Name of the Affiliating University	University of Rajasthan				
• Name of the IQAC Coordinator	Dr. Neha Pandey				
• Phone No.	014123383741				
• Alternate phone No.	01412338591				
• Mobile	9828508990				
• IQAC e-mail address	iqac_bgc@biyanicolleges.org				
• Alternate Email address	principalbgc@biyanicolleges.org				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.biyanicolleges.org/NAAC/AQAR/2019-20.pdf">https://www.biyanicolleges.org/NAAC/AQAR/2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.biyanicolleges.org/NAAC/AQAR/2020-21/A.C.pdf">https://www.biyanicolleges.org/NAAC/AQAR/2020-21/A.C.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.02	2015	14/09/2015	13/09/2020
Cycle 2	A	3.02	2018	04/12/2018	31/12/2022
<b>6.Date of Establishment of IQAC</b>	10/02/2007				
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Biyani Biosolutions Pvt. Ltd., Jaipur	Major R&D Project	BIRAC, New Delhi, India	2020, 1 year	6600000	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes				
• Upload latest notification of formation of IQAC	<a href="#">View File</a>				

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1) Upgraded the IT infrastructure to cope up with the current need of Online Teaching.		
2) Ensure more participation of faculty members in online FDPs and expert lectures.		
3) Maximized the use of E-Learning resources and software by faculty members.		
4)Efforts were made to improve the number of Linkages and MOUs with academic organizations and industries.		
5) Organized community-related awareness programs addressing social issues.		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
Preparation of AQAR 2019-20 as per NAAC format.	Successfully Completed	
Adoption of formats related to SSR and IIQA	Successfully Completed	
Prepare and confirm the Academic Calendar for session 2020-2021.	Successfully completed and uploaded on website.	

Implement the new certificate courses	Successfully implemented 45 inter-disciplinary certificate courses.
Organize the faculty development programme and student orientation program.	Successfully organized faculty development Programme and 6 days student orientation programme from 21-26 September 2020.
Organize the webinars/workshops and guest lectures.	Over 50 Seminars, workshops and webinars were conducted in the year 2020-21
Upgrade the IT facilities and infrastructure.	1) Internet bandwidth increased from 38 MBPS to 150 MBPS. 2) 6 new video stations were established for online teaching and learning. 3) 50 new, upgraded systems were purchased and installed to replace the obsolete systems.
Organize the college's annual fest.	2 days intra-college youth e-fest Rajjay was successfully organized from 09-10 November 2020.
Plan for 15th international conference (BICON-2020)	3 days International Conference was successfully conducted from 17-19 December 2020.
Improve the number of linkages and MOUs with academic institutes and industries.	A total of 10 new MOUs were signed with renowned institutes and organizations like Barclay's, Seek ACE, Somany industries, EDU-World, etc.
Computer and IT departments are planning to motivate UG & PG students to join online learning platforms.	Students and faculty members are registered in online learning platforms like SWAYAM and NPTEL.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Board of Management	10/11/2021

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	26/02/2022

#### 15. Multidisciplinary / interdisciplinary

National Education Policy (NEP 2020) envisions an education system rooted in Indian ethos that contributes directly to transforming India that is Bharat, sustainably into an equitable and vibrant knowledge society. The Vision of National Education Policy, to provide high quality education to develop human resources in our nation as global citizens, is well taken by the college.

At Biyani Girls College discussion among the faculty members were initiated on the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. In view of the NEP, College has initiated process of establishing new interdisciplinary centres integrating different departments in addition to the existing inter/multidisciplinary research and academics.

BGC has also already started taking appropriate steps and constituted a core committee headed by the Principal of the College for Effective Implementation of National Education Policy-2020. The committee has prepared a detailed road map for phased implementation of NEP. The college has taken the initiative of ensuring a minimum desired level of multidisciplinary across all its programmes. College has been and will continue to organise sessions with experts on NEP awareness and process amongst its faculty & students.

#### 16. Academic bank of credits (ABC):

Biyani Girls College is plan for member of the National Academic Depository which is a government endeavour to offer an online repository for all academic awards under the Digital India Programme.

The ABC can allow students to tailor their degrees or make specific modifications and specifications rather than undergoing the rigid, regularly prescribed degree or courses of a single university or

college. It can be achieved through multiple entries and exits for the students to complete their degree to suit their time preferences by providing mobility across various higher education institutions.

The Academic Bank of Credit concept is being discussed and to be implemented by the college. For this purpose, the college has constituted a committee to prepare a path for effective integration of ABC in its academic programs

Action Plan for further implementation under NEP 2020:

1. To implement ABC on annual basis as per NEP 2020.
2. To identify colleges for ABC transfer amongst each other
3. Biyani Girls College will identify programs to be offered to other participating colleges of the ABC scheme.
4. Mark statement structure and result processing systems would be upgraded to make them compatible with the ABC structure after appropriate approval from authorities.

#### **17.Skill development:**

Currently Biyani Girls College has created an eco-system to hone career relevant skills of the students by establishing Innovation Cell. Skill enhancement in students is ensured through various methodologies. Like

1. The Innovation Cell conducts various career-oriented activities, in association with various industries and organisations.
2. The departments identify the requisite skills essential to achieve the graduate attributes.
3. Biyani Girls College organises Seminars, Webinars and workshops etc. which are specifically aimed at imparting precise skill sets to the students; for example, Photography, music, Digital marketing etc.
4. The college is making sincere efforts for providing value-based education to the learners and make them responsible citizens and ensuring social justice and empowering the underprivileged and vulnerable sections of the society.
5. Skill based projects, field visits & internships are regularly conducted across all disciplines.
6. Biyani Girls College has well placed incubation cell and so students can convert her ideas into start-ups.

Action Plan for further implementation under NEP 2020:

1. In future Biyani Girls College will offer a bouquet of skill-oriented courses in each of the department.
2. Biyani Girls college will expand the services of Innovation Cell, collaborate with the industry to offer more skill enhancement courses to increase the employability of students.
3. Biyani Girls College will start some skill-oriented value-added courses.
4. Faculty members are also trained to create MOOCs & research. BGC will expand faculty development efforts by training them to adopt effective teaching-learning process and research practices.

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

Currently:

1. Biyani Girls College offers various value-added courses based on Indian Languages, Culture and art.
2. Various cultural events are regularly organized on Indian knowledge systems, languages, culture and values.
3. Outstanding local artists and crafts persons are invited as Artists-in-Residence and master instructors to promote local music, art, languages, and handicraft.

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

OBE has been adopted by BGC since its inception. Course outcome are had been appropriately defined for each course and are properly mapped and assessed for calculating the attainment of the same every year and same is used to plan the improvement in academic processes of the college in forthcoming years. Outcomes are assessed and attainment analytics are used to improve the academic quality. In future the process outlined above would be further strengthened and attainment levels will continue to be monitored closely to modify the pedagogy and /or the evaluation, in line with NEP 2020 objectives.

#### **20.Distance education/online education:**

The National Education Policy 2020 envisions a complete overhauling of the higher education system to overcome constraints that prevent equity, inclusion and diversity. The policy propagates that HEIs that fulfil stipulated criteria should offer ODL and online programmes so as to reach out to geographically and socio-economically disadvantaged groups.

### **Extended Profile**

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>21</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>741</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>0</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>306</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>78</b>
<b>File Description</b>	<b>Documents</b>
Data Template	No File Uploaded
3.2	<b>15</b>



Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	65
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1047.6438210
4.3 Total number of computers on campus for academic purposes	312
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p><b>1.1.1. The Institution ensures effective curriculum delivery through a well-planned and documented process</b></p> <p>The college regards effective delivery of curriculum prescribed by the University through its Boards of Studies.</p> <p><b>IQAC Meetings:</b></p> <p>IQAC conducts meetings in the beginning of every academic year.</p> <p><b>Academic-calendar:</b> The college follows the Academic calendar issued by the University of Rajasthan and the Principal monitors the effective implementation of it through formal meetings.</p> <p><b>Time- Table:</b></p> <p>The Time Tables are prepared by respective departments and, displayed on the Notice Boards and also uploaded on the college website.</p>	

**Teaching Plan and Course File:-**

Teaching plan is prepared by every faculty member at the beginning of academic year. They keep record of their daily lectures and practical in the course files.

**Teaching Aids:**

- College makes extensive use of E-Learning resources and software also owns a YOUTUBE channel GURUKPO.
- Laboratories:

The college well equipped laboratories.

**Departmental Library:**

• The college has two departmental libraries A -Block & B - Block to facilitate the students to access to latest books available in concerned subjects and topics.

**Teacher Support:**

- General knowledge test, consultative projects, screening of subject related videos are shared with faculty members.
- Orientation regarding the latest teaching methodologies.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

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

1. Classes and Lab time-table - Time table Coordinator of each department prepares it as per the guidelines of affiliating university.

2. Course files and Lecture Plan - After the allocation of subjects

to faculty, course file of each subject is prepared with a detailed teaching plan.

3. Internal Examinations- The dates of Internal Exams and Pre-University Exam are mentioned in the academic calendar.

4. Question Paper Setting - The question paper of internal exams is prepared in two sets.

5. Exam sheets evaluation- The answer sheets are cross checked in each department to ensure transparent and unbiased evaluation.

6. Assignments and Quizzes - In addition to the tests, assignments and quizzes are also the part of Continuous Internal Evaluation.

7. University Exams- The tentative dates for university exams are indicated in the academic calendar.

8. Student feedback Students submit their feedback through online feedback.

9. Academic Monitoring- Record of course coverage and date of classes are maintained by department head on monthly report.

10. Amendments- In case of unseen conditions, academic calendar is modified by Director Sir.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

**A. All of the above**

affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
<b>17</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
<b>45</b>	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
<b>495</b>	

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Curriculum of Biyani Girls College effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics.

#### 1. Gender Sensitivity:

Gender sensitization camps are organized in slums and rural areas that include women's rights, human rights, child rights, gender justice and gender equality. This year the college conducted:

1. An expert lecture on "A violence free world for all girls and women" by Mr. Devendra Sharma.
2. A session on "Menstrual Hygiene is vital to the empowerment and well-being of women and girls worldwide" by Mrs. Nitya Choudhary.
3. International Women's Day Celebration 2021, in association with Rotary Club Jaipur.

#### 2. Environment and Sustainability:

The curriculum has the following compulsory core course in six UG programs specially focused on Environment and Sustainability:

- Name of Paper:- Environmental Studies
- Courses: - B.Com Pass Course, B.Com. Honors, B.Sc. Biology, B.Sc. Mathematics, B.A. Pass Course and B.V.A. .

#### 3. Professional Ethics and Human Values

College celebrates days of National and International importance as Republic day, Women's day, Independence Day, Teacher`s day, International Yoga Day. These celebrations nurture the moral,

**ethical and social values.**

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.	<a href="#">View File</a>

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

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	<a href="#">View File</a>

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

164

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System****1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution**

A. All of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="https://biyanicolleges.org/NAAC/AOAR/2020-21/ActionTakenReport2020-21.pdf">https://biyanicolleges.org/NAAC/AOAR/2020-21/ActionTakenReport2020-21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://biyanicolleges.org/NAAC/AOAR/2020-21/ActionTakenReport2020-21.pdf">https://biyanicolleges.org/NAAC/AOAR/2020-21/ActionTakenReport2020-21.pdf</a>

## 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

**201**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

97

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Initial stagediagnosis of slow learner is necessary. Our teacher can identify the slow learner and advanced learner by using different techniques as Observational Technique, Scholastic Test and Case Study.

After finding out the slow learner & advance learner, our college can organize the various curricular and co-curricular activities to enhance their abilities as:

1. For Slow learner: Conduction of remedial classes for slow learner by the teachers and advanced learner in respect to pairing and sharing concept. Using ICT and other available resources for easy understanding of the subject topic. Maintaining cordial relationship with parents by conducting the PTMs. Assignments are given in the both written and oral forms. Personal counseling is giving to the students.

For Advanced learner: Conducting Oorja Programme every year for developing the overall development of the students. Conducting motivational seminars by eminent speakers. Conducting workshops and certificate programme for introducing the research and theoretical knowledge among the students. E content through Delnet and student login of Guru KPO app were given to them. Different Co-curricular activities like Fresher's party, Sports day etc. were organized by the institute to develop the confidence and physical and mental growth of students. Appreciation/prizes had given to students to encourage them



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
739	78

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Our Institute is practicing various student centric learning approaches to enhance their learning ability including Seminars, Workshops, Short Training Programme, Paper presentation, Poster presentation mini and major research projects UG and PG Level etc.

#### Experiential learning:

Students are allowed to conduct experiments independently in practical classes. Short training programme is being conducted for Biotech II year, Mini and Major research projects are completed at third year and PG final Year which will help in imparting the required technical skills to the students.

Participative learning: Students are motivated to participate in Quiz Competitions, Paper Presentation, writing research paper and book chapter, webinars and Online Certification Courses to get the participative learning environment.

#### Problem Solving:

Each Department of institute encourage student to acquire and develop problem solving skills. For this, college organises expert lectures on the recent topic and motivate them to join the Massive online open courses and submit the assignment based on problem on regular basis. For clarification of subject doubts, online recorder

lectures and e contents are accessed by the students on GURU KPO and GURU KPO + App developed by the institute.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The institute always aims to provide up to date ICT infrastructure for its students, faculty members and technical personnel. The student's educational technologies and the effective usage of ICT enabled tools.

Institute has dedicated digital class rooms for all programs with the use multimedia teaching aids like LCD Projectors, internet enabled computer systems, and the teachers use the modern teaching aids.

Institute has 14 classroom smart classroom and ICT enabled with projectors and Wifi.

Grooming/communication skills are conducted using ICT enabled tools.

The library subscribes to a large no of e journal in Science, management, humanities and provide to online and offline database.

Video courses from reputed organization are accessed by faculty and students in the library and computer labs on the campus.

The entire academic process is managed by institute integrated academic management system.

Two seminar halls and one auditorium are equipped with multimedia facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 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

59

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

28

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

352

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Institute prepares its own academic calendar well before the session commences based on the affiliated university academic calendar. These include completion of syllabus coverage, theory papers and laboratory manuals. Changes in schedules, patterns and methods are communicated to students forthwith via Notification in the GURU KPO app, syllabus for the test is communicated to students by class teachers well in advance.

Internal assessment for theory and lab papers is done through continuous assessment. The institute has prepared standard format for question papers depending upon the type of the subject based on course outcome for continuous assessment. The departmental head and principal of institute evaluate the quality of question papers and coverage of the entire CO's.

Adoption of complete transparency in the system of internal

assessment strengthens the bond between faculty and student. Thus, the institute's examination system is completely transparent.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Biyani Girls College is an affiliated college of University of Rajasthan, therefore it follows the guidelines set by the University for the Conduct of examinations. The final exam for each paper has 100% weightage of overall assessment during the examination. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner.

The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement.

The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment.

The College has adopted a system to display Assessment marks in GURU KPO App developed by college where each student can view their total assessment marks and but before uploading on App student can view their evaluation can report discrepancies, if any, within a specified time period after which the marks are finally uploaded on the App.

The head of the department at the college level looks into any discrepancies in Internal Assessment marks and takes requisite steps to ensure transparency and objectivity.

Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

### Mechanism of Communication of POs and COs:

- 1) Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students
- 2) Graduate attributes are described to the first year students at the commencement of the programme. 3) Teachers spend time to introduce the subject to the Students.
- 4) Learning Outcomes of the Programs and Courses are observed and measured periodically.
- 5) Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website (<https://www.biyanicolleges.org/NAAC/AQAR/2020-21/2.6.1.-Student-Performance-and-Learning-Outcomes.pdf>) for reference.
- 6) The importance of the learning outcomes is communicated to the teachers in every IQAC meeting and Staff Meeting.
- 7) The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings.
- 8) Identify the most relevant concepts that arise in everyday life, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications.
- 10) Use of software tools and coding necessary to perform mathematical operations, statistical analysis and simulations in solving complex problems.
- 11) Use of basic laboratory equipment, correctly and effectively in order to conduct measurements, and analyze and interpret the results, including a quantitative understanding of uncertainties.
- 12) Locate existing scientific research relevant to a given topic, and evaluate its accuracy. 13) Communicate the results of scientific work effectively, making use of clear and well organized writing and presentation skills, and employ equations and visualization tools as

needed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.biyanicolleges.org/NAAC/AOAR/2020-21/2.6.1.-Student-Performance-and-Learning-Outcomes.pdf">https://www.biyanicolleges.org/NAAC/AOAR/2020-21/2.6.1.-Student-Performance-and-Learning-Outcomes.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Our Institute is affiliated to University of Rajasthan, Jaipur. We offer Undergraduate and Postgraduate courses under the Faculty of Arts, Commerce, Information Technology and Science. For these programs and courses, the institute followed the curriculum designed by the affiliating university. The Programme Outcomes and Course Outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board. After measuring attainment of POs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively.

Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last five years. In a similar way, the ratio of students' placement is also increasing. We take utmost care of measuring the level of attainment of POs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we take feedback from all the stakeholders in this respect and try to take necessary steps accordingly. Subsequently, the College took care of the attainment to measure the POs and COs and implemented the mechanism as follows:-

- Based on the above given PO's and CO's students achieve good grades in University exams.
- Regular PTMs are conducted which have shown the satisfied parents feedbacks.
- Regular question answer sessions are conducted for students for achieving good result.
- The institute follows the Academic Calendar of the affiliating university.

- All the subject teachers maintain Course Files in every academic year.
- All the subject teachers prepare Year-Wise evaluation Reports.
- Internal examination committee analyzes evaluation reports of results.
- Institute considers Feedback from the Stakeholders for the attainment of POs and COs.
- Placement committee takes the review of the Students' Progression to Higher Studies and their Placement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 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

301

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 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.biyanicolleges.org/NAAC/AQAR/2020-21/SSS.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)****8.45**

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

**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****6**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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****4**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

**3.2 - Innovation Ecosystem**

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

The institute has created an ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking initiative for creation & dissemination of knowledge and establishing state of the art infrastructure. A few of the initiatives taken towards innovation are as follows:

1. The college has its own radio channel which is aired in the near vicinity 90.8 FM, Radio Selfie.
2. The college is equally sensitive towards environment which is shown through its youtube channel and knowledge portal -"Gurukpo". Through this channel, the college is focusing on E-notes, resulting in reduced use of paper.
3. On Digital front, college has its own Youtube channel, which has over 4.5 lakh subscribers & apart from it college has its own website, where the faculties and students are encouraged to write innovative blogs.
4. The Gurukpo revolution which resulted in e-Books inspired community to subscribe to online digital learning, contributing to lesser use of paper.
5. To provide students with all the time notes and video lectures, the college has also launched an application "GURUKPO PLUS".
6. The college has spiritual campus where classes for yoga and meditation are given in the Yoga Centre.
7. The spirituality is enshrined in the campus as the campus has Lord Saraswati & Lord Hanuman temple in the premises. Morning prayers are also offered by the students.
8. The effects of the above mentioned activities have been visible in the near surroundings. It has been seen that the neighboring communities also perform prayers.
9. The herbal campus of the college adds to the beauty of the premises. There is a large variety of floral plants like Rose, Sunflower, Hibiscus and Marigold which has been grown in the premises. They all have QR codes pasted on them. When we scan any QR code which provides us with all the information about the plant. It has even inspired the neighboring communities to grow plants.
10. Apart from the computer labs, the college has recently developed six sound proof video studios with uninterrupted power supply, Wi-Fi and LAN facility for online classes. They also provide a peaceful environment to the faculty members for preparing and recording their lectures.
11. Also, there is free access of college library to outsider,

which fulfills the objective of education for all.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 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

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

6

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 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

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

13

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

The institute believes in the regular promotion of engagement of faculty, students and staff with the neighborhood community for their holistic development and sustained community development. Every Year, programmes are organized under which students and staff participate voluntarily in community based activities with the neighborhood.

This year awareness programs, workshops, rallies and road shows with themes like cleanliness, green environment & tree plantation and preservation, gender sensitization, traffic rule awareness, demonetization and digital payment and empowerment of girls and women were organized. A few of them are listed below:

1. Continuous voluntary activities by students to maintain cleanliness in and around the campus, create awareness about the role of clean environment in human health and contribute to the National Swachh Bharat Abhiyan.

2. HINDI DIWAS was celebrated in order to sensitize students about their national language.
3. COVID-19 vaccination camp was organized in the campus on 2nd August 2021. A team headed by Dr. Navratan Sharma came from CMHO. A total of 200 COVID-Shield doses was given to the students and faculty members of the institute.
4. Demonstration of COVID-19 appropriate behavior by Mask Distribution and sanitizer distribution activities in the nearby areas.
5. A mega Blood Donation camp was organized in the campus.
6. Tree plantation and preservation drive in campus and neighborhood.
7. Awareness of Legal Rights through a workshop on "Implification of IPR in legal contracts".
8. Awareness of Oral Health (Aim to Terminate Tobacco and Cancer).
9. Health Checkup Camps

#### Impact & Sensitization:

Exposure to extension and outreach activities sensitize the students towards social issues and also to legal and social remedies for matters like domestic violence, dowry, child abuse, beggars, female child, victims of violence, old and infirm, refugees and displaced persons etc. The activities conducted lead imbining the values of social responsibility such as:

1. To understand and share the needs of underprivileged children.
2. To help people in need and distress.
3. To promote cleanliness in all span of life and common places, rural areas.
4. To acquire social values and a deep interest in environmental related issues.

#### Learning outcomes of the activity:

1. Enlarge knowledge of societal issues and problems and to search for solutions by getting involved with their lives.
2. Build up relations and tie up with organizations/NGO to carry forward humanitarian work in future.
3. Develop a passion and brotherhood towards community, affected people/animals and destitute.
4. Develop skill and aptitude for problem solving.
5. The skills developed include social skills, communication skills, management skills, leadership skills, analytic skills, perceptual skills etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

7

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

#### 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

955

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

33

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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

13

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

## 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.

(A) Learning Resources include library, laboratories, computer centre, smart class room, class rooms, seminar halls with audio-visual facility.

#### 1. Classrooms

The institution has 65 well-furnished, ventilated, with adequate space and sitting arrangement, classrooms in which 14 are ICT enabled, having LCD projector with white boards.

2. Laboratories The institute have 10 ICT enabled laboratories of several subjects that are well-stocked and equipped with latest technology along with Fire extinguisher and First aid kit. Proper light and ventilation with spacious sitting arrangements are maintained in the laboratories.

A computerized administrative office, ICT enable cabin of the principal, conference hall, auditorium and Seminar Hall with ICT facilities.

The supportive equipments include scanners, printers, speakers, Desktop, LCD projector etc.

The Campus is fully Wi-Fi with more than 06access points, 150 Mbps of bandwidth for internet with dedicated leased line, 415workstations supported by core 2 duo/ 2GB/ 250 GB/19-inch LCD desktop Servers, 10Km fiber backbone for providing seamless connectivity, 24hrs Power Backup 90 KVA of online uninterrupted power supply (UPS).



(B) Support facilities include IQAC Cell having computers, LAN, Auditorium, Manthan hall, Synergy Hall and a Library with Reference Section, Journal Section, Reading Hall, Digital library with collection of Textbooks, Reference books, encyclopaedia and newspapers, Journals, e-journal and CDs and Delnet software.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

**Auditorium for cultural activities:** This auditorium with 800 people seating capacity will mainly be used for organizing different lectures, workshop, national seminars, lectures, workshops, drama, symposiums and small scale and other cultural events. The auditoriums are designed using the modern age HVAC (Air-conditioning, Heating and Ventilating), Electrical and Emergency Services.

**Sports:** Understanding the importance of an sprightly body and its multiple health benefits, Biyani Girls College offers uncountable sports chances to every student by establishing numerous inter college and zonal sports events.

**Gymnasium:** In the present scenario, student's fitness is must therefore college has its own gym and all equipment's of exercise and intellectual development of the hostellers.

**Yoga Centre:** For physical, mental, and spiritual practices or disciplines in institution.

**Radio Selfie 90.8:** Radio stations are the platform of students to develop their communication, personality and positive thinking and discuss current affairs issues.

**Biyani TV Studio:** Biyani TV is a one of the platform to the youth to develop personality and positive thinking and discuss current affairs issues.

**Video Station Wi-Fi** facilitates teachers to directly stream web pages and videos. Recording studios are present for producing

effectivelectures. During COVID-19, teaching-learning supported by virtual platforms such as, Google zoom and Google meet for sharing study materials, and assessing assignments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

6.13

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The vision of Institute's library is "preserving the past, opening the future" and the mission of the library is to facilitate creation of new knowledge through acquisition, organization and dissemination of knowledge resources and providing for value added services. Biyani Girls college's Library is the hub for information services in the university and serves as a major learning and resource center. It is a creative and innovative partner in supporting the teaching, learning, scholarship and research activities of the university. With the fast-growing collection, both in digital and print forms using the state-of-the-art facilities, the library is contributing to our mission of becoming a world class university. Library is the hub for information services in the university and serves as a major learning and resource center. The pleasant ambience and the well-furnished & well-lighted location creates an atmosphere of serenity and thereby inspire the learning and research.

The library is fully air-conditioned. The reading room is well furnished with computer systems having internet connection and provides conducive environment for study. Exclusive reference section is available in the library. A visitor's book is maintained for students and staff. The collection includes more than 31685 books, 26 journals, 24 magazines, 13 newspaper, 1196 CD/ Video, 9280 reference books, 9769 tiles and 40965 volumes. New arrivals of books and journals are displayed on separate stands and racks. The books are being bar coded and the users are given unique barcode ID. The collection of books includes documents covering a wide range of subjects from English literature, pure sciences, arts, history and social sciences, languages etc. The reading area can accommodate 80 users at any point of time. Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users. Visitors are also required to sign noting the time of entry and exit. CCTV cameras are installed in the library for strict surveillance.

DELNET: Our college is a member of DELNET (Developing Library Network) which is a major Resource Sharing Library Network. It networks more than 7100 libraries in India and 22 libraries in overseas countries. DELNET provides access to more than three crore catalogue records of books, journals, articles etc. through Discovery Portal and also more than one crore and fifty lakh full text -e-books, e-journals & e-articles through knowledge Gainer Portal. DELNET also provides "Inter Library Loan facility" for

'Books', and Document Delivery Services for Journal articles to the Members-Libraries within and outside India.

ILMS Details: The Institute installed Integrated Library Management System (ILMS) namely "RexLib" in the year 2012. The ILMS is updated to the latest version RexLib 7.5 and is partially automated. The college also has access to DELNET for students & faculty members to search books by title/ author name etc.

Name of ILMS S/W

RexLib

Nature of Automation

Partially Automated

Version

7.5

Year of Automation

2012

Functions of RexLib

Sr. No.

AutoLib description

1

Student & Staff Membership Entries

2

Books Entries

3

**Books Issue & Returns**

4

**News Paper Entries**

5

**Dues Collection**

6

**Students I-Card Print**

7

**Students Barcode Print**

8

**Books Barcode Print**

9

**Books Spine Labels Print**

10

**Books Card Print**

11

**Stock Checking**

12

**View the Reports**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the****A. Any 4 or more of the above**

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

1.18

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

55

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Internet and Wi-Fi

Institute has upgraded the 38 Mbps Leased Line Internet connectivity to 150 Mbps Leased Line. The Internet Service Provider (ISP) RelianceJIO provides connectivity with high fault tolerance. Internet connectivity is available in class rooms. Video conferencing facility is available at E-learning resource lab. Most of the labs are equipped with projectors for online demonstration to students.

#### Cyber Security Initiatives

Cyber secure initiative has been taken by institute for these following:

Maintenance of server logs, round the clock CCTV monitoring of the server room, website - secure hosting, use of secured protocols (HTTPS), secure database for exam purposes - question paper database is encrypted, individual login credentials for staff and students, licensed software and policy to promote free and open-source software.

#### IT Policy of the College

The IT Policy of the college covers relevant ethical aspects of internet use on the campus and instructs all stakeholders on how the network facilities of the college may be used in accordance with the existing laws and regulations of the nation. Users of network facilities on the campus are required to agree not to use the same for illegal or unethical activities. They are also required to refrain from any activities resulting in compromising the data security and integrity of the cyber infrastructure of the institution. The policy is regularly revised and the latest version is available on the college website. Any monetary or other damage arising from not following the rules stipulated in the policy will be deemed as the liability of the user responsible for the same.

#### Round the Clock CCTV Monitoring of the Server Room

Our Server room is secured with 24 X 7 CCTV surveillance. Physical access to the server room is also limited and the facility is kept under lock and key. Only authorized personnel are granted entry into the server room. All other measures (including fire and electrical protection systems) are provided to protect servers installed within the server room.

#### Use of Official Email Address for all communications

The college has provided official email addresses for all staff (of the format id@biyanicolleges.org). All official communiqués are handled exclusively through the official email ids. The enterprise email solution subscribed by the college is provided by Google and comes with unlimited cloud storage for staff and students.

#### Exam Cell

The IT infrastructure of the exam cell is secured to prevent loss of sensitive information including student grades, question papers, question banks, student attendance database etc. The cell is fully automated and is provided with additional security layers (including database encryption) to prevent data breach.

#### Licensed Software and Policy to Promote Free and Open- Source Software

In case proprietary software such as operating systems and office suites are required, the college has purchased adequate numbers of licenses for the same. However, it is the policy of the college to promote the use of open-source software in all possible scenarios.

#### Updates of facilities and Utilization

At the beginning of the academic year need - assessment for replacement / up gradation / addition of the existing infrastructure is carried out based on the suggestions from BOS members, heads of the departments, lab technicians and system administrator after reviewing course requirements, computer - student ratio, budget constraints, working condition of the existing equipment and also student's grievances. Optimal deployment of infrastructure is ensured through conducting workshops / awareness programs / training programs for faculty on the use of new technology. Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians / system administrator. Renewal of AMC is done at the beginning of the academic year for the deployed Software applications, UPS and Generators. The institute has always been reviewing the current needs and accordingly the internet bandwidth is upgraded from time to time.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

415

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

18.11

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

#### Maintenance and utilization of the Infrastructure Facilities

The maintenance and upkeep of the infrastructure facilities are carried out with the support of the heads of the particular infrastructure department. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

#### Civil Maintenance

There are four divisions, water and sewage, building, carpentry and Gardening. Each division is headed by a supervisor and is employed by respective skill workers.

#### Laboratory Equipment

The equipment, machineries, record of maintenance account in the laboratory/workshop are maintained by the lab In-charge(s)/workshop In-Charge(s) with the advice of HOD. The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.

#### Library

The library is headed by librarian and she is the premises superior for both U.G. and P.G. library. She is supported by the assistant librarian, supporting staff (Senior and junior clerks) for journal and reference sections. In addition to the above staff, junior safety assistants, and attenders will help the students for searching and lending of the books in the library. The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the principal. Suggestion box is installed inside the reading room to take user's feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exams. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

### Maintenance of Sports Facilities

The sports and fitness equipment's are maintained by the College. A physical director is appointed for the utilization and maintenance of the institute's sports facilities.

### Computers, Software's and UPS

The computers are maintained in the Institution by "Information System Support Group (ISSG)". This division provides the integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipment's including internet connectivity, procurement of hardware, software. Centralized computer laboratory established to enrich the students. ERP software is used for maintaining faculty and student's details. Each Department has computers as per their requirements. Campus is enabled with internet and WI-FI, and open access journals facilities are available for all the students and staff.

### Classrooms

The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the principal regarding classroom furniture and other needs. Administrative officers take responsibility for students' academic requirements. Classrooms are equipped with the required teaching audio visual aids to supplement the teaching-learning process. Seminars, workshops, lecture sessions are also conducted in these rooms. Class representatives, elected by the students, are given the responsibility to keep the classrooms clean. Checking of fans, teaching aids etc. in the classroom are done regularly.

### Vehicles / Transport

Buses are plying covering all the routes for the use of students. The Emergency vehicle is available in the college 24 X 7 hours for students and faculty at the time of emergency.

### Electrical Maintenance

The electrical maintenance is supported by the electricians.

### Health Centre

The health center of the college is governed by the nursing staff. The health center has beds and has enough space to cater the needs of the patients and it is utilized by students, and staff.

#### Canteen

Hygienic food is made available at affordable rates. The canteen is open on all working days.

#### Additional maintaining Procedures

Department wise annual stock verification is done by the concerned Head of the Department. Regular maintenance of Computer Laboratory equipment is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in-charge. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by institutes concerned Employees. College campus maintenance is monitored through regular inspection. Upkeep of all facilities and cleanliness of the environment hostel is maintained through the Hostel monitoring committee. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of software is done by lab assistants. Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing. Regular maintenance of the water cooler and water purifier is done. The maintenance of the reading room and stock verification of library books are done regularly by library staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 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

5

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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

513

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

**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**

**A. All of the above**

File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****1998****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****1998**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>

**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**

97

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

20

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

11

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

### 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.**

5

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

Student Council is a student body of the college consisting of student representatives from all the branches. The student council is mainly involved in conducting and organizing intra and inter-college activities.

Institute has an active student council to explore their academic and administrative skills. The students' council for the session 2020-21 was framed in the month of September 2020 under the supervision of college administration. The main aim of this student council is to work for the successful augmentation and completion of various cultural and sports activities under the supervision and guidance of the college committee and HODs of concerned departments. In session 2020-21, following cultural and sports activities were conducted with active participation of students.

1) BICON 2020 (3 days India Japan Bilateral International Conference)

2) Rajjay Inter College Youth Festival

3) Convocation and Alumni Meet



- 4) NSS Camp
- 5) Annual Function
- 7) Jalsa The Dandiya Night
- 8) Women Santa Run

All these activities throughout the year help the students to improve on their communication skills, presentation skills, and organizational skills and help boosting the self-confidence of the students and help them explore their latent talents. The Student council has active participation in all the activities and programmes during the session, and for the successful completion of such activities many committees were framed with the participation of faculty members and student council members. All these committees were administered by the committee head from student council under the supervision of principal and HODs of the departments. The aims of student council are as follows:

- To enhance communication between students, administration, staff and parents and all concerned stakeholders.
- To promote friendship and respect among fellow students and teachers.
- To promote co-curricular and extracurricular activities by providing the platform.
- Representing the views of the students to college administration.
- To support the administration and staff in the development of the institute.
- To represent the views of the students on matters of general concern to them.
- To promote the core values as defined in the Mission Statement of the college.
- To promote an environment conducive to educational and personal development.
- To coordinate activities of students' societies of various departments.
- To actively participate in the conduction and organization of various functions.
- To coordinate the functioning of various clubs and committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

The Alumni Association acts as a link between the "Alma Mater" and the "Alumni". It is moving ahead, with selfless intentions for the growth and development of the institute and the students. The association provides a platform for interaction between alumni, present students, faculty of the institute and institute administration. It has contributed significantly through financial and non-financial means during the last five years to improve the facilities and infrastructure of the college with the help of the active participation of the alumni.

Contribution of the Alumni Association:

1. Guest lectures on various subjects and provide guidance from the experts of various fields to the students.

2. Some of our alumni are industrialists; they share their knowledge and expertise with the students.

3. Alumni Association helps to organize educational and industrial visits for the students.

4. A significant number of our alumni are always visiting to overseas countries and they impart their experience with students by arranging motivational lectures.

5. Alumni Association provides information about the job opportunities available in their fields.

6. Our Alumni Association motivates the students for research activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

A. ? 5Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The college follows its vision and mission to work for the betterment of the students. The governance of the college matches vision and the mission of the college.

Our vision and the mission are as follows:

#### VISION

TO BE A GLOBAL INSTITUTE COMMITTED TO ITS PASSION FOR INNOVATION AND KNOWLEDGE SHARING, THROUGH MULTIDISCIPLINARY RESEARCH AND

DEVELOPMENT.

MISSION

TO EMPOWER WOMEN BY IMPARTING QUALITY EDUCATION, EMPHASIZING ON HUMAN AND CULTURAL VALUES AND DEVELOPING CREATIVE, PROFESSIONAL LEADERS WITH POSITIVE ATTITUDE.

Goals and Objectives

- ? To achieve academic excellence.
- ? To compete at national and international level in all areas of life.
- ? To develop leadership qualities.
- ? To develop all round personalities of the students.
- ? To provide orientation to students towards research.
- ? To promote the faculty towards quality research and examination.

Core Values

1. Pursuit of Excellence through Education
2. Social Responsibility and Civic Awareness
3. Honest and Moral Uprightness
4. Empowerment through Education
5. Faith in its Own Capabilities
6. Respect for Life and Creation
7. Academic Excellence
8. Continuous Improvement in Education
9. Institutional Awareness and Practicability
10. Value and Outcome Based Education
11. Inspiring Campus Environment

The governance of the institution is reflective:

The empowered team of the college involves Principal, Convener of different Committees, Teaching-staff, IQAC committee, Non-teaching and Supporting Staff, Student's Union, Student Representative (C.R.), Stakeholders, Alumni and Local Management Committee called Biyani Shikshan Samiti (BSS). The Principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college. There are many committees to support the vision and mission of the college. For example, these are Examination cell, NSS, Career Counseling Cell, Library and Sports Committee, Cultural and Literacy Committee, Internal Examination Committee, Anti-Ragging Committee, College-Magazine Committee, Disciplinary Committee, Grievance Redressal Committee, etc. All the committees take their responsibilities for the plans and activities, and successfully tackle these responsibilities in every academic session. For enhancement of academic performance meetings with HoD's and faculty members of various departments are done.

To be in tune with its Vision and Mission, the institute regularly promotes research activities. Recently this year the colleges' research cell has launched an alcohol-free Rose-Aqua hand sanitizer. A young and dynamic team of IT developers developed and launched an application "GURUKPO PLUS APP" for providing students with E-notes, and video lectures.

Also, the teaching-progress is checked monthly by the teaching register. Principal continuously monitors each room individually by CCTV installed for teaching-class, classroom activities, and movement of students in the veranda and outside of the campus. The perspective plans are implemented by the Principal with a finance committee. It deals with the finance received for the various grants and amount received from other sources from overall development and maintenance of college. The financial requirements are proposed by various committees and the Principal and the BSS committee approves it.

File Description	Documents
Paste link for additional information	<a href="https://www.biyanicolleges.org/">https://www.biyanicolleges.org/</a>
Upload any additional information	No File Uploaded

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

The college annually organizes an international conference BICON. This year also the college organized the 15th India Japan Bilateral Virtual Conference from December 17-19, 2020.

**Objective:** Aim of the BICON-2020 virtual conference was to gather leading academicians, Industrialists, Scientists and Research Scholars to share their knowledge and New Ideas as well as to discuss current developments in their respective field during COVID-19 pandemic and "The New Normal" strategies. In addition, the conference also offered opportunities for academicians and Industry expert to interact with local and International participants. The conference was organized & sponsored by Biyani Girls College, Jaipur, Rajasthan. The event was well coordinated by the conference coordinators from all the four departments and department heads. The day-wise themes for the conference were as follows:

1. Dec. 17, 2020; Thursday (Day-1)

**Theme:** A Holistic Perspective of Industry-Academia Collaboration in the New Normal.

**Sub-themes:**

- New normal, new opportunities in Science, Nursing & Pharmacy
- The New Normal: Considerations for Restarting Research
- Industrial R&D and Academia Innovation in COVID-19 Pandemic
- Traditional Indian Medicine: Combating COVID-19
- Healthcare delivery system to fight against COVID-19
- The 'new-normal' life in virtual world: Issues, Challenges & Way forward
- Strategies for Implementation of Online Education for Science, Nursing & Pharmacy in perspective of Global Emergencies -The New Normal

1. Dec. 18, 2020; Friday (Day-2)

**Theme:** Challenges and Re-foundation for entrepreneurs post COVID-19

- 
- Challenges for digitalizing education
- New era of business for post COVID-19
- Exploring self-employment options and industry oriented skills

- Security and Privacy issues in Big data management

1. Dec. 19, 2020; Saturday (Day-3)

Theme: Re-Discovering career passion, Training and Job opportunities in Social Sciences, Law and Education

- 
- Role of skill courses to achieve career opportunities
- Career options in administrative field
- Teaching as a career choice for social science students
- Law career options: Job, Opportunities and Courses
- Status of Legal Education in India in a global context
- Education for employable skill development.
- Public private partnerships: opportunities

Outcome: BICON -2020 International Conference was a forum to bring together business people, researchers, scientists and industry professionals to discuss innovative ideas and diverse topics.

A total of over 3000 national and inter-national participants, paper presenters, keynote and students have benefited in many ways from this conference. Scientific papers were presented by authors from countries like: Japan, West Indies, America, and Antigua, Oman etc. There were 35 Invited, Keynote and Tutorial Speakers from different countries to address audience and share knowledge and rich experience of Post pandemic situation in their companies and countries.

In this way the college shows effective leadership through decentralization and participative management.

File Description	Documents
Paste link for additional information	<a href="http://biyaniconference.com">biyaniconference.com</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**STRATEGY DEVELOPMENT & DEPLOYMENT-**

Over the last 16 years the Biyani Girls College manifest enormous growth. The institute has both perspective & strategic planning. Following plans are forecast to demonstrate analysis, assessment and estimates. Keeping in mind the short term & long term plans, institute acquire bottom up approach given by the management.

#### Plan for 2020-21

- Planned to introduce job oriented courses
- Offering certificate and diploma courses through subject excellence.
- Introduce skill development and value oriented courses

#### Implementation

- Extension activities were carried out through NSS
- A total of 45 certificate courses were introduced for students to be more skilled.
- Staff Development Programmes were conducted to enhance the skill and knowledge of the teaching and non-teaching staff
- More students from the socially deprived society were admitted with nominal fee, merit scholarship

#### Strategic Plan 2017-22:

1. Establish academic, technical and professional programs to meet the changing needs of students.
2. Streamline academic & vocational pathways and ensure quality and relevance of educational programs.
3. Enhance college culture and improve the college identity. Develop and promote a 'Community of Care' and develop and promote an environment that supports healthy work/life balance.
4. Offering certificate and diploma courses through subject excellence.
5. Ensure adequate funding to finance next plans.
6. To prepare an institutional comprehensive training development plan for faculty & staff.
7. To establish student activity center for co-curricular and extracurricular activities.
8. To sponsor students for industrial training and internship for



real time experience.

9. Enhance courses with experimental learning(project work, fieldwork, internship)
10. To benefactor students with various scholarships provided by government. Freeships are also sponsored by institute on basis of percentage & need of the student "Need Based Scholarships".
11. Collaborate with NGO's to provide scholarship on basis of student need.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

The working of the college is strictly done with the rules and regulations of state government, UGC and affiliating university.

Biyani Girls College (BGC) has been established in 2005. It has a Governing body to monitor and achieve the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical set up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

#### Administrative Set Up:

The Director and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal shares the work and vets all financial projects before the latter and he endorses the same. The Principal is vested with the day-to-day running of the college. She has her team of Departmental Heads, the IQAC Coordinator and the clerk to assist her in the discharge of this work.

#### The Functions of Various Bodies:

The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub-Committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel.

#### Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the University of Rajasthan, the Constitution of the college and the rules of the State Government as amended from time to time in this regard.

The recruitment rules for the teaching staff are as per the eligibility criteria prescribed by the UGC; that for the non-teaching staff is as per requirement.

The promotional policies for teachers are according to the Performance Based Appraisal System (PABS) Report prepared at the end of the year.

#### Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell with its Internal Complaints Committee; the Anti-Ragging Cell; a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://biyanicolleges.org/About_Us/Institutional_Organogram.pdf">https://biyanicolleges.org/About_Us/Institutional_Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

1. Reimbursement of claim for attending conference/FDP/Workshop.
2. All affected employees are entitled to avail 2 month maternity leave.
3. Group Insurance scheme for staff members.
4. Study leaves for Ph.D., higher education and training Programmes.
5. Provision of Medical and Casual Leaves.
6. Every year a cash award along with a memento is given to faculty members for their outstanding performance and contribution to the college.
7. Full-time faculty members of the institute who have completed two years' of service are granted fifteen days summer leaves.
8. Faculty Development Programmes are regularly organized for professional up-gradation of the faculty.
9. Flexible working hours for faculty.
10. Centralized reprography facility (Xerox) for Teaching & Non-Teaching staff.
11. Centralized canteen facility for Teaching and Non-Teaching staff.
12. Sports and Cultural Meet for teaching and Non-Teaching staff of management.
13. Faculty members are promoted for self-development programs and higher education.
14. Hostel accommodation facility for female staff as per staff requirement.
15. Employee gets fees concession for their ward.
16. As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.
17. Internet and free Wi-Fi facilities are also available in

campus for staff.

18. Teaching and Non-Teaching Staff Club organizes tour for the staff.
19. HODs and Faculty members are provided with Individual cabin and computer system to facilitate good and peaceful working environment.
20. Faculty Abroad Program to enable faculty to visit foreign universities for study/ research
21. Automation of attendance using biometric system.

In a nutshell, the Institution strives hard to keep our staff happy and healthy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **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**

3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

23

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

23

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Biyani Girls College strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, together with all amendments made therein from time to time, for its teaching and non-teaching staff.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the Performance Based Appraisal System (PABS) are as follows:

#### Teaching Staff

a) The performance of each faculty member is assessed according to the Annual Self- Assessment for the Performance Based Appraisal System (PBAS) as per UGC.

b) Promotions are based on the PBAS. There are many parameters on which the staff is given appraisal as;

1) Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated.

2) Research Publications and articles of faculty members in the journals or conferences.

3) Use of participatory and innovating teaching-learning methodologies, updating of subject content, course improvement, etc.

4) Participation and Paper (s) presented in Conferences/Seminars/Workshops/Symposia, etc.

5) Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions.

6) Academic Contribution through participation in quality enhancement efforts

c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.

d) The faculty members are informed well in advance of their due promotion.

e) The PBAS form filled by the Faculty Member is checked and

verified by the Heads of the Departments, followed by the Dean, IQAC and the Director.

f) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

#### Performance Appraisal Non-Teaching Staff

All non-teaching staff is also assessed through annual confidential reports and annual performance appraisal. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff).

The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Director by the forwarding officer. On satisfactory performance, all employees are granted promotions and financial up-gradation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit are submitted to the management of the institution through Principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of

financial resources are as below:

1) Before the commencement of every financial year, management decides the college budget after consulting with the Principal and department heads.

2) College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses.

3) The expenses will be monitored by the accounts department as per the budget allocated by the management.

4) The depreciation costs of various things purchased in the preceding years are also worked out. Process of the internal audit:

All vouchers are audited by an internal financial committee on a half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the Principal.

Process of the external audit:

The accounts of the college are audited by chartered accountants regularly as per the government rules. The auditor ensures that all payments are duly authorized. After the audit, the report is sent to the management for review. Any queries in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across any major audit objection during the preceding years.

All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>



**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)**

2.78

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

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

Biyani Girls College is a self-financed institution, where the funds are generated through the fees paid by the students. Deficit is managed by taking advance from the parent trust. Additional funding is obtained by faculty members from funding agencies like DST, BIRAC & through Research proposals. These funds are utilized for the research and laboratory development. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development.

All the major financial transactions are analyzed and verified by the governing body under different heads like

- ? Research & Development
- ? Training & Placement
- ? Software & Internet charges
- ? Library Books / Journals
- ? Repair & maintenance
- ? Printing & stationery
- ? Equipment & Consumables

## ? Furniture & Fixtures

A few of the highlights of funds mobilization are as follows:

1. Institute adheres to utilization of budget approved for academic expenses and administrative expenses by management.
2. After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and accounts officer, accordingly the quotations called and after the negotiations purchase orders are placed.
3. The payment is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase Order.
4. All transactions have transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized persons operate the transaction through the bank.
5. Respective faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.
6. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

Sr. No.

Contributions of IQAC

1.

Implementation of 45 new certificate courses

1.

Successfully organized the faculty development programme and student

orientation program.

1.

Organized over fifty webinars/workshops and guest lectures.

1.

Upgraded the IT facilities and infrastructure by augmenting new video stations and mobile application for promoting online teaching and learning.

1.

Successfully conducted 15th international conference (BICON-2020)

1.

Over ten new linkages and MOUs with academic institutes and industries were done.

1.

Organized department-wise community related awareness activities.

1.

Students and faculty members were motivated to get registered in online learning platforms like SWAYAM and NPTEL.

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes, the following two practices are the results of IQAC initiatives

#### 1. IT Facilities Up-gradation

Keeping in view the present pandemic situation, up-gradation in the present IT facilities and infrastructure was done by augmenting new video stations and mobile application for promoting online teaching and learning among students and teachers.

#### 2. Collaborative Learning

Students and faculty members were motivated to get registered on online learning platforms like SWAYAM and NPTEL. Over 300 students

and faculty members registered on these portals for professional certification and enhance their knowledge about the current industry tools and techniques.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed for activities throughout the session. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus showing them all the facilities in the campus. Students are apprised of the Time-Table, Programme structure and syllabi of the courses before the session commences.

Important announcements are made through e-mail and departmental notice boards as no morning assembly is conducted these days due to pandemic. The attendance and conduct of classes are monitored by the HODs and faculty members.

The Principal and the Discipline Committee members make random visits to ensure smooth functioning of classes. Class Committees are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Students are also free to approach the Director of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the

Director, Dean, HODs and individual faculty members.

The teaching-learning processes are reviewed, and improvements are implemented, based on the IQAC recommendations. The major initiatives taken over the past years include the following:

- Introduction of Daily Home Assignments
- Automation of Admission Processes - Provision for online fee payment
- Automation of Examination Processes
- Curriculum Development Workshops
- Introduction of subject related inter-disciplinary certificate courses
- MoUs with prestigious Institutes, Universities, Govt. agencies
- International student and faculty exchange programmes

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Biyani Girls College shows gender sensitivity through various initiatives and actions for creating a safe, secure and healthy atmosphere in the campus. Specific initiatives with respect to key areas are as follows:

#### Safety and security

1. Hi-Tech Surveillance system: E- Surveillance with high resolution cameras through day and night, facility of distributed recording in the control room has been set up in the campus; entry of unwanted elements is monitored through these cameras.
2. Security personnel: The College has strong security personnel deployed all around the campus to create secure environment.
3. Visitor register: The institute keeps visitor log register to record the details of any person entering the college premise.
4. Female guard: College also has female guards to keep the interest of students. They perform their duties meticulously. It also generates a sense of belongingness in students.

#### Medical Facilities:

24-hrs on-campus medical facilities are available in collaboration with nearby hospitals.

#### Counseling:

BGC has a system of mentoring in each department for inculcating

social, moral and ethical values.

Separate Rest Room:

In each block of the College separate washrooms are available for females and males. 24 hours water supply is available with proper ventilation in the washroom

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	<a href="https://www.biyanicolleges.org/NAAC/AOAR/2020-21/Criteria%207.1.1(1).pdf">https://www.biyanicolleges.org/NAAC/AOAR/2020-21/Criteria%207.1.1(1).pdf</a>

**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**

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Biyani Girls College has designed methods for the management of waste generated in the campus using the basic waste management strategy of 3R's: Reduce, Reuse and Recycle i.e., Reduce the amount of waste generated, Reuse everything to its maximum after proper segregation and cleaning and keeping things which can be Recycled aside and handed over to appropriate agencies.

The waste generated can be managed in the following ways:

1. Solid waste Management

Solid waste includes both biodegradable and non-biodegradable components. The non-biodegradable solid waste generated in the campus include paper, plastics, metal cans etc. Biodegradable waste includes food waste, vegetable peels, leaves etc.

## 2. Liquid waste Management

Liquid waste that is generated in the institute falls into following categories.

As the college is located in an urban area having a proper sewerage system, waste water generated from the sanitary facilities is disposed off into the sewers.

## 3. E-waste Management

E-waste or electronic waste is created when an electronic product is discarded after the end of its useful life. E-waste mainly includes obsolete electronic devices, such as computer systems, servers, monitors, compact discs (CDs), printers, scanners, copiers, calculators, fax machines, battery cells etc. E-waste is disposed-off through vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**



<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3.Pedestrian-friendly pathways</b></li> <li><b>4.Ban on use of plastic</b></li> <li><b>5.Landscaping</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="86 573 552 631">File Description</th> <th data-bbox="558 573 1465 631">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 640 552 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="558 640 1465 734" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 743 552 878">Various policy documents / decisions circulated for implementation</td> <td data-bbox="558 743 1465 878" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 887 552 936">Any other relevant documents</td> <td data-bbox="558 887 1465 936" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>		File Description	Documents	Geo tagged photos / videos of the facilities	<a href="#">View File</a>	Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>	Any other relevant documents	<a href="#">View File</a>		
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Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>										
Any other relevant documents	<a href="#">View File</a>										
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>											
<p><b>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</b></p>	<p><b>B. Any 3 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="86 1317 552 1375">File Description</th> <th data-bbox="558 1317 1465 1375">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1384 552 1518">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="558 1384 1465 1518" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1527 552 1621">Certification by the auditing agency</td> <td data-bbox="558 1527 1465 1621" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1630 552 1724">Certificates of the awards received</td> <td data-bbox="558 1630 1465 1724" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1733 552 1783">Any other relevant information</td> <td data-bbox="558 1733 1465 1783" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>		File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>	Certification by the auditing agency	<a href="#">View File</a>	Certificates of the awards received	<a href="#">View File</a>	Any other relevant information	<a href="#">View File</a>
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Certificates of the awards received	<a href="#">View File</a>										
Any other relevant information	<a href="#">View File</a>										
<p><b>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</b></p>	<p><b>C. Any 2 of the above</b></p>										

**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**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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	<a href="#">View File</a>

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

The Biyani Girls College has conducted several programs for providing an inclusive environment.

BGC is undertaking various initiatives in the form of celebration of days of eminent personalities, National Festivals, NSS and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on a single platform for creating an inclusive environment.

These functions help in developing tolerance, harmony towards culture, region, linguistics and also communal social economics and other diversities. Convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journeys

A plethora of activities are conducted by the college. Some of them are as follows -

- To promote education among the needy & downtrodden, books are distributed the college in these area. The students of college reported that the joy they feel while giving was amazing. The students in slum areas too feel contended.
- Secondly, cloth donation drive is conducted by the college, to

distribute among them, who are deprived of it.

- College is also conducting the Statistical work. The data is gathered regarding their financial position, number of members etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities.

The institute hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens.

The institution encourages participation of students in Sports and Games and NSS at National level to strengthen nationwide bonds and relations. The institution takes pride in rising up successful leaders among the students by conducting the Student Council election every year. The elected representatives are given leadership training and delegate the responsibilities of organizing college programmes with the support of other student volunteers.

Guest lectures and workshops are arranged by eminent personalities to deliver lectures on ethics, values, duties, and responsibilities and on saving the environment. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in elocution, debates, and class presentation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	<a href="https://www.biyanicolleges.org/NAAC/AOAR/2020-21/Criteria%207.1.9%20(3).pdf">https://www.biyanicolleges.org/NAAC/AOAR/2020-21/Criteria%207.1.9%20(3).pdf</a>

<p><b>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</b></p> <p><b>4. Annual awareness programmes on Code of Conduct are organized</b></p>	B. Any 3 of the above
--	-----------------------

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

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. The faculty, staff and students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

Republic day- The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message.

International Women's Day is celebrated annually on March 8 to commemorate the cultural, political, and socioeconomic achievements of women.

International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp.

Independence Day is celebrated every year on 15th of August, guard of honor, parade and flag hoisting is organized and is celebrated to mark freedom of India from British rule.

Teachers Day is celebrated every year to express gratitude and appreciation towards the teachers. It is very enjoyable day for teachers and students.

Gandhi Jayanti is celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff. Children's Day is celebrated with full enthusiasm in college campus every year on 14th November.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practices

1. Use of Innovative, Receptive and Adaptive mechanisms for Teaching-Learning.
2. Emphasis on Yoga-Meditation and Positive Mental Health
3. Digital Literacy and awareness for senior citizens & PWD
4. Industry Specific Skill and technical development courses to improve employability of youth

### Best Practice 1

Title:-Use of Innovative, Receptive and Adaptive mechanisms for

## Teaching-Learning

### Objective:-

The COVID-19 has resulted in educational institutes shut all across the world. Globally, over 1.2 billion children are out of the classroom. As a result, education has changed dramatically, with the distinctive rise of e-learning, whereby teaching is undertaken remotely and on digital platforms. To combat this inevitable crisis Biyani Girls College started implementing the use of innovative, receptive and adaptive mechanisms for teaching and learning with the following objectives:-

Objective 1:- Strengthening teaching and learning process with distance learning when the institutes are closed.

Objective 2:- Provide learners with a global learning platform where they can find structured study material in the form of videos and think-tanks.

•

Amidst COVID-19 threat, the Indian government announced a nationwide lockdown on 22nd March 2020, to tackle and control the spread of the virus in the country. Lockdown was a much required and an important step at the time, but it has challenged the normal living, work, economy, and most importantly the education of students due to closure of all the colleges and even after the lockdown, there is uncertainty over the future scenario of studies as there was no specific cure and vaccine for COVID-19. To prevent the shortfall in syllabus completion, the Biyani Girls College made up the decision of starting online classes with regulations of Indian Government and University Grants Commissions (UGC). Since, pre-Covid-19 the college had only a single video studio for recording video lectures, not all the faculty members can take classes simultaneously. So the management decided to set up multiple video stations in order to fulfill the requirement of conducting simultaneous classes.

Now, since these online classes were only for the enrolled students of BGC, in order to provide study material to all the learners globally a proper platform was required, so the institute launched the GuruKPO App which is accessible by every student who wants to study online.

•

1. Strengthening teaching and learning process with distance learning when the institutes are closed:- Post-COVID-19, to provide students with distance learning the college started practicing the idea of providing students with distance learning through online classes. To implement the idea the institute had to update the existing infrastructure. So the management decided to set new video stations in the campus, so that teachers can utilize them to take online classes in the individual stations.
2. Provide learners with a global learning platform where they can find structured study material in the form of videos and think-tanks. In order to provide quality study material to global learners after the pandemic, the institute launched an android application "GuruKPO Plus App". It is freely available on play store. Anyone who is interested in distance learning can find a huge database of subject-related videos and study material on the App.

- Evidence of Success:

Objective 1:- By conducting online classes regularly and uninterruptedly using the video stations the college is capable of maintaining a healthy relationship with students. During the pandemic, where parents were scared of sending their children out, teachers and students both had no fear of getting in direct contact with anyone.

Objective 2:- The App was launched on 22 August, 2020. Approximately 4700 members are registered on the App till date. They are benefited by the contents available on the App.

- Problems encountered and resources required:

In some of the cases, the students refrain from attending online classes. But once the classes started regularly and without any interruption like network issues and power supply the number of students increased day by day. The GuruKPO App is proven to be immensely successful however it needs a huge amount of financial resources which sometimes becomes a constraint in updating and revising the courses of study.

## Best Practice 2

Title:- Emphasis on Yoga-Meditation and Positive Mental Health.

**Objective:-**

Uncertainty about Coronavirus disease 2019 (COVID-19) and resulting lockdown caused widespread panic, stress, and anxiety. Yoga is a best known practice that reduces stress and anxiety and enhances immunity.

Yoga-meditation is the latest technique to ensure a healthy mind. The practice of yoga discards waste thoughts and leads to harmony between mind, intellect and desires. The experience of this peaceful state brings a natural power of concentration. In order to improve the mental health of our students so that they can overcome the stress of pandemic we started regular sessions on Yoga and Meditation.

- 

Yoga requires students to have a strong commitment towards achieving their goals and giving maximum effort. Students who take up yoga and meditation as their daily routine can have a better quality of life than those who refrain themselves from incorporating them. It relieves stress among students that can allow them to overcome obstacles in their academic lives in a better way. As meditation technique requires strong attention, it aids students in enhancing the ability to concentrate in hyperactive situations such as:

- Meeting deadlines;
- Preparing for tests;
- Competing for getting good grades;
- Daily assignments.

The "feel-good" chemical (endorphin) released by an individual's body during yoga, can help them gain clarity of mind and feel fresh to tackle academic challenges. Furthermore, this will help students maintain their spirits as well as motivate others. This will enable them to make friends, interact with new people and be the person that people want to hang around with.

Yoga and meditation are often considered as a good source of relaxation as they aid in lowering blood pressure as well as hormone regulation. Additionally, by doing yoga on a daily basis, students can obtain a better immune system thus a healthier body. They can also give students a sharper clarity that is required to think with a different perspective and make rational decisions. This further enables students to keep their emotions in control and analyze the



outcome of their reaction with every aspect of their lives.

### Practice

To inculcate the habit of doing Yoga on a daily basis - Just like, in order to study, a proper environment is a prerequisite, same applies for yoga too. To have a proper atmosphere, the college has made a separate yoga center "Lakshya" where yoga could be done on a daily basis. Both faculties and students perform yoga on a daily basis to stay fit, both mentally and physically.

### Evidence of Success:

By yoga classes, the effects in the behavior and health were noted. As the members were in 4 walls during the period of lockdown, the mental peace was disturbed. Daily yoga helped to achieve that peace. The students and Faculties were seen with more energy and positivity. The thing which was given the maximum importance during the pandemic was to build immunity. It was seen that the students, particularly, that of hostel, were less prone to diseases. Faculties were also now physically fit. So, the yoga activity not only helped to restore mental peace and stability, it has also improved the health of the Biyani Family.

- Problems encountered and resources required:

The top challenges that the college faced in implementing the Yoga and Meditation for students and faculty members are as follows:

1. Finding a good teacher to start up with the given resources.
2. Attracting students for the Yoga classes and webinars specially when they are in the lazy mode
3. Looking at schedule and plan a time each day that will be uninterrupted (or least interrupted) and free from meal times.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.biyanicolleges.org/NAAC/AOAR/2020-21/7.2.1.pdf">https://www.biyanicolleges.org/NAAC/AOAR/2020-21/7.2.1.pdf</a>
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

The Biyani Girls College has been organising Kalpana Chawla Awards for the last 14 years to encourage girls who secure first division in 12th board. Mr. B.L. Chawla, the father of astronaut Kalpana Chawla, graces the occasion every year as the chief guest to give away the awards.

First Prize - 80% Scholarship in Current year tuition fees for session 2020-2021

Second Prize - 70% Scholarship in Current year tuition fees for session 2020-2021

Third Prize - 60% Scholarship in Current year tuition fees for session 2020-2021

10 Consolation Prizes - 50% Scholarship in Current year tuition fees for session 2020-2021

First a test is conducted for all the registered candidates. This year 65 students registered for the scholarship. All the registered candidates appeared for an online exam. On the basis of their performance in the scholarship exam and result of the exam candidates were called to receive their awards.

Trophies were given to top 3 candidates. Medals were given to all the consolation prize candidates. E- Certificates were given to all participants and top 8 candidates came to collect their trophy/ medal and certificate from college.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. The current pandemic is transforming our world and changing the skills requirements. In today's environment, varied skills such as those related to IT, entrepreneurship, coping, and research have become increasingly vital. IQAC intends to conduct activities that will help students and staff develop these skills by organizing seminars and workshops for providing training for the same.

2. Continuous e

