Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOVT. COLLEGE JHANDUTTA**
Name of the head of the Institution	**Smt. Neena Vasudeva**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01978272700**
Mobile no.	**9418463555**
Registered Email	**gcjhandutta-hp@nic.in**
Alternate Email	**gcjhandutta-hp@outlook.com**
Address	**GOVT. COLLEGE JHANDUTTA DISTT. BILASPUR HP**
City/Town	**Jhandutta**
State/UT	**Himachal pradesh**
Pincode	**174031**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. P.L. Bhatia**
Phone no/Alternate Phone no.	**01978223555**
Mobile no.	**9418018160**
Registered Email	**gcjhandutta-hp@nic.in**
Alternate Email	**gcjhandutta-hp@outlook.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.gcjhandutta.in/

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gcjhandutta.in/doc/Academic-Calender-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**1.57**	**2019**	**04-Mar-2019**	**03-Mar-2024**

6. Date of Establishment of IQAC

30-Dec-2016

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
General Awareness Program for Girl Students	**27-Nov-2018** **1**	**50**

Excursion for Science Students to Barnot	29-Dec-2018 1	25
Poster/Model making competition for Science Students	31-Dec-2018 1	10

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1.Construction of makeshift Labs of Physics, Chemistry, Botany and Zoology. 2. Purchase of apparatus/instruments for Labs of Physics, Chemistry, Botany and Zoology. 3. Efforts to start the Construction work of Science Block. 4. Establishment of smart class rooms and Computer lab. 5. Purchase of Table Tennis Table for the students of the college.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Construction of makeshift Labs of Physics, Chemistry, Botany and Zoology	The makeshift Labs of Physics, Chemistry, Botany and Zoology have been established.
Purchase of apparatus/instruments for Labs of Physics, Chemistry, Botany and Zoology.	Apparatus/instruments for labs of Physics, Chemistry, Botany and Zoology have been purchased.
Construction work of Science Block	The needful to start the Construction work of Science Block in the college have been done by taking up the matter with higher authorities.
Establishment of smart class rooms and Computer lab	Two smart rooms (i.e. One Lecture Theatre and Multipurpose hall have been converted into smart rooms and a Computer lab with PCs along with internet facility have been established.
Purchase of Table Tennis Table.	A Table-tennis table has been purchased for the college students.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
IQAC	**27-May-2023**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**

Date of Visit	**04-Mar-2019**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**20-Jun-2019**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college is currently working with the following applications/modules which are made operational by the State/Centre Government and the Himachal Pradesh University Shimla. These modules are as under: 1. PMIS for**

	members of teaching and nonteaching staff (Govt Level) 2. eSalary for teaching and nonteaching staff (Govt Level), 3. eService Book (Govt Level) 4. Scholarship HP ePASS (Govt Level) 5. Examination Shiksha Pariksha Utility (H.P. University Level) 6. PFMS (Govt Level) 7. Fee Collection Software (College Level).

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution has designed well planned curriculum, which is properly documented and delivery is ensured in a time bound manner. The institution is affiliated to Himachal Pradesh University Shimla. The curriculum is devised by the said university in consultation with college administration and senior faculty members. In the Board of Studies senior faculty members of the college help to devise and revise the curriculum at regular intervals. Planning and implementation of the curriculum is done most effectively by introducing students and stakeholders, first to the larger mission and the wider vision that defines the particular purpose which the college stands for and seeks to promote. The mission of the college is to fulfil what it has envisaged by providing quality education with the implementation of CBCS in 2013 which will enable students to become educated, responsible citizens and realize their status in the society. In the year 2016-17 RUSA (CBCS) of UGC has been adopted by the institution as per the direction of Higher Authorities of the Govt. of Himachal Pradesh and guidelines of the UGC. Inter disciplinary approach is adopted so as to enable students to have access to curricular and co-curricular opportunities for enhancing academic acumen, employability and entrepreneurial skills. Ample choices are offered to the students by integrating CBCS and discipline specific, interdisciplinary electives in curricula to meet students' interests and aspirations. Workshops and seminars such as RUSA orientation workshops and admission guidance workshops are organized from time to time for the teachers and faculty members. The inputs for curriculum planning were taken in the college and conveyed to the higher authorities. The curriculum is implemented in letter and spirit. The college ensures that the UGC guidelines are implemented in letter and spirit. The teachers receive procedural and practical support from the college and university authorities in implementing the curriculum. An established and furnished library of the institution assures the availability of the books related to new syllabi to the students. Project reports, assignments and house examinations help in the continuous and comprehensive evaluation of the students. The documentary record of these activities is kept by the teachers and college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NIL	Nill
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Nill
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
In order to improve the functioning of the college, feedbacks are regularly obtained through various ways and efforts are made to involve, so as to involve every aspect where they evaluate the functioning of the college in various parameters administrative, academics and in general. The suggestions are considered and incorporated. College receive feedback from students through a teacher evaluation questionnaire where the teachers are evaluated on various parameters of the teaching learning process. Apart from conducting regular meetings of CSCA, Induction Programmes, Open General Houses, Tutorials, mentoring sessions etc. are organized to address students problems, Departments are instructed to look after the problems of students. College administration makes sure that students are involved and they render their contribution in

running the college efficiently. Regular staff meetings are organized and the Principal interacts personally with each and every department to make sure the proper functioning of courses and their requirement. The Principal conducts meetings from time to time. Feedback is also obtained from parent teacher association and old student association of the college and it is ensured that their general house and executive body meetings are held on scheduled time, where important issues are discussed pertaining to the college and decisions are taken accordingly in the interest of the students and the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Huminities	2160	299	293
BSc	Science	400	53	43
BCom	Commerce	80	49	49
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	503	0	14	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
14	0	0	0	0	0
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has well-defined students mentoring system through specific teacher cum tutors. Fixed numbers of students, almost 30 students are assigned to each teacher for mentoring and guidance. Continuous efforts are made for creation and maintenance of a better environment in the college where students can approach teachers for both educational and personal guidance. Two way communications between teachers and students enhance their knowledge base. Awareness and support to students for various competitive exams are given in college. Various experts are called by college for the motivation and guidance of students so that they can excel in higher studies and entrepreneurship. The principal keeps a close eye for the functioning of student mentoring on regular basis.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

503	14	1:36

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	14	2	2	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	00	Nill	Nill

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	1st year	13/05/2019	16/10/2019
BCom	BCOM	1st year	13/05/2019	06/10/2019
BSc	BSC	1st year	13/05/2019	12/09/2019
BA	BA	3RD SEM	07/11/2019	10/03/2020
BCom	BCOM	3RD SEM	07/11/2019	02/03/2020
BSc	BSC	3RD SEM	07/11/2019	01/03/2020
BA	BA	5TH SEM	07/11/2019	10/03/2020
BCom	BCOM	5TH SEM	07/11/2019	06/03/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

•House exam / MTT's are conducted prior to end term examinations. The house exam committee is constituted in the college for the smooth conduct of internal examination. • Students are given assignments / questions to familiarise them with the pattern of final examination. • Class tests, group discussions, seminars, quiz are conducted. • The results / poor performances of students in MTT's are informed to parents by post. • There is a complete transparency in internal assessment. At the beginning of semester, faculty members inform the students about the various components of internal assessment. The internal assessment is prepared as per the university guidelines and is displayed on the notice board. • Student feedback system has been developed.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared and adhered to as per the direction/notification of Himachal Pradesh University Shimla and Govt. of Himachal Pradesh. The Calendar is provided to the students and faculty members. The prospectus of the

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 in website of the institution (to provide the weblink)

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and explained to students.

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	HUMINITIES	87	58	66.6
B COM	BCom	COMMERCE	57	35	61.4
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

SURVEY NOT CONDUCTED

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	00	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
00	00	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	00	00	Nill	00
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	00	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	NIL	Nill	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nill

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	Nill	Nill	Nill	Nill	Nill	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	Nill	Nill	Nill	Nill	Nill	Nill

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Rally on Swachatta Abhiyaam	NSS	2	19

Poster Making Competition	NSS	4	6
Collage Making Competition	NSS	3	2
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	00	00	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachatta Abhiyaam	NSS	Rally	2	19
Gender Issue	Gender Champions Club	Survey	1	21
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
00	00	00	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	Nill	Nill	Nill	Nill	Nill
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nill	Nill	Nill
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NA	Nill	NA	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1951	462345	Nill	Nill	1951	462345
Reference Books	87	64392	Nill	Nill	87	64392

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	19	0	19	4	4	9	0	4	0
Added	0	0	0	0	0	0	0	0	0
Total	19	0	19	4	4	9	0	4	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
8.03	8.03	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Government agencies provide/sanction funds for maintenance of campus infrastructure (physical and academic support facilities). The college Advisory Committee and Project Monitoring Unit decide about the construction, renovation and purchases (instruments/computers/equipment) which are required for the college infrastructure. A detailed project report is prepared by the authorized agency such as HPPWD etc. and the same is forwarded for the approval of the Higher Authorities (Secretary Education to the Government of Himachal Pradesh).The purchases are made from the Government Agencies / rate contracts / Quotations.

https://www.gcjhandutta.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Merit-cum-Poverty Scholarship From PTA Fund	7	9500
b)International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Policies and Programmes in Horticulture	12/09/2018	140	GC Jhandutta
Strenthening of Democracy	13/09/2018	117	GC Jhandutta

Career in Defence Forces	29/09/2018	105	GC Jhandutta
Vocationalisation of Education and Employment oppurtunities	11/10/2018	133	GC Jhandutta
Future Prospects after Graduation	19/12/2018	124	GC Jhandutta
Financial Literacy	29/12/2018	118	GC Jhandutta
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Future Prospects after Graduation	0	2	2	2
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	00	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	Nill	Nill	Nill	Nill	Nill
[View File](#) [View File](#)					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Nil	Nil	Nill

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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	Nill	Nill	Nill	00	Nil

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

CSCA works as a helping body and brings the problems of the students before the college authorities. Participation of the students through CSCA is encouraged. Different activities and events such as Swachhta Drive, Voter Awareness Camps, NSS, Rovers and Rangers, Eco Club activities, Prize Distribution Function etc. are organized effectively by associating with the CSCA. It also helps in evolving leadership qualities among the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Our college aim is to make a lifelong difference to the lives of rural youth through holistic education with global standards. We aim to bring social change including modernization through educating the youth of rural area. The focus is to prepare them to face the challenges of new world, while keeping their ethics and moral values intact. The academic and other student oriented programmes of

the college eventually aims at ensuring leadership qualities among the students. The college also seeks to inculcate qualities of competence, confidence and excellence among students through co-curricular and extracurricular activities like Sports, Cultural Activities, NCC, NSS, Rovers and Rangers. Through these activities the students learn about decision making, leadership qualities and adaptability. The college further aims to mould the students hailing mostly from the marginalized and weaker sections of the society into better individuals and to guide them to contribute constructively towards the society.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The institution being an affiliated college to HPU, has limited role in curriculum development however senior faculty are the members of Board of Studies of the affiliating university HPU.
Teaching and Learning	Regular classes, class tests, house examination, tutorials etc. are the integral part of teaching and learning process. Examination and Evaluation House examination, class test and end term examination along continuous comprehensive assessment is ensured. It caters to the diverse need of the present day society.
Examination and Evaluation	For examination and evaluation, we strictly follow the schedule prepared by HP University. The teachers are deputed on evaluation duty to various evaluation centers.
Research and Development	Still the infrastructure is being developed for research In the institution. However the individual faculty members actively participate in national/International seminars, conferences, webinars, workshop etc. Most of faculty members also publish books, papers in the Journals of repute.
Library, ICT and Physical Infrastructure / Instrumentation	We are in the process to make library well equipped and digitalized along with INFLIBNET facilities. Teachers are also making use of interactive panels installed in the college when required. Physical Infrastructure is sufficient to cater to the requirements of students and teachers and further a separate science block is in the pipeline.

Human Resource Management	Human resources available in the institution are properly utilized according to their capability. Work is assigned keeping in view the interest of students and the institution. Admission is provided to various courses available in the college. There are no self finance courses at present.
Admission of Students	The basis of admission in different courses is merit basis. Reservation roster is followed strictly as per HP Government and the affiliating university norms.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	PARTIALLY
Administration	FULLY
Finance and Accounts	FULLY
Student Admission and Support	PARTIALLY
Examination	PARTIALLY

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Ms Ranju	Induction Programme	SCERT, SOLAN	3000
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Policies and Programmes in Horticulture	Policies and Programmes in Horticulture	12/09/2018	12/09/2018	13	6
2018	Strenthening of Democracy	Strenthening of Democracy	13/09/2018	13/09/2018	14	8
2018	Financial	Financial	19/12/2018	19/12/2018	12	7

Literacy	Literacy				
View File					

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	14	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Study Leave Academic Leave All welfare schemes as per HP Government norms	Leave for Training and Capacity Enhancement All welfare schemes as per HP Government norms	Scholarships sponsored by State/Central Govt., PTA and OSA, Concessional bus pass scheme by HRTC, educational tours, industrial training, State Govt. financial aid for skill development programmes, exemption of tuition fees for bonafide girl students, sanitary napkin scheme for girl students, NSS, Gymnasium, Rangers and Rovers, Career Counselling ,remedial courses. Reservation Roster is followed.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

To manage the financial works, the institutional has designed internal and external management /control system. Annual budget is provided to the college by the Directorate of Higher Educationin the start of financial year. Norms have been set up to make expenditure by the department concerned. For the monitoring of the same, the superintendent supervises the expenditures and the expenditure so incurred is duly audited by local audit agency of HP Government, HPAG Shimla and authorized Chartered Accountant (CA). The College also ensures transparency regarding financial management and resource mobilization through the Bursar and the Head of the Institution. The financial details and documents are properly scrutinized and maintained.

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

Name of the non government	Funds/ Grnats received in Rs.	Purpose

funding agencies /individuals		
NA	Nill	Nill
View File		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	HPU through results, Directorate of Higher Education	Yes	Principal and IQAC
Administrative	Yes	Directorate of Higher Education, Local AG office	Yes	Principal and IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parent Teacher Association of the college is functional and helps in the development of the college. Feedback given by the PTA is considered positively for the betterment of the college. Regular meetings are conducted. Parents interact with the teachers and the Principal. 2. PTA is providing scholarships for meritorious students. 3. This body is also providing funds for the College developmental works in the interest of students. Parents usually express their satisfaction on the smooth functioning of the college and appreciate the efforts of the administration and the faculty.

6.5.3 – Development programmes for support staff (at least three)

Supporting staff is encouraged and relieved to attend training and capacity building programmes. Notifications regarding promotions and other welfare schemes released by the Government from time to time are brought to their notice. The college provides following programmes for support of staff 1. Computer training 2. Guest lecturers are organized for Personality Development 3. Participation in sports activities

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Proposal will be sent to Directorate of Higher Education HP for Construction of make-shift Labs of Physics, Chemistry, Botany and Zoology. 2. Proposal will be sent to Directorate of Higher Education HP for the purchase of apparatus/instruments for Labs of Physics, Chemistry, Botany and Zoology. 3. Efforts will be made to the start and expedite the Construction work of Science Block in the college. 4. Proposal will be sent to Directorate of Higher Education HP for the establishment of two smart class rooms and one Computer lab with 10 PCs. 5. Steps will be taken to Construct temporary/make shift canteen in the college campus. 5. To make available the facility of sports and music, items related to sports and music would be purchased in the college. 6. Efforts will be made for the establishment of English language lab in the college

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Policies and Programmes in Horticulture	12/09/2018	Nill	Nill	140
2018	Strenthening of Democracy	13/09/2018	Nill	Nill	117
2018	Career in Defence Forces	29/09/2018	Nill	Nill	105
2018	Vocationalisation of Education and Employment oppurtunities	11/10/2018	Nill	Nill	133
2018	Future Prospects after Graduation	19/12/2018	Nill	Nill	124
2018	Financial Litracy	19/12/2018	Nill	Nill	118
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Survey on Gender Awareness	20/09/2018	27/09/2018	15	3

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. The institution is committed to use of green and clean energy for which LED lights have been installed in the college campus and major changes are proposed for the next session.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	01/10/2018	2	Rally on Swachhata Abhiyaan	Cleanliness and Sanitation	19

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Central Civil Services (Conduct Rules) Central Civil Services (Conduct Rules	01/01/2019	1964 These two sets of rules are considered most important as they relate to employee code of conduct and discipline. Out of these two, the CCS (CCA Rules are consulted in Government offices in connection with discipline cases. These rules are applied for regular/permanent Govt. employees of the State. Contract employees of the state are not covered under these rules. Contract policies for the contract employees have been made by the Govt. vide their Notification No. PER (AP)CB (2)2/2015 dated 18022018 under these terms and condition the contract employees have been entitled for 10 Medical Leaves, 12 Casual leaves, 5 Special Leaves and 180 days maternity leave in case of women contract employees.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Poster Making Competition	10/08/2018	10/08/2018	6
Collage Making Competition	10/08/2018	10/08/2018	2

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The Institution is committed to make the campus ecofriendly and for this purpose the institution takes different initiatives. Following activities were conducted by various clubs and committees. 1. For making institution clean and garbage free dustbins were installed at key areas. 2. Cleanliness drives were organized from time to time by various Clubs/Committee to make college ecofriendly. 3. College has been declared tobacco free and smoking is strictly banned in institution. 4. Use of plastic bags is strictly prohibited. 5. Students were motivated to participate in eco-friendly activities like garbage collection and disposal through various platforms including NSS, Rovers Rangers etc

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Students mentoring was done comprehensively through tutorials, induction and interaction meetings. 2. Students were motivated for Swachhta and it was taken as a motivating event by all the stakeholders 3. Legal literacy campaign was carried out in the institution to spread awareness among the students about their rights and duties.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.gcjhandutta.in/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college possesses a very active NSS and Rovers Rangers club which actively performs co-curricular and extension activities for the benefit of society. In addition to that the students of the college are motivated to for Swachtta mission and Sanitation programs. The institution spread the message of Cleanliness through various activities and student participation.

Provide the weblink of the institution

https://www.gcjhandutta.in/

8.Future Plans of Actions for Next Academic Year

Future Plan of Action for the Year 2019-20: 1. Proposal will be sent to Directorate of Higher Education HP for Construction of make-shift Labs of Physics, Chemistry, Botany and Zoology. 2. Proposal will be sent to Directorate of Higher Education HP for the purchase of apparatus/instruments for Labs of Physics, Chemistry, Botany and Zoology. 3. Efforts will be made to the start and expedite the Construction work of Science Block in the college. 4. Proposal will be sent to Directorate of Higher Education HP for the establishment of two smart class rooms and one Computer lab with 10 PCs. 5. Steps will be taken to Construct temporary/make shift canteen in the college campus. 6. To make available the facility of sports and music, items related to sports and music would be

purchased in the college. 7. Efforts will be made for the establishment of English language lab in the college.