

3.10 Documentation of Academic, Co-curricular, and Extracurricular Activities and Achievements of Students and Staff on a Regular Basis at RKMV Shimla

RKMV Shimla follows a well-structured and systematic approach to document all academic, co-curricular, and extracurricular activities along with the achievements of both students and staff. This documentation process ensures that every significant event, participation, and accomplishment is recorded and maintained on a regular basis. The detailed mechanism is outlined as follows:

1. Culture and Sports Committee: The Culture and Sports Committee is responsible for documenting and tracking all co-curricular and extracurricular activities undertaken by students within and outside the campus. This includes participation at the local, district, state, and national levels. The committee:

Maps all activities such as cultural programs, sports events, and competitions.

Collects evidence of achievements, such as certificates, awards, and photographs, for events where students have secured positions.

Compiles comprehensive reports and submits them to the Internal Quality Assurance Cell (IQAC) on a regular basis for institutional record-keeping.

2. Departmental Activities: Each academic department at RKMV plays a key role in documenting academic achievements and co-curricular activities within their domain. The department heads:

Maintain a departmental register that includes reports on activities conducted throughout the academic year, such as guest lectures, workshops, seminars, and student achievements.

Submit detailed reports with geotagged photographs and supporting documentation to the IQAC at regular intervals.

This ensures that both academic accomplishments and departmental initiatives are consistently recorded and stored.

3. Administrative Office: The administrative office of RKMV oversees the documentation of key administrative and financial aspects related to both student and faculty activities. This includes:

Providing reports on the audit of income and expenditure for various college events and activities.

Documenting infrastructure development, maintenance, and cleanliness of the campus.

Maintaining records of faculty participation in Faculty Development Programs (FDPs) and other professional development activities.

Reporting on student academic performance, progression, and profiles, including results and pass rates.

Ensuring that faculty achievements, such as research publications and awards, are also documented and reported.

4. Internal Quality Assurance Cell (IQAC): The IQAC serves as the central body for organizing and documenting all institutional events at local, state, national, regional, and international levels. This includes:

Seminars, workshops, Faculty Development Programs (FDPs), and other academic or professional events.

The IQAC ensures that these events are properly documented with detailed reports, geotagged photographs, and participant records.

All reports from various committees and departments are compiled by the IQAC, contributing to the overall documentation process for accreditation, audits, and institutional assessment purposes.

This robust documentation mechanism ensures that RKMV Shimla maintains a clear and comprehensive record of all academic, co-curricular, and extracurricular activities and achievements of its students and staff. This process not only supports internal quality improvement but also helps the institution in fulfilling external accreditation requirements and showcasing the accomplishments of the college community.


PRINCIPAL
Rajendra Kanya Mahavidyalaya
RKMV Shimla-1