



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT. COLLEGE JHANDUTTA

GOVT DEGREE COLLEGE JHANDUTTA DISTT. BILASPUR
174031

www.govtcollegejhandutta.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nestled in the verdurous lap of Badol Dhar at the confluence of Seer, Sukar and Saryali streams, Govt. Degree College Jhandutta has emerged as one of the prominent institution of Higher Education in the rural area of district Bilaspur in Himachal Pradesh. Located in the vicinity of holy shrine of Baba Balak Nath and at a distance of about 30 km from district headquarter, the college is imparting education to the students coming from far flung backward areas of Kotdhar and other surrounding rural areas since its inception in the year 2007 vide H.P. Govt. Notification No. EDN-ACHHA (7) 1/2007 dated Feb. 06, 2007.

After functioning from a small accommodation in the GSSS Jhandutta for nine long years, the college shifted to the new campus in July 2016. At present the college is offering UG degree courses in the Humanity, Commerce and Science, the latter two added recently in 2016 and 2017 respectively. The institute is living up to the noble vision of imparting quality education to the students with not so good (mediocre) academic background and striving to fulfill their dreams of getting higher education.

The college has made remarkable contribution in the lives of rural youth especially of girls who comprise around 65% of total strength in the college. The institution is dedicatedly committed for holistic development of students and equip them with knowledge, life-skill and strength of character to surmount any challenge in life.

Vision

As our institution is situated in rural area surrounded by notified backward area, the students enrolled in the college are of rural area with poor financial background. The college aims to give all round information to its students making them academically excellent and socially committed citizens thereby making them valuable assets to the Society.

Mission

“To provide education at all levels in all disciplines of modern times and in the futuristic and emerging frontier areas of knowledge, learning and to develop the overall personality of students by making them not only excellent learners, but also good individuals, with understanding and regard for human values, pride in their heritage and culture, a sense of right and wrong, and yearning for perfection and imbibe attributes of courage of conviction and action.”

The college is making earnest efforts to increase the enrollment of the students in future and is very optimistic that in future the new UG degree courses for skill development, under self financing scheme like BCA,BBA,BTA shall definitely be added in the college keeping in view the repeated demand of the college students, PTA. body and the society at large and the institution will definitely grow horizontally as well as vertically in near future meaning thereby that the enrollment as well as new courses shall be increased and added in the kitty of the college and our institution shall be one of the best colleges.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

A focus on enforcing higher standards of transparency strengthening of vocational and professional education through stronger institutional responsibilities would help in reprioritizing efforts toward higher education. In the present scenario of higher education, every institute of higher education is stressed from all corners of the society and stakeholders for providing quality and job oriented higher education to fulfill the need of youth for searching the employment opportunities for their career building. The efforts of our college are significant with respect to providing good facilities and environment to the students, as a results, the response from the students is positive and affirmative which is being shown with the quality and improvement in the student's academic acceleration and performance being judged from their end semester examinations conducted by affiliating university reflecting progress during the last five academic years.

Institutional Weakness

Inadequate infrastructure, non fulfillment of sanctioned vacancies, difficulty to attract funds from the various agencies, no financial contribution from alumni, not having residential campus and some of the faculty members have yet to acquire their doctoral qualification can be regarded as some of our institution's weaknesses.

Institutional Opportunity

Infact, being in the stage of infancy, established only in 2007, our institution is best in imparting best academic environment and providing quality education in the state particularly among the contemporary colleges established in rural areas in the state by considering the students enrollment which is expected to cross the figure of more than 600 in the next two academic sessions when the batch of Science faculty (Medical and Non -Medical) shall complete. Availability of infrastructures, availability of teaching faculty and ministerial staff, easy approach to the institution with good road connectivity from all corners of the surrounding areas are mainly the institutional oppurtunites to the learner and stakeholders.

Institutional Challenge

Although, there are some constraints or limitations with regard to the effective administration of the institution being from govt. sector, the college administration lacks in free hands for the effective administration. In spite of these limitations our college is performing well in delivering its best in order to fulfill the aspirations and requirements of the learners as well as expectations of stakeholders.

In providing best academic environment and imparting quality education to the students of the institution, sometimes the college administration faces many challenges in the management of the institution regarding number of teaching days, on transfer of teaching faculty, occasionally delay in releasing the grants from the govt., workload for teaching faculty in excess of UGC norms particularly in the courses of Commerce, History, English, Political Science, Economics, vacant teaching posts etc. In this context, the college administration has to utilize the available human resources in best prudent manner and wisely in order to maintain the best academic environment and imparting quality education for the welfare of the learners enrolled in the institution. To sum up, the institution has to manage and address these issues and challenges while designing and implementing the best practices in the institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum, admissions and evaluation process of the college for UG programme i.e, B.A., B.Sc. and B.Com., are as per the norms of the Himachal Pradesh University. The academic flexibility is minimum as our college is a govt institution. Our faculty members are members of Board of Studies, Syllabus Review Committees, Paper Setters, Examiners and Resource Persons etc. The IQAC of the college prepares the Perspective Plan, Academic Calendar, and the individual workload of the teachers. Departmental meetings are held with the IQAC, workload and responsibilities are distributed according to the expertise of the individual teachers. The IQAC and the Academic Review Committee monitor the effective implementation of the curriculum. The feedback for the implementation of curricular from the students is reviewed through the reponse of students. The Time Table Committee prepares the time table for students and teachers. Course plans are prepared by every teacher for facilitation and effective implementation of the curriculum.

Teaching-learning and Evaluation

The institute is situated in the rural area of the district and mostly catering the aspirations of the students of rural and backward area. The students who get enrolled in the institutions are mainly girls which account for about 65 percent. These girls students are mainly those who could not travel far away from their homes for higher education due to social & financial constraints and our institution is providing such facilities to these students at their door step. The College provides Remedial and Bridge Classes to cater to the diverse needs of students. Parents and guardians are informed about the academic performance of their wards and their progress can be checked at college at any time.

The College provides a conducive environment for respective expertise growth of the faculty by participating in Faculty Development Programmes and encouraging the staff to participate in International and National seminars/workshops. Teaching learning is encouraged through the spoken tutorials, mentorship programme, educational tours etc. The available infrastructure and library facilitate the teaching learning process. There are special infrastructural facilities for inclusion of differently abled students in the institution.

Research, Innovations and Extension

The faculty is encouraged to organize and attend International and National seminars/conferences every year. Our institution has constituted the internal research committee. The basic objective of this committee is to

encourage and boost the new faculty members to carry their research programme. The state Govt. has also provided the study leave with salary for one year extendable for further one year to complete the research in their respective discipline. They are involved in publishing papers, editing books chapters etc. The faculty is invited as resource persons, keynote speakers, chairpersons and moderators.

Infrastructure and Learning Resources

The college is surrounded with green hills and has adequate infrastructure. Optimal use of its resources is made to organize curricular, co-curricular and extracurricular activities. The entire campus is Wi-Fi and under CCTV surveillance. The college maintenance committee takes care of the infrastructural facilities. The college library is well established. Ramps provide easy access to essential college facilities for wheel chair bound persons.

Student Support and Progression

- Information through college prospectus and web-site.
- SC ,ST,OBC students get fee concessions and scholarships as per State/Centre Government norms.
- NSS volunteers & sports students are given cash prizes from college fund for extraordinary performance.
- Grievance redressal cell is functional. Anti ragging committee is in place. College had a Career Guidance Cell.
- Parent Teacher Association is actively working in the college.
- Encouragement and motivation is provided to students for academic, co-curricular and extracurricular activities through prizes instituted by the College.

Governance, Leadership and Management

- College has very Protective and supportive management.
- Decentralized administration and Dedicated and committed Principal.
- Good co-ordination amongst the members of faculty.
- Different committees are constituted for the institutional activities.
- Teachers are given duty leave for seminar/conference/orientation/refresher course participation.
- Sufficient fund to operate day to day activities.
- Accounts are audited regularly.
- IQAC is established

Institutional Values and Best Practices

To promote the green mind set among students, the NSS unit of the college, in collaboration with the Forest Department, organize tree plantation drives regularly. The college also organises different activities to promote gender sensitivity and equity, eco-consciousness, management of water resources and waste disposal, promotion of green practices, facilities for the differently abled, promotion of human values and professional ethics, patriotism and a sense of pride in the nation etc.

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2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. COLLEGE JHANDUTTA
Address	GOVT DEGREE COLLEGE JHANDUTTA DISTT. BILASPUR
City	JHANDUTTA
State	Himachal pradesh
Pin	174031
Website	www.govtcollegejhandutta.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	NEENA VASUDEVA	01978-272700	9418463555	01978-27200 9	principalgcjhandutta@gmail.com
Associate Professor	P.L. Bhatia	01978-223555	9418018160	01978-22241 7	drplbhatia2012@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	06-02-2007

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Himachal pradesh	Himachal Pradesh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	GOVT DEGREE COLLEGE JHANDUTTA DISTT. BILASPUR	Rural	2.85	1035.76

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA, Humanities	36	Senior Secondary	English, Hindi	800	288
UG	BSc, Science	36	Senior Secondary	English	400	43
UG	BCom, Commerce	36	Senior Secondary	English, Hindi	320	165

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				5				8			
Recruited	0	0	0	0	5	0	0	5	6	2	0	8
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				19
Recruited	3	6	0	9
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				6
Recruited	2	0	0	2
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	0	0	2	0	0	5
M.Phil.	0	0	0	1	0	0	4	2	0	7
PG	0	0	0	1	0	0	0	0	0	1

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		3	2	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	176	1	0	0	177
	Female	321	0	0	0	321
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Programme		Year 1	Year 2	Year 3	Year 4	
SC	Male	25	10	11	13	
	Female	68	61	44	37	
	Others	0	0	0	0	
ST	Male	3	2	2	1	
	Female	4	4	4	2	
	Others	0	0	0	0	
OBC	Male	11	5	3	2	
	Female	16	13	10	7	
	Others	0	0	0	0	
General	Male	90	67	24	33	
	Female	193	180	146	155	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		410	342	244	250	

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 16

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	1	1

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
410	342	244	250	224

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
405	270	243	243	243

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	73	72	66	60

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	10	9	9	8

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	17	16	16	16

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 12

Number of computers

Response: 11

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
11.61	32.59	3.76	1.87	1.06

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

For the purpose of effective implementation of curriculum, the time table schedule for the entire semester/session is prepared and is communicated to all the college students and teaching staff through notice board and circulation in the classes after getting its approval from the head of the institution .The time table schedule is prepared by the committee of senior faculty members having representaiton from all faculties. The head of the institution ensures strict adherence to the schedule during the entire semester/session.

The curriculum of each course for all faculties is prepared and provided by the affiliating university .For the preparation of curriculum the workshops in the department of concerned course is held firstly and then framework is passed by the board of studies and finally gets approval from the Executive Council of university headed by the VC of the university. With regard to the improving teaching practices the orientation and refresher programmes are being conducted for the teaching faculty apart from their participation in various workshops, seminars conferences at local, national and international levels.

Every members of the teaching faculty is provided basic infrastructure facilities in the institution and directed by the head of the institution to complete the curriculum of their course in a stipulated time frame. Apart from conventional method of teaching, a teachers also hold class discussion, interaction with the course students, contests in the classes, tutorials, assignments and conduct practicals, class test, mid term tests etc. for effective curriculum delievery.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

Details of the certificate/Diploma programs

[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 20.41

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description**Document**

Details of participation of teachers in various bodies

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 37.5

1.2.1.1 How many new courses are introduced within the last five years

Response: 6

File Description**Document**

Details of the new courses introduced

[View Document](#)**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 3

File Description**Document**

Name of the programs in which CBCS is implemented

[View Document](#)**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-**

on programs as against the total number of students during the last five years**Response:** 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs

[View Document](#)**1.3 Curriculum Enrichment****1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

In order to integrate the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics college has started a course in Environmental Studies. The course is embedded in the curriculum of all UG programmes in order to sensitize students about the environment and sustainability issues. To enrich the course a number of activities such as seminars, workshops, guest lectures, industry visits and field excursions are organized for students of all programmes. Environment Day, Earth Day, Water Day, population day are celebrated every year, where students actively participate.

The course curriculum is being supplied by the affiliating university and its implementation is supported by the teaching faculty by inventing new techniques of teaching which include use of ICT and other new methods. The students are provided with latest knowledge of concepts and developments in the relevant courses by the respective teachers so that the students can prepare themselves for the new challenges of the new market for employment through gender sensitization programmes, a compulsory course in environment science, discussion on human rights and use of ICT for teachings. the institution has been successful in intergrating values and ethics into academics. All these are the part and parcel of the courses for all students of the college.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five

years	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 0	
1.3.3.1 Number of students undertaking field projects or internships	
File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A. Any 4 of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: D. Any 1 of the above</p>
<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: E. Feedback not collected</p>

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.05

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 35.79

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
410	342	244	250	224

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1260	780	700	700	700

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 28.86

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
127	95	72	62	55

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Remedial courses in which extra time is given to students who learn slowly in class by scheduling separate sessions. Additional assignments are given to them to strengthen their concepts and understanding in a course. Faculty mentors and programme leaders regularly review academic progress and counsel students to improve performance and ensure academic growth. Special measures are taken to support advanced as well as slow learners:

Slow Learners - Adequate Support is provided to slow learners to overcome academic difficulties by:

Organizing Extra Classes during the semester, giving practice assignments and providing extra reading material to improve basic understanding of subjects. By engaging them in social activities/class activities/institution activities, they are encouraged to develop social skills

Advanced learners - In order to support the fast learners, it is ensured that:

They are given additional/challenging assignments/ project work They are encouraged to participate in various symposiums like quiz, poster presentation, conferences, inter class and inter faculty competition etc.

2.2.2 Student - Full time teacher ratio

Response: 31.54

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.49

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

Various methods of experiential and participatory learning are adopted to ensure that students become active participants rather than passive recipients in the teaching-learning process. Group discussions, presentations, term papers/seminar, assignments etc are regular features for the growth of students beyond classroom teaching. In order to pursue the interest in their field of specialization i.e., sports, NSS, Rover & and Ranger various committees are functional. Students are encouraged to participate in inter-college sports competitions and Youth Festivals organized every year comprises of multifarious events and activities to nurture & polish various talent in the students.

To support students' personal and professional development, college also offers Skill enhancement courses specific to the discipline of study.

Guest lectures, seminars, conferences, industry visits and many such activities are organized to enhance students' learning experience. The academic calendar and evaluation schedule is provided by the university for all affiliated colleges in the state and every college adheres to these strictly where as the teaching plan is prepared at the college level and being followed for every semester/session. The regular meetings of the IQAC is being convened in the college and all pertinent issues about academic acceleration are being reviewed, analyzed and discussed and implemented in the institution. Hence, IQAC contributes to improve the teaching –learning process. The faculty-wise seminars and lectures are organized in the institution for students. The faculty members are also provided with the facility to participate in national and international level seminars with the purpose of providing exposure to teaching learning techniques and new ideas/concepts in the concerned fields of study.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 38.46

2.3.2.1 Number of teachers using ICT

Response: 5

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 41

2.3.3.1 Number of mentors

Response: 10

2.3.4 Innovation and creativity in teaching-learning

Response:

Creativity and innovation is the essence of teaching and learning in all disciplines. The college faculty members are sensitive to innovative teaching learning practices. Majority of the teachers use student-centric practices for teaching-learning. Class room quiz activities, discussion, tests, assignments are part of the teaching-learning dynamics.

Most of the significant developments that one can observe today can be attributed to the impact of Science and Technology. While the advantages of using modern tools and technological innovations in the day-to-day-life are well recognized, the corresponding changes in the use of new technologies, for teaching – learning and governance of HEIs, leaves much to be desired. Technological advancement and innovations in educational transactions have to be undertaken by all HEIs, to make a visible impact on academic development as well as administration. At a time when our educational institutions are expected to perform as good as their global partners, significant technological innovations have to be adopted. Traditional methods of delivering higher education have become less motivating to the large number of students.

The institution motivates students to participate in academic and extracurricular activities to sharpen their critical thinking. Various group discussions, debates, workshops are organized in which students explore new ideas. Various activities: academic and coacademic conducted in the college sharpen the critical reflective thinking, communication skills, analytic skills etc. The college provides free Broad band internet accessibility and every facility to nurture the creative dimension of the students.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 60.51

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 34.99**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	3	3	3

File Description**Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)**2.4.3 Teaching experience per full time teacher in number of years****Response:** 10.31**2.4.3.1 Total experience of full-time teachers**

Response: 134

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The students and staff are well aware about the evaluation process. The evaluation schedule is decided by the university for the academic session with regard to the end semester examination where as that of CCA is decided at college level .The stakeholder are being made aware about the evaluation process through the prospectus containing detailed information about evaluation process, at the time of admission at the beginning of session. The evaluation is carried out at different spot evaluation centers in the state and the awards are uploaded online at university website from each spot evaluation centre. The component of assessment is being uploaded from college level on the university website. The university evaluation division compiles both and final result is declared.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The transparency in internal assessment is maintained because specific parameters fixed by the affiliating university are followed while assigning internal assessment .These parameters are uniform for all affiliated colleges in the state.

Continuous Assessment having weightage from 30%-50% depending upon course. The formative and summative assessment approaches are done on the following basis;

- i) Conducting class tests.
- ii) Giving assignments to the students by the course teachers.
- iii) Conducting workshops.
- iv) Ensuring student's participation in the classes.

- v) Conducting question answer session.
- vi) Conducting doubt clearing session.
- vii) Organizing tutorial sessions.

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

Response:

Any grievances related to the evaluation is being addressed at university level through a special committee constituted by the university for this purpose. The students have free access to the subject teachers regarding any discrepancy or grievance. The college has formed a Students' Grievance Redressal cell which considers complaints of students regarding the internal awarded by the departments. The Cell is constituted from among the senior teachers and heads of the departments. The internal awards are scrutinized by the Cell before forwarding them to the university. The university offers an opportunity to the students to get their answer scripts re-checked within a stipulated time. College administration ensures speedy resolution of problems/complaints/grievances at their end.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic calendar is prepared by the parent university and the college Principal and faculty implement the same in the institution. The academic calendar and evaluation schedule is provided by the affiliating university for all affiliated colleges in the state and every college adhere to these strictly where as the teaching plan is prepared at the college level and being followed for every semester/session. Contents of Academic Calendar includes Commencement of teaching, Conclusion of Teaching, Practical / Oral / Theory Examination dates, Result declaration and Holidays

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Yes, the college has clearly stated learning outcomes .The learning schedule is issued to the college staff and student by the head of the institution in the beginning of the each semester and it is being followed and implemented for learning out comes. Education for all round development' is the, motto of the college,

and to materialize this motto, the college aims to orient the young students towards academic excellence, personality development and social commitment. The curriculum and the syllabi of the academic programmes offered in this college are transacted in such a way that these objectives are realized by the successful completion of the programmes. Self-reliance and communication skills, coordination, planning, management, academic writing, and presentations are to be acquired by the students through these programmes. These learning outcomes are communicated to the students right from the beginning of the academic programmes during the counselling and orientation sessions.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institution monitors the performance of the students through the class tests, class participation, class discussion midterm tests, participation of students in sports cultural NSS and extra co curriculum activities etc. The students participate in these activities actively apart from their academic performance and same is being provided to the students and other stakeholders through communication, issue of appreciation certificate, result cards etc. As per the time framed schedule issued by the university. The data of students record shall be collected from the college office record and used for further planning and to overcoming the barriers of learning.

2.6.3 Average pass percentage of Students

Response: 100

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 80

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 80

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.5

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 12

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Yes. The institution has a research committee to monitor and redress the issues of research activities. The committee consists of the Principal of the college and a senior faculty member. The committee encourages the faculty members to enroll in Ph.D. Programmes in their fields of interest. They are also assisted to apply for minor/major research projects. As a result most of the faculty members have enrolled in Ph.D. programmes. At present 6 teachers hold Ph.D. degree and two have submitted their thesis for Ph.D. whereas 3 others are pursuing Ph.D. The college has provided updated library and computers with

broadband connection.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.15

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	2	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.94

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	7	2	4

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college promotes regular engagement of faculty, students and staff with neighborhood community for their holistic development and sustained community development through various activities. Various awareness programs, workshops, rallies and road shows with focus on like cleanliness, green environment & tree plantation, gender sensitization, traffic rule awareness, demonetization and digital payment, and empowerment of women and help acid-attack survivors are organized.

Continuous voluntary activities are carried out 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 .

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 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 last five years

Response: 12

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	2	1	1

File Description**Document**

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 62.59

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
350	300	140	50	140

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college is governed by the Government of Himachal Pradesh and the basic infrastructure is provided by the government as per the requirement and strength of the students. In order to cater to the growing needs of the college and to strengthen academic excellence, new infrastructural facilities are being added. The proposal to construct a new Science Block has been approved by the State Education Department and the requisite formalities are being completed in this regard. Meanwhile, the college makes efforts for the optimal use of existing infrastructure. The existing infrastructural facilities for teaching-learning are being augmented with Information and Communication Technology (ICT) facilities for enriching the teaching and learning process and contribute to skill development. The infrastructure of the institution is being maintained and constantly improved with regards to this aspect.

The existing infrastructural facilities in the college include:

1. Multipurpose Hall with capacity of 100 students
2. Play ground
3. High speed Wi-Fi internet facility
4. Physics, Chemistry, Botany and Zoology labs with latest equipments
5. Computerized Administrative Office
6. Library with internet connectivity
7. All rooms are airy and spacious
8. UGC Resource Room/IQAC Cell
9. Well equipped Geography Lab

Efforts are being made to maximize the use of ICT to make students' learning experience interesting. To achieve these ends, meetings are held between the Principal and the Staff Council. The funds are also made available through RUSA UGC to set up ICT enabled class rooms. Wi-Fi, CCTV and a seminar room have been set up in the college.

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

Response:

The College has spacious playground for different sports activities like volleyball, kabaddi, kho kho, athletics etc. College has its own multipurpose hall to organise many indoor sports activities like judo, karate and other defence sports activities. College gives preference to sports student in admission. Students participating in sports events are given travelling and refreshment allowance. Students get sports kit free of cost. Throughout the year, college organise different socio-cultural activities in the college campus through NSS, Eco club, annual sports and cultural meet. The students of the college are encouraged and motivated to participate in HPU inter-college competitions and championships in sports, culture activities, debates ,

quiz completion etc.

The policies and strategies of the college to promote the participation of students is as per the sports calendars of affiliating university. The affiliating university decides the calendar of sports activity with the consultation of sports council having representation of colleges in the state. The quiz competition, debate and discussion are organized by the local college from time to time in order to motivate and promote the participation of the students. The students of the college participate in cultural activities as per the schedule decided by the affiliating university. The sports championships and co-curricular competitions are held at intercollege level while quiz, debate discussion, poster making competition are of intracollege nature. The students who bag 1st and 2nd position in the college are honored with reward and merit certificates.

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

Response: 16.67

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description

Document

Number of classrooms and seminar halls with ICT enabled facilities

[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 41.48

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
6.00	26.26	1.78	0.52	0

File Description

Document

Details of budget allocation, excluding salary during the last five years

[View Document](#)

4.2 Library as a Learning Resource

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

Response:

College has adequate library facility with the seating capacity of 40 students. Library is equipped with more than 3000 books, five newspaper and has subscription to 5 magazine & Journal alongwith proper record stocking.

Library is effective and user friendly as:

1. All students registered under any program and having a college identity card are eligible for library membership.
2. Students can make suggestions through suggestion slips available in the library.
3. Each book is issued for the duration of one week.
4. Extension is possible unless the book is reserved.
5. Library cards are issued within one week of starting the academic year and are delivered in the library.
6. Date-wise, year-wise issue register is maintained.
7. Members of Alumni association are allowed to use library resources.
8. The books are procured through subscription.
9. If there is a requirement for books/reading material, the H.O.D. submits the requisition to the Principal who sanctions the requisition and forwards it to the Library Committee for purchase.

College has Advisory Committee headed by the senior faculty member as its convener and three other faculty members. The librarian of the college is also the member of the committee. Various initiatives have been taken by the committee for the improvement and augmentation of the college library i.e increasing the number of books, subscribing the new journals/magazines, increasing the numbers of newspapers, providing better reading facilities, providing internet connectivity, proper technical process of books etc. The cost of purchase is borne from the students fund, state govt. fund and RUSA fund.

The library staff provide support to the students and the teachers in library as:

- Helps in searching books.
- Provide course material, syllabus, question papers of previous years.
- Display various newspapers on the library newspaper stands.
- Issue books for extended periods during examination days with security.
- Maintain peace and order in the library.
- The library staff personally assists the physically challenged persons in obtaining specific books and other reading materials for reference.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**Response:**

Presently, the college library has no collections of rare books, manuscript, special reports or any other knowledge resources. In future, the library committee is going to frame a proposal for such purchasing.

College uses different funds like RUSA funds, PTA funds, Fine funds etc. to fulfill the basic requirements of library in particular and its enrichment in general. College also seeks the financial help/book donation from other resource persons. The requirements of rare books, manuscript, journals and magazines are reviewed by the Library committee and by the respective departments. Recommendations of rare books, manuscript, magazines and the journals are invited from the different departments and persons concerned.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.07

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.164	0.049	0.045	0.041	0.04

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 37.83

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 160

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The internal campus of the college is connected with wi-fi facility. The teaching faculty, students and other staff of the college have easy access to the internet facility. The computer facilities are available for the faculty and students. The college has already submitted a plan to the Director of Higher Education Shimla for the Computer lab, smart class rooms and more computer facilities for college library. The estimated expenditure for all these projects is about 50 lacs. As soon as we receive the financial assistance, the internet facilities in the college shall be developed and augmented. The total number of computers presently available in the college are eight and all these computers are of latest configuration and connected with internet facility.

- | | |
|---------------------------|-------|
| 1. Computer-student ratio | 01:50 |
| 2. Stand alone facility | Nil |
| 3. LAN facility | Yes |
| 4. Wifi facility | Yes |
| 5. Licensed software | No |

4.3.2 Student - Computer ratio

Response: 37.27

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 57.93

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
5.61	6.06	1.98	1.31	1.06

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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.

Response:

The newly constructed building of the college has been handed over to the college in the year 2016 and the furniture for students, college faculty and college office is new and presently there are no major repair and maintenance requirements. The minor repair and maintenance of building, furniture, equipment , computers are being met out, out of college building fund, IT fund and contingency fund. For major maintenance, the proposal is prepared by the college and forwarded to the govt. for sanction. Our

institution is governed and regulated by the state govt. The state govt. prepares the annual budget for the higher education and financial assistance is provided to the colleges in the state.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 34.44

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
96	133	98	94	72

File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.24

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	0

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: No

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 0

5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	50	45	45	40

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has an active student body in the name of College Students Central Association (CSCA). The CSCA of the college has been constituted every year. The CSCA has Executive Members comprising of President, Vice President, Secretary, Joint Secretary and the Class Representatives. The executive members are elected on the basis of merit in university examinations or marks obtained in lower class. CR's are representation from each class whereas the executive members are nominated from all the students of the college. Apart from this the due representation is also given for outstanding persons from various fields in the college like sports, NSS, Eco Club and Cultural Activities. The basic purpose of constituting CSCA is to have best academic environment in the college so that the better facilities are available to the students in the college. The CSCA body takes up the matters of the students with the college administration which are pertinent for the welfare of student for their academic acceleration.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 9

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	10	9	7	7

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

There is no alumni registered in the college but the old students of the institution is being invited in the institution on special day celebrations to share their views and experiences in the college through interaction with the students and faculty members. They are also invited as resource persons on special occasions/celebration in the college like Environment day, National Education day, Teachers day,

Population day, Ozone day, Science day etc. Sometimes the former faculty members are also invited as chief guests on Prize Distribution of the college which is organized every year in the college at the end of the academic session.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 2

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The Principal along with the administrative team of all the faculty members work for the fulfilment of vision and mission of the college. The different academic and administrative committees notified in the beginning of each academic year convene meetings at regular intervals to review the plans and functioning of the college. The curricular and co-curricular programmes of the college are notified in advance in Academic calendar and are carried out effectively by specific committees constituted for the purpose. The Bursar of the college is in charge of the accounting sections of the college who monitors the expenditure in accordance with the provisions made by the Govt. Action plans are formulated as per the direction of the government, affiliating university and according to the suggestions of stakeholders like PTA, CSCA, Teachers and Students in the best interest of institution.

Advisory committee and IQAC regularly review the courses in college, workload and monitor their implementation. The college makes conscious efforts to build a cooperative healthy relationship with its stakeholders namely students and parents. The parent teacher meetings are organized to apprise the parents about the various aspects of the college and get their feedback. The parents are also informed about their wards' performance in tests through post. Participation of all the staff members is ensured at all levels to promote the culture of excellence and governance.

6.1.2 The institution practices decentralization and participative management

Response:

The college is affiliated to H.P. University, Shimla. All the policies of education department are designed by the Government of Himachal Pradesh. These policies are executed by the Head of Institution with the cooperation of the college staff. The administration is decentralized by forming various committees which work in a democratic and collaborative manner.

The Principal of the college delegates responsibilities to different committees headed by senior and experienced faculty members keeping in view the representation of all the faculty members and their interest and expertise. The Conveners of different academic and administrative committees work in association with other teaching and non teaching staff of the department to implement and execute the plan of the institution. Office staff takes care of routine administrative activities and also assists the Principal in overall administration of the institute. Responsibilities of every staff member are communicated to them through notices, meetings, and circulars clearly defining their role in the implementation of any given assignment. Besides they are also informally counseled so as to make them aware of their duties.

To facilitate more participative management all administrative decisions of the institutions are taken through the consensus and discussions, as the head of the institution holds regular meetings with staff and conveners of different committees. The needs, problems, suggestions for educational reforms and

infrastructural improvements associated with each department are conveyed to the Principal. Opinions of heads, teachers, and non-teaching staff and other stake holders are considered and valued. Decisions which involved large scale investment in terms of infrastructure are taken by the Principal after seeking the necessary approval from the higher authority like the Director of higher education, government of Himachal Pradesh.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Yes, the Institute has a perspective plan for development of college in alignment with the Vision and Mission statement of the college. The institution is intended to improve the existing facilities for the welfare of the students. In this regard the college has submitted proposals to the Director of Higher Education for smart class rooms, computer lab and more internet facility in library for approval, the estimated cost of these proposals is about 45 lacs. The college has also got the cost estimate for the ramp and college canteen prepared from the authorized govt. agency i.e. PWD and the construction of these projects shall be initiated by the college as soon as we receive concurrence and administrative approval from the Director of Higher Education of H P Govt. Perspective plan for next year includes starting more courses to cater to the diverse needs of the students, developing more infrastructures accordingly with latest and modern techniques.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Principal is in charge of the financial as well as administrative matters of college. Different committees are constituted to execute the plan and policies of Department of Education as per guidelines issued by Principal Secretary, Education. Principal acts as chairperson and patron to various committees, bodies which discharge their duties in accordance with the education policy of state govt. Principal makes all the purchases in consultation with college purchase committee in accordance with the rules and regulations laid down by the Government. The planning and decision making in case of financial matters although rests with the Principal but various committees formed hold meetings and forward recommendations which are generally endorsed by the Principal.

As the college is governed by HP Govt. the recruitment, promotion and service rules are decided by the Govt. only. The recruitment of teachers is done by HP Govt. through HP Public Services Commission in open national level competition. The colleges are not authorized to recruit teachers on regular basis but some stop gap arrangements are made at institutional level through PTA.

The college has established a mechanism for Redressal of grievances. There is a Grievance Redressal cell which promptly responds to the complaints received. The committees discuss the matter and consult the

Principal to solve the problem. There is a well defined mechanism for redressal of grievances with reference to evaluation both at college and University level.

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

All administrative and financial decisions of the institutions are taken through the consensus and discussions in formal meetings. Proper notices are issued for meeting and minutes maintained remain available with the Staff Secretary. The Principal holds regular meetings of the staff council to discuss the matter related to academics, extracurricular activities and problems of students. The needs, problems, suggestions for educational reforms and infrastructural improvements associated with each department are conveyed by Coordinator and department members to the Principal

For creation and enhancement of infrastructure the Principal holds meetings with the staff and the college committees (College Development Building, Library and Purchase etc.). Based on the availability of funds the requirements of various departments are taken into consideration on priority basis. Grants from Govt. of HP (Directorate) and RUSA are used to develop infrastructure to promote a good-teaching learning

environment.

The meetings of the Principal and staff with different cells/ bodies are held at regular interval to review the plans and functioning of the college. The coordinators record the minutes and resolution passed in the meetings. The parent teacher meetings are organized to apprise the parents about the action plan of the college and get their feedback. The parents are also informed about their wards' performance in tests through post. Different department of the college hold periodical meetings with the Principal to discuss various issues of concern and to improve the quality of education.

6.3 Faculty Empowerment Strategies

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

Response:

As such there is no welfare scheme for the teaching and non teaching staff at institutional level but following schemes are available for the Govt. Employees of our institution.

1. Career advancement benefits to those who obtain M.Phil. or Ph.D. degrees as per the Govt. norms.
2. Faculty members are eligible for study leave of two years.
3. Medical leave is given to all the employees as per the norms.
4. There is provision of maternity / paternity leave as per the Govt. norms.
5. Duty leave is given to the employees for attending seminars/ conference /OP/RC.
6. All the employees are covered under GIS (General Insurance Scheme) and the premiums are deducted from the salary.
7. TA/DA is given for the employees whenever they go out for official work.
8. Various allowances like HRA, compensatory allowance and DA as per the Centre Govt. / State Govt. notifications are allowed.
9. There is full medical reimbursement of medical expenses including indoor medical Treatment.
10. All Govt. employees enjoy benefit of gratuity, commutation of pension and pensioner benefits
11. Encashment of 300 hundred days Earned leave is allowed at the time of retirement.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

Document

[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

Document

[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 17.56

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	0	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The teaching faculty of the institution, apart from their prime duty i.e. teaching, assigned various other administrative assignments to assist the head of the institution and for the welfare of the students during each academic session. The achievements of staff members are monitored through Performance Based Appraisal System (PBAS) ACR as per the Guidelines of the Govt. of Himachal Pradesh. The PBAS is evaluated and verified by IQAC and forwarded to the Principal of college for evaluation. Principal, with his remarks forwards the PBAS Performa to the higher authorities. ACR of the individual concerned is considered for the career advancement and promotion of the faculty member by the Director of Higher Education and ultimately by the state govt.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college collects two types of funds in the form of A.F (amalgamated fund) and other Govt. funds from all the enrolled students in the college. These funds are collected twice in a year for programmes in semester system and once in a year for annual system. External audit is conducted by Govt. body. The audit of A.F. is done by Accountant General of Himachal Pradesh from the audit department of the State Govt. and the audit of Govt. fund is done by auditors from Auditor General of India. The internal audit of PTA funds is done by the committee constituted by the head of the institution/ patron of PTA. The committee consists of chairperson and minimum two other senior faculty members.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the

last five years (not covered in Criterion III) (INR in Lakhs)**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

The major source of the funding is the financial assistance from the state govt. under salary head, office expense and RUSA. To some extent, the fees and funds collected from the enrolled students and PTA members of the college also contribute towards college funds. The financial resource of the institution is utilized as per the governing rules i. e. HPFR 2009. The effective and sufficient use of available financial resources is ensured through a proper and transparent system. The utilization of the financial resources is made after completion of all codal formalities i.e. submission of proposal, sanction by Bursar and approval by the Principal for the best use of financial resources. In this regard the guidelines of the govt. are strictly followed. The funds generated are mainly utilized for infrastructure development and its maintenance, for upgradation of library and laboratories, for renovation and addition of building, for financial aid to needy students, for the remedial classes of the students of weaker sections of the society. In case additional fund is required the college sends proposals to the director of higher education and the same releases the required funds for specific purpose. During the year 2016 the college received a sum of Rs 28.00 lacs for office, teaching faculty, library and class rooms furniture of wood and steel for the newly handed over building of the college.

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****Response:**

Yes, the IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes in the institution. The IQAC Cell in the college was established in August 2016. Since its

establishment, the IQAC cell monitors the quality of the higher education in the college and reviews the teaching-learning process periodically by holding meetings of the cell in coordination with the head of the institution. IQAC also regulates the formation of various clubs and societies in college, in which various personality development activities are organized. The Cell regularly takes feedback from students, parents as well as teachers regarding their requirements and achievements through meetings with staff council and CSCA for improvement of academic atmosphere in college. IQAC also monitors the teachers' evaluation by students and develops strategies for quality improvement. IQAC also regulates the formation of various clubs and societies in college, in which various personality development activities are organized. Further all necessary steps are being taken keeping in view the interest and needs of the learners in the college and if necessary some remedial measures are also taken up for the welfare of the students. Many plans, strategies and methodologies for quality assurance are suggested by IQAC and earnest efforts are being made for their implementation.

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

Response:

Yes, the IQAC in the institution also focus on the review of teaching learning processes structures & methodologies of operations and learning outcomes at periodical intervals. This review boosts morale of the faculty members and energize the zeal among students of the college. As new procedures and methodologies are adopted/used by the teachers for class room teaching. Apart from the other curricular activities, extra curricular activities are organized in the college during the academic session. In which many staff members of the college look part enthusiastically.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Some important and significant incremental improvements have been made in the institutions for last five years. The college started UG programmes in the Commerce and Science in 2016 and 2017 respectively. The infrastructure and faculty required for a higher education institutions is made available in 2016 as the new building is handed over to the college. The students enrollment has increased remarkably from 244 in 2013-14 to 496 in 2018-19. Hence the institutions has experienced both horizontal and vertical incremental improvement in the last 5 years.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 1

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

The college practices true spirit of education as there is no discrimination against caste, creed, religion and gender in admission, recruitment, academic and administrative activities. The institution provides safety, security & counselling facilities to both male and female students /staff . All new faculty members undergo an induction programme to understand the needs, concerns and characteristics of diversified people including women in the campus. There are common room facilities for boys and girls. CCTV cameras have been installed in the campus for security of students. A separate committee for discipline takes every care to maintain healthy and stress free academic environment in the campus. The faculty ensures the participation of girl students in intra and inter-institutional competitions and cultural activities. The college has a Women Grievance Redressal Cell to address the issues related to sexual harassment and other problems. As one of the strategic intent the college nurtures an environment of safety, trust & mutual respect .

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy

sources**Response: 0**

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 250

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response: 0**

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 258

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste: In order to keep the campus clean, the solid waste management is used effectively in the college. The solid waste generated by all sorts of routine activities carried out in the college includes paper, plastics, glass foods, etc. The NSS unit of the college through its one day and two day camps helps in keeping the campus of the college clean and its environment hygienic which is very necessary for the healthy academic environment of the college. There is proper disposal of sewerage in the septic tanks. One incinerator is installed in girls' washroom to dispose off the waste in toilet. A sweeper has also been engaged to keep the building clean and tidy.

e-waste management

As the institution is situated in the rural area of the district and it is not in the municipal corporation or

committee jurisdiction, therefore, the e-waste management system is not feasible in the campus of the college.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college has a system of rain harvesting. The water tank is of about 60000 liters capacity. The water of this tank is used for keeping the campus green. The plantation drive is been carried on every year in the month of July the rainy session on full swing. The job is undertaken with the collaboration of forest department of the state govt. Every year more than 200 plants are planted by the students of the college through Eco Club of the college and personnel from forest department in the college campus and in surrounding areas of the college campus. The variety of plants is provided by the forest departments which are mainly ornamental and medicinal plants.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college is aware of its environment conservation responsibilities and embraces principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized through various ways as under:

1. Pooling of vehicles by the college staff is in practice for saving petrol and reducing air pollution. Students are also encouraged to use public transport for commuting.
2. Judicious use of light and fans is being done. Bulbs and fans are kept in off mode when not in use. CFL lights are in use for energy conservation.
3. There is no use of polythene in the college campus. Only jute bags are allowed to be used in the college and its surrounding.
4. Plastic plates and cups are not in use in college. During different events in the college, only eco-friendly material like plates of plant leaves, paper plates are used.
5. Dust bins are being used for garbage disposal.

Green landscaping with trees and plants

In order to make the campus clean & green, plantations are done through the participation of students in collaboration with the State Forest Department. Such type of plantation is done by the volunteers of NSS during their camps and ECO- Club of the college.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 2

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	00	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 2

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

7.1.13 Display of core values in the institution and on its website**Response:** No**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response:** Yes**File Description****Document**

Details of activities organized to increase consciousness about national identities and symbols

[View Document](#)**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** No**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 13

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	3	3	3

File Description**Document**

List of activities conducted for promotion of universal values

[View Document](#)**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

Response:

The college organizes number of activities for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion. The college celebrates important days such as Independence Day, Republic day with patriotic fervour to make the dream of a new tomorrow come true. Theme based activities and events are organised to celebrate Environment Day, Population Day, Teachers Day and Hindi Diwas. International Women's Day is celebrated to highlight the achievements of women. Teachers Day is celebrated to mark birth anniversary of Dr. Sarvepalli Radhakrishnan. Gandhi Jyanti is celebrated to commemorate the contribution and sacrifice of the father of nation M.K. Gandhi and veteran leader Sh. Lal Bahadur Shastri. Birth anniversary of country's first Prime minister Pt. Jawahar Lal Nehru is celebrated as Children Day.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**Response:**

Administrative and auxiliary functions The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency. Formulation of development objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects improves the overall quality of Teaching learning process.

Academic functions The college strictly adheres to the norms and the guidelines of H.P. Govt. and H.P. University regarding admission process. Application forms received are numbered serially by the concerned department. After sorting out the applications, names of the eligible and selected candidates are notified in first, second and final merit lists. A roster for admission for reserved categories issued by the affiliating University is implemented strictly. Details of admission process, discipline and other matters relating to admission are given in the prospectus. All enquires relating to the admission are addressed by the college. The transparency in internal assessment is maintained and specific parameters which are uniform for all affiliated colleges in the state are followed while assigning internal assessment. The students can go for rechecking of their answer scripts at University level in case of any grievance regarding final exams.

Financial functions There are established procedures and processes for planning and allocation of financial resources. The institution has developed strategies for mobilizing resources and ensures transparency in financial management of the institution. The income and expenditure of the institution are subjected to regular internal and external audit.

7.2 Best Practices**7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:**

(A)

1. Title: “Preserve Nature and spread the Word”.

2. Goal: To Conserve the environment and sensitize the masses.

3. The Context: The conservation of environment is essential for peaceful coexistence of man with nature. The institution is making earnest efforts to prepare citizens who are willing to make changes in their life style in order to impact a global change.

4. The practice: NSS and Eco Club volunteers work towards maintaining pollution free environment around the campus and spread the message to masses. Plantation of trees has been a regular practice and students also participate in awareness campaigns about polythene pollution, practice of recycling and environmental conservation. Polythene, plastic cups and plates are not being used in college.

5. Evidences of Success

- NSS volunteers participate in different programmes on special occasions like Independence Day, Environment Awareness Day ,Ozone Day and Van Mahotsava etc. to spread the message of environmental conservation.
- The volunteers clean up the whole campus and uproot the congress grass and cannabis in nearby areas regularly under Swachh Bharat Abhiyan and clearing of overgrown weed, cleaning of village water resources, maintenance of drains and streets is done during seven day camps.
- Reflecting their commitment to community, the NSS unit cleaned the area around the hospital on 30 December, 2016.
- The tree plantation was done by the volunteers of Eco Club and NSS on 09/08/2017 in collaboration with forest department.

B.

1.Title : “Learn to grow together”.

2. Goal : To Nourish young minds in best possible Academic Environment.

Best practice: Education is a broad concept surpassing four walls of class rooms & encompassing development in all dimensions. Co-curricular activities inculcate moral, spiritual, ethical values in a competitive environment and help students to balance their academic pursuits with their talents, making choices and follow their dreams with perseverance.

Evidence of Success

- Different competitions were organized under Systematic Voters Education and Electoral Participation (SVEEP) campaign to make students aware about the electoral process in democracy and potential role of young voters.
- The college celebrate days of national importance with enthusiasm and full patriotic fervor.
- The career counseling cell organized a seminar on Vedic math on October 7, 2017 to teach the students the skill of easy calculations for various competitive exam.
- Red Ribben Club of college observes World AIDS day to disseminate the information. Three

volunteers of the club along with nodal officer attended a one day training programme on HIV prevention in GC Bilaspur on December 23, 2017.

- A sponsored programme on gender equality was organized in November 30, 2017 to apprise of the legal aspects of sexual harassment of women at work place and domestic violence.
- Athletic meet is organized annually to foster the sense of team work, responsibility and accountability in youth for building a cohesive society.
- The college students were equipped with practical skill to mitigate the challenge posed by the natural disasters in the mock drill organized under the aegis of disaster management cell of HP home guard on February 28, 2018.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Higher education is an optional stage of formal learning that occurs after completion of secondary education. The right to access to higher education is mentioned in number of International Human Rights Instruments. The general higher education takes place in a university, college or other institute of higher education includes significant theoretical and abstract elements as well as applied aspects. Indian higher education is a need of radical reform presently for global competitiveness. A focus on enforcing higher standards of transparency strengthening of vocational and professional education through stronger institutional responsibilities would help in reprioritizing efforts toward higher education. In the present scenario of higher education, every institute of higher education is stressed from all corners of the society and stakeholders for providing quality and job oriented higher education to fulfill the need of youth for searching the employment opportunities for their carrier building. The efforts of our college is significant with respect to providing good facilities and environment to the students, as a results, the response from the students is positive and affirmative which is being shown with the quality and improvement in the student's academic acceleration and performance being judged from their end semester examination conducted by affiliating university reflecting upwards moving during the last five academic years.

In fact, being in the stage of infancy, established only in 2007, our institution is best in imparting best academic environment in providing quality education in the state particularly among the contemporary colleges established in rural areas in the state by considering the students enrollment which is expected to touch the figure of more than 600 in the next two academic sessions when the batch of Science faculty (Medical and Non -Medical) shall complete, availability of infrastructures, availability of teaching faculty and ministerial staff, easy approach to the institution being well connected with road connectivity from all corners of the surrounding areas. Although, there are some constraints or limitations with regard to the effective administration of the institution being from govt. sector, the college administration lacks in free hands for the effective administration. In spite of these limitations our college is performing well in delivering its best in order to fulfill the aspirations and requirements of the learners as well as expectations of stakeholders.

5. CONCLUSION

Additional Information :

- Large number of students are interested in national building and development process. in this regard our institution have intitiated the process of getting one unit of NCC naval and NCC army wing as well as one unit of Rover and Ranger Unit.
- Project proposal for the construction of spacious science block housing 2 labs for Physics, 2 labs for Chemistry and 2 labs for biosciences along with faculty rooms has been prepared by the HP state construction body and very shortly site work shall be started.
- Construction of college canteen and fencing of college campus has been approved from state Government.
- A proposal for developing smart classroom and computer lab has been submitted to higher authorities for accord of approval.

Concluding Remarks :

The college is set to shake the grooves of academia in rural and backward areas and to give students exposure to business aspects of technology in order to make them aware about career orientation. The college is committed to the highest levels of excellence and quality assurance in all aspect like academic and non-academic. The college's quality aspect extends to ensuring and enhancing the quality of students through enriched curriculum by providing knowledge, wisdom, and character to the students. The college is aware of its social responsibility and is engaged with local communities and marginal sections of society for capacity building to bring into the mainstream. SSR for accreditation is collectively prepared and mainly based on inputs from IQAC at all levels, keeping in mind our target to equip students with the best education and infrastructure, to help them and to achieve nothing but the best in life.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.2.2	<p>Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>1.2.2.1. Number of programs in which CBCS/ Elective course system implemented. Answer before DVV Verification : 3 Answer after DVV Verification: 3</p> <p>Remark : Documents uploaded.</p>																														
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus- Semester wise/ year-wise Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: D. Any 1 of the above</p>																														
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : C. Feedback collected and analysed Answer After DVV Verification: E. Feedback not collected</p>																														
2.1.2	<p>Average Enrollment percentage</p> <p>(Average of last five years)</p> <p>2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2.1.2.2. Number of sanctioned seats year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1260</td> <td>800</td> <td>720</td> <td>720</td> <td>720</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1260</td> <td>780</td> <td>700</td> <td>700</td> <td>700</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14						2017-18	2016-17	2015-16	2014-15	2013-14	1260	800	720	720	720	2017-18	2016-17	2015-16	2014-15	2013-14	1260	780	700	700	700
2017-18	2016-17	2015-16	2014-15	2013-14																											
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1260	780	700	700	700																											
2.4.2	<p>Average percentage of full time teachers with Ph.D. during the last five years</p> <p>2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14																									
2017-18	2016-17	2015-16	2014-15	2013-14																											

4	4	3	3	3
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Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	3	3	3

Remark : Documents uploaded.

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	2	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	2	3

3.4.3 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 last five years

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., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	2	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	2	1	1

Remark : HEI input edited according to provided documents.

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6.00	26.26	1.78	0.52	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6.00	26.26	1.78	0.52	0

Remark : According to provided documents.

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.16440	0.4920	0.4500	0.4150	0.40000

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.164	0.049	0.045	0.041	0.04

Remark : HEI input edited according to provided information.

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 160

Answer after DVV Verification: 160

Remark : According to provided documents.

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

5.61	6.33	1.98	1.31	1.06
------	------	------	------	------

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5.61	6.06	1.98	1.31	1.06

Remark : CA certified documents is expected.

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	0

Remark : HEI input edited according to provided documents.

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

Answer before DVV Verification : C. Any 5 of the above

Answer After DVV Verification: E. 3 or less of the above
Remark : HEI input edited according to provided documents.

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
197	185	143	115	112

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : List of students and supporting documents asked for AY -2017-18, Uploaded documents shows documents for 2018-19. No data provided for HEI input.

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : HEI input edited according to provided documents.

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
15	13	12	11	11

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.2 Percentage of student progression to higher education (previous graduating batch)

5.2.2.1. Number of outgoing students progressing to higher education

Answer before DVV Verification : 63

Answer after DVV Verification: 0

Remark : HEI input edited according to provided documents. Provided documents required authority stamp and signature.

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ 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: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
15	13	12	11	10

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
50	50	45	45	40

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
50	50	45	45	40

Remark : HEI input edited according to provided documents.

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

Remark : HEI input edited according to provided documents.

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Answer before DVV Verification : C. Any 3 of the above

Answer After DVV Verification: E. Any 1 of the above

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1.2	0.996	0.702	0.72	0.642

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : HEI input edited because required documents are not provided.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift

3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Answer before DVV Verification : C. At least 4 of the above

Answer After DVV Verification: D. At least 2 of the above

Remark : HEI input edited according to provided documents.

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years
7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	00	0	0	0

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

Remark : HEI input edited according to provided documents.

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Answer before DVV Verification : Yes

Answer After DVV Verification: Yes

	Remark : HEI input edited according to provided information.																				
7.1.16	<p>The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes Remark : HEI input edited according to provided information.</p>																				
7.1.17	<p>Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</p> <p>7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>1</td> <td>3</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p>Remark : HEI input edited according to provided documents.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	3	3	3	3	3	2017-18	2016-17	2015-16	2014-15	2013-14	3	1	3	3	3
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	3	3	3	3																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	1	3	3	3																	

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations