



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT COLLEGE NAGROTA BAGWAN

GOVT. COLLEGE ,NAGROTA BAGWAN DIST. KANGRA H.P.-176047

176047

www.gdcnb.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government College, NagrotaBagwan is situated in the foot hills of snow-capped Dhauladhar mountain range and was established in 2006 to cater to the educational needs of the students of the hill state. It has a sprawling campus and a well-designed building spread over approximately 100 Kanals area . It is affiliated to Himachal Pradesh University, Shimla and offers courses in Humanities, Basic Sciences and Commerce at the undergraduate level and in English, Commerce and Mathematics at the postgraduate level. The primary objective of the institution is to enable the students to cope with the demands of the contemporary global scenario through effective transaction of the curricular and co-curricular aspects. Academic excellence through the use of the state-of-the art educational techniques, personality development and social orientation of the students are the primary focus areas of the institution. Government College, Nagrota Bagwan therefore strives to inculcate a strong foundation of ethical principles in the students and make them academically excellent by acquiring global competencies with the help of technology. We also ensure all round development of their personality so that they evolve into mentally and physically mature individuals who are ready to face the vicissitudes of life with optimism, courage and confidence. The college has been continuously growing under the efforts of enthusiastic and hardworking team of 28 faculty members. The total strength of students in Humanities, Commerce, Science and M.A/M.Com/M.Sc. (English, Commerce & Mathematics) is currently 2954. The college possesses adequate infrastructure in terms of classrooms , library ,science and computer laboratories ,music rooms and a big playground for sports activities.

Vision

We envision ourselves as one of the leading institutes of higher learning that imparts quality and value based education to students of the hill state. We aim to nurture an atmosphere of intellectual vigour and moral rectitude in which the youth of the region may find their fulfillment, achieve success and contribute constructively towards the development of nation. Our constant endeavor is to provide a safe, secure and conducive learning environment to the underprivileged students from rural and semi urban areas, particularly girls who aspire for higher education. We strive to educate young minds to be competent, committed and compassionate citizens who respond thoughtfully and responsibly to the challenges of ever changing world.

Mission

The college is committed to provide holistic education that brings transformation of body, mind and spirit. We strive for academic excellence but also focus on engaging our students in co curricular activities for all round development of the personality. We are dedicated to the cause of empowerment of rural youth and constantly encourage enrollments by providing them with best of infrastructure, learning resources and financial assistance, as and when required. We facilitate ethical higher learning while nurturing a sense of social responsibility, gender sensitivity, environment sustainability and an optimistic outlook towards life.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength:

1. Well qualified teachers with inspired sense of discipline and experience to impart quality education to undergraduate and postgraduate students.
2. Caters to the educational needs of economically and socially weak students from rural background . There is special focus on increasing the enrolment of girl students to achieve inclusiveness in imparting education .This is realized by providing scholarships, and maintaining a healthy, gender neutral environment in the campus.
3. Remedial measures and tutorial hours for slow and advanced learners are arranged. Students are accorded personal attention based on their need and aptitude.
4. Governance of the college is decentralized, democratic and transparent in all academic and other activities. It takes into account, not only the concerns and needs of all the stakeholders, but also their suggestions and inputs in the process of planning. A harmonious relationship with the local bodies, Parent Teachers Association(PTA) and other stakeholders results in a symbiotic exchange of mutually beneficial cooperative interactions.
5. Ample educational infrastructure for smooth conduct of academic, sports and cultural activities.
6. Excellent library and lab facilities.We have two ICT labs and one language lab with high speed internet connectivity to access online learning resources.
7. The college owns a beautiful, pollution free, eco friendly, green and clean campus.
8. Conveniently located, easy access to the college through well connected roads and readily available transportation means. The institution is hardly 20 km from the district headquarters .
- 9.All posts sanctioned by the Government are currently filled up.

Institutional Weakness

Institutional Weakness:

1. Govt. college Nagrota Bagwan is directly managed by the Department of Higher education, Government of Himachal Pradesh . The College is dependent on government funding for its growth and developmental activities.
2. Inadequate faculty in the light of expanding enrolment of students is a major hurdle faced by the college. In some of the departments there is a single teacher, who finds it difficult to manage all the classes all alone. In such a situation, Institution has no authority in appointing any temporary or part time teachers.

3. Lack of autonomy in academic matters. The curriculum for all courses is designed by Himachal Pradesh University and has to be followed by the college (like any other affiliated college). The frequent change in the syllabus also led to unavailability of text books in the market and the students had to purchase the text books online, which is not a very easy task for the students from rural background. Moreover, the course feedbacks are also not given due consideration as a corrective measure for the future implementation of the syllabus.

4. Quite often, transfers of the teachers in the mid-session also hamper teaching -learning process.

5. Due to the heavy workload, teachers are not able to devote time to research.

Institutional Opportunity

Institutional Opportunity:

1. Reach: The College is located at a place that is quite convenient and accessible for the students from surrounding feeding areas, especially rural girls who were not allowed by the parents to travel to long distance colleges have got a good opportunity here to achieve their dreams and uplift careers.

2. College Campus: The College has a spacious campus with scope for further improvements in creation of infrastructure and other physical facilities.

3. Upgradation: The college has a vast scope for the introduction of new courses in the areas with potential of generating employment. Keeping in mind, the economic reliance of local people on agricultural and tourism industries, add-on courses such as BTA, B Voc, BCA, BBA, MCA apiculture, floriculture etc. can be introduced for enhancing employability skills.

4. In the era of information technology, we expect to have a better access to research and learning resources. Access to e-journals and e-books, Massive Open Online Courses (MOOCS) and other online learning resources will strengthen not only research but also learning transaction.

5. The college hopes to attract more students in all the faculties.

Institutional Challenge

Institutional challenges:

1. Large number of students are the first generation college students belonging to impoverished families, and they have had little exposure to educational technology, this makes digital learning a real challenge for them. Many of the teachers are also not tech savvy so that adds more to the problem. It also restricts the final boundaries of milestones the institution sets out to accomplish.

2. The College needs to strengthen its Old Students Association (OSA) so as to be able to generate more funds in near future.
3. In education there is a rapid shift towards professional and skill-oriented courses. It is a challenge for the college to incorporate these into the curriculum, especially in the face of very little autonomy with respect to it, as our teaching programs and curriculum is designed by Himachal Pradesh University itself.
4. Faculty exchange programmes are needed to enrich the teaching learning environment.
5. In spite of the limitations and challenges, 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.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Aspects:

The curriculum followed by the institution is designed and implemented by the Himachal Pradesh University (HPU). The curriculum has been regularly upgraded to remain responsive to the changing needs. UGC based CBCS was implemented in 2016, with further introduction of skill enhancement courses which are subject specific. New CBCS of UGC caters to the global and national needs of the students. The Generic Elective Courses (GEC's) are also offered in each subject that are designed to cater to the regional and local needs of the students in the present time. The annual system was introduced in place of semester system of UGC (CBCS) in the academic session 2018-19.

The college offers UG programmes in Arts, Science and Commerce under the Choice Based Credit System (CBCS) and PG Programmes in English, Mathematics and Commerce. To ensure effective implementation of the curriculum the institution follows a well-structured plan. Every academic session commences with a meeting between the principal and the staff to receive inputs regarding various academic, administrative issues. Various committees like IQAC, Timetable Committee and Cultural committee etc. are constituted to execute the action plan. The responsibilities are delegated according to the expertise of the individual teachers.

For effective delivery of the curriculum innovative methods along with traditional methods are adopted by the teachers. Technological tools like computers, smart boards, LCD projectors etc. are used for better and effective presentation. Extracurricular and co-curricular activities are also given due importance keeping in mind the holistic development of the students. Our students regularly participate in Inter college competitions like Youth Festivals and Inter college sports competitions organised by H.P.U. Units like NSS, NCC and Rovers and Rangers take up the responsibility of spreading social awareness and sensitizing students about the current social concerns.

Teaching-learning and Evaluation

Teaching-learning and Evaluation:

The institution is committed to create learner-centric environment. For this we adopt a participative and

transparent approach in academics as well as other activities. The College complies with the Government's reservation policy and follow the reservation roster for admissions . Students are counseled at every step, right from the very beginning when they come to take admission and choose their subject combinations. Teachers accord personal attention to the students and also conduct proficiency assessments to identify slow and advance learners .Remedial courses, self-study material are offered to support the slow learners and the advance learners are encouraged to participate in scholarly activities. For effective delivery of the curriculum teachers make power point presentations, group discussions, seminars, quiz competitions etc. For evaluation, continuous comprehensive assessment (CCA) process is strictly followed as per the examination calendar of H.P.U. Shimla. The internal assessment of students is based on class tests, attendance ,assignments and mid-term test. The marks obtained are timely intimated to the students and their grievances are addressed swiftly.

Course outcomes are decided by Himachal Pradesh University, Shimla which are mentioned in the syllabi and communicated to the students by the teachers. At present all the posts of teachers sanctioned by the government are filled. The college data reveals that there has been consistent increase in the number of the students admitted in the college from 70 students in 2006 to 2954 in 2019. Student satisfaction survey was conducted by using a well structured questionnaire . The data reveals that the students were satisfied with the teaching learning process.

Research, Innovations and Extension

Research, Innovations and Extension:

The college does not have a research center currently. In fact, there is no provision for setting up research centers at the college level in the ordinances of the state government or the H.P. University. The faculty members are, however, encouraged in every possible way to pursue research. To promote research culture among faculties they are given support in terms of technology and information needs.

There is a provision of grant of two year study leave to the interested teachers for further study and research. One seat for persuading Ph.D. degree has been reserved for in service teachers by the Himachal Pradesh University in each and every Faculty of the HPU.

The teachers are also encouraged to participate in orientation, refresher courses, seminars, conferences and workshops etc. organized by various Institutions. The teachers also participate in In-service training programmes of varying durations conducted by different government and other bodies. Some of our teachers have rendered their services as resource persons in various training programmes.

Teachers from the institute keep publishing books ,research papers in national/international journals and conference proceedings.

The institution plans and organizes its extension and outreach programmes through NSS, Rovers and Rangers, Red Ribbon Club, Eco Club etc. Different programmes are conducted to spread awareness regarding AIDS, Communal harmony, blood donation, environmental hazards, sanitation and cleanliness under Swachh Bharat Campaign. From time to time, various resource persons are invited to speak on the concerned topics and enrich our students with their expertise. Such activities motivate students to be compassionate and empathetic towards fellow beings. Many departments take students to field and educational trips and also conduct

workshops concerning relevant topics.

Infrastructure and Learning Resources

Infrastructure and learning resources:

The Institution has adequate infrastructural facilities for teaching-learning. The College campus is spread over 11.02 acres of area out of which the constructed area is 5059 sq.mt. At present, the college has twenty three well ventilated, spacious classrooms, seminar and conference hall, music rooms, smart class rooms and ten well equipped labs. Besides this, the whole campus is Wi-Fi enabled. There is a Language Lab and ICT lab for developing communication and interpersonal skill of students. Along with 80 computers, the institution also has ICT tools like printers, projectors, podium, laptops, speakers etc.

For internal and external surveillance system thirty two cameras and two LCDs have been installed. There is also an audio system, electronic notice board and public address system for the ease of communicating important information to the students.

The library of the college is well furnished, computerized, air –conditioned ,semi-automated with about 5500 books and latest magazines and journals and also with an access to INFLIBNET,SOUL2.0 software.

The college has substantial infrastructure for sports and other extracurricular activities including Indoor and Outdoor activities. In order to promote and facilitate co curricular activities, the institution has vocal and instrumental music departments with a wide variety of musical instruments available for the students.

The availability of a huge playground with a pavilion in the campus promotes sports culture. A well equipped gymnasium in the campus gives an opportunity to students to hit the gym in their spare time and thus develop healthy set of habits.

Apart from a canteen in the campus, the institution has an adequate and uninterrupted water and power supply, water purifiers and a rainwater harvesting system.

There is a well maintained Girls Common Room in the college . In order to encourage hygiene amongst girl students, a sanitary napkin vending machine and an incinerator have been installed in the wash room.

The college ensures optimal utilization of budget allocated for the maintenance and upkeep of the college infrastructure by holding regular meetings of various bodies / committees constituted to plan and monitor the projects to be taken up in a session.

Student Support and Progression

Student Support and Progression:

The faculty makes persistent efforts for fostering academic success and progression of the students. They build positive relationship with the students and try to understand the needs of the students at every step. Financially weak students are assisted to benefit not only from the Government scholarships but also from the Student Welfare Fund created voluntarily by the teachers of the college. Students belonging to SC/ST/OBC category and economically weaker section are provided scholarships as per the government norms. Personal counseling is accorded to the students and their grievances are promptly addressed through Anti Ragging Cell, Women Grievance Redressal Cell, Counseling Cell for adolescents and Career Counseling Cell etc. Constant vigil is kept by the Discipline Committee to check any kind of nuisance in the college. Career Counseling Cell organizes regular workshops and seminars to apprise students of the latest career possibilities. Students are equally encouraged to participate in sports and co curricular activities so that qualities like team work, leadership, commitment and sense of responsibility are inculcated in them.

The college has an active student body- College Students Central Association (CSCA) that act as a link between the administration and students. The members of the CSCA are elected on the basis of the academic performance and some nominated members are elected on the basis of the performance in the extracurricular activities.

The college has an Old Student Association which is now being strengthened with inclusion of more and more members. Students also shoulder responsibilities by participating in various administrative bodies of the college such as Magazine Committee, IQAC committee, Linguistic society. Units like Rangers and Rovers, NSS, Red Ribbon Club, Cultural Club, Mountaineering and Trekking Club etc .provide ample opportunities and exposure to the students. Persistent efforts are made for preparing students to participate in various competitions like H.P University Youth Festival, Inter College Competitions, Inter varsity and sports tournaments. In spite of being a small college, the students of this Institute have bagged many prizes in such competitions and have brought laurels to the college.

Governance, Leadership and Management

Governance, Leadership and Management :

Effective governance and participative decision making is the key to achieve not only academic excellence in higher education but also in building healthy organizational culture. Under the State Government guidelines and the academic roadmap of our affiliating H.P University the college administration ensures that vision and mission goals of the institution are achieved.

The Principal collaborates with the administrative team comprising of the Advisory Council, IQAC , conveners of different functionary committees to carry out various activities in the college . Finance and Accounts department works under the supervision of the Office Superintendent who is directed and controlled by the Principal. Funds of the College under different heads are managed by the Principal in consultation with the Advisory Council ,IQAC, College Bursar and departmental heads to ensure transparency in the financial management of the Institution.

The performance of the staff is evaluated through ACRs by the head of the institution. For upgrading professional competence of the staff they are encouraged for participating in orientation, refresher courses and other training programmes. The institution takes effective welfare measures for teaching and non-teaching staff

by granting all pension and leave benefits to them as per the norms of H.P Government policy.

A decentralized, transparent and accountable functioning of the college is ensured through College Development Committee, IQAC, CSCA, Parents Teachers Association, various clubs and societies. These bodies help the institute in accomplishing milestones in the field of academics, sports and cultural activities. IQAC, consistently works towards introducing quality parameters in teaching and development of the college. For the betterment and advancement of the institution feedback is regularly taken from the students as well as other stakeholders of the institute.

Institutional Values and Best Practices

Institutional Values and Best Practices:

In addition to auxiliary functions, our institution makes an extra effort to instill values in students through various activities. One of the best practices of the institute includes organization of blood donation camp every year. These camps are organized by various societies and clubs functional in the college in collaboration with the Government Medical College, Tanda. For organizing such blood donation camps, this college is an ideal place as Medical College Tanda is situated within a radius of ten kilometers. Students along with teachers participate enthusiastically in this noble mission. This practice is being continuously observed every year without fail. The second one is rather unique. A "Welfare Fund" is generated on the part of teachers of this college from their own pocket voluntarily. This welfare fund is collected with a view to help students who are actually needy and cannot pay even their fees. This welfare fund is functional for the last two years and the identification of such students is done on the basis of merit cum means. From every department, two students are chosen and the needful amount is given to such students during each semester. Not only this, even these students are helped with books. With the passage of time, the idea is to expand the scope of this fund in order to facilitate more students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT COLLEGE NAGROTA BAGWAN
Address	Govt. College ,Nagrota Bagwan Dist. Kangra H.P.-176047
City	Nagrota Bagwan
State	Himachal pradesh
Pin	176047
Website	www.gdcnb.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ashok Kumar Chaudhary	01892-251177	9418473555	01892-251177	gcnagrotabagwan@gmail.com
Associate Professor	Pankaj Sood	1892-251177	7018013932	-	psood1969@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	24-06-2006			
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

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. College ,Nagrota Bagwan Dist. Kangra H.P.-176047	Rural	11.02	5059

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,English	36	Twelfth	English	52	52
UG	BA,Hindi	36	Twelfth	Hindi	240	240
UG	BA,Geography	36	Twelfth	English + Hindi	185	185
UG	BA,Sanskrit	36	Twelfth	Sanskrit	127	127
UG	BA,Economics	36	Twelfth	English + Hindi	153	153
UG	BA,Sociology	36	Twelfth	English + Hindi	191	191
UG	BA,Political Science	36	Twelfth	English + Hindi	217	217
UG	BA,History	36	Twelfth	English + Hindi	228	228
UG	BA,Music	36	Twelfth	English + Hindi	20	20
UG	BA,Music	36	Twelfth	English + Hindi	6	6
UG	BA,Physical Education	36	Twelfth	English + Hindi	58	58
UG	BSc,Botany	36	Twelfth	English	162	162
UG	BSc,Chemistry	36	Twelfth	English	185	185

UG	BSc,Zoology	36	Twelth	English	159	159
UG	BSc,Physics	36	Twelth	English	178	178
UG	BSc,Mathem atics	36	Twelth	English	197	197
UG	BA,Mathem atics	36	Twelth	English	4	4
UG	BCom,Com merce	36	Twelth	English + Hindi	420	420
PG	MA,English	24	Graduation	English	80	12
PG	MSc,Mathe matics	24	Graduation with Maths	English	40	40
PG	MCom,Com merce	24	Graduation	English	120	120

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				10				18			
Recruited	0	0	0	0	8	2	0	10	9	9	0	18
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				31
Recruited	13	4	0	17
Yet to Recruit				14
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				0
Recruited	0	0	0	0
Yet to Recruit				0
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	5	1	0	4	1	0	11
M.Phil.	0	0	0	2	1	0	5	5	0	13
PG	0	0	0	1	0	0	0	3	0	4

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
		0	0	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	884	0	0	0	884
	Female	1892	0	0	0	1892
	Others	0	0	0	0	0
PG	Male	35	0	0	0	35
	Female	143	0	0	0	143
	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	96	91	119	48
	Female	174	165	182	99
	Others	0	0	0	0
ST	Male	52	59	54	110
	Female	107	100	106	147
	Others	0	0	0	0
OBC	Male	611	476	563	401
	Female	1427	1245	1393	1112
	Others	0	0	0	0
General	Male	160	165	112	120
	Female	327	359	259	211
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2954	2660	2788	2248

3. Extended Profile

3.1 Program

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

Response: 266

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	19	19	19	17

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2954	2660	2788	2248	1698

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
1133	1022	1065	850	637

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
953	771	709	563	242

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

2018-19	2017-18	2016-17	2015-16	2014-15
28	28	27	26	26

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
28	28	27	26	26

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 23

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

2018-19	2017-18	2016-17	2015-16	2014-15
114.17	105.69	29.68	117.23	42.21

Number of computers

Response: 80

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:

- The curriculum followed by the institution is designed and implemented by the Himachal Pradesh University, Shimla. The college offers U.G courses in humanities, science and commerce under CBCS system and postgraduation courses in English, Mathematics and Commerce.
- Before the commencement of each academic session a meeting between the principal and teaching staff members is held to discuss various strategies for effective implementation of the curriculum. The principal receives active inputs regarding admission notification, annual activity calendar, prospectus and merit lists as per the roster of the H.P University. The information is further displayed on the notice boards for the students.
- All the heads of the departments meet at least twice a month to discuss issues like enrollments, assessments, subject combinations, encoding of roll numbers, coordination of time table and allotment of sections to avoid clashes between different subjects.
- The institution follows the scheduled academic calendar notified by HP University, Shimla. Syllabi prescribed by University is recommended by BOS and approved by Academic Council. This is available on university website, college library and with the teachers.
- For effective delivery of the curriculum teachers use innovative as well as traditional methods. For example, the department of English encourages usage of language lab so that students gain familiarity with the dynamics of good communication. Literary activities like debate, declamation, poetry recitation, etc both in hindi and english language are conducted to refine literary skills of the students. Students exhibit their creative spark by displaying thoughts, poetic quotes and biographies of eminent personalities on the wall magazine.
- Field trips, workshops, and exhibitions are organised regularly to give practical knowledge and exposure to the students. Like, department of Political Science organizes a visit to Tibetan Parliament every year, Department of Botany and Zoology organises trips to beehive centre, botanical gardens and department of commerce take students on industrial visits etc.
- Along with lecture methods technological tools like projectors, smart boards and computers are used for presentations. Commerce Department trains students in accounting and business techniques by effectively using computers.
- We have well equipped laboratories to facilitate the conduct of experiments by the students. Science exhibitions and workshops are also conducted by the department of sciences to develop scientific temperament of the students.
- Department of Geography uses charts, slides to show terrains, climatic variations, ocean and land features to the students. It has a well-equipped laboratory with binoculars, topographical maps, satellite imagery, GPS to show geographical features etc.
- Career counseling and mock interviews are also conducted to enhance the competency of the students.
- IQAC plays a crucial role in maintaining the academic atmosphere in the college. The committee comprises of senior faculty members who provide guidance for the betterment of the college.

- To enhance professional competency of the teachers they are encouraged to attend seminars, conferences, orientation and refresher courses and other training programmes.

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

2018-19	2017-18	2016-17	2015-16	2014-15
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: 3.7

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description

Document

Details of participation of teachers in various bodies

[View Document](#)

Any additional information

[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: 100

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

Response: 266	
File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 85

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.
Response: 17

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	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

2018-19	2017-18	2016-17	2015-16	2014-15
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:

The college has a well-developed mechanism to integrate cross-cutting issues relevant to gender sensitivity, environment sustainability, human values and professional ethics which play a dominant role in shaping the personality of the students.

Gender Sensitivity:

College provides equal opportunities and an identical platform to all boys and girls to promote equality in all activities. Even during the constitution of various committees utmost care is taken to avoid gender discrimination. Gender champions conduct awareness programs on topics like eve-teasing, ragging in any form and sexual harassment. Women Grievances and Redressal Cell work effectively to tackle harassment cases whenever noticed or reported. Special fee concession to girls is provided for encouraging girl education.

Environment Sustainability and Human Values:

Units like NSS, Eco Club, Rovers, and Rangers, Red Ribbon Club organize various activities to spread awareness on cleanliness, health awareness, human rights, and moral values. Students are encouraged to participate in co-curricular, extracurricular activities and various competitions to help build up confidence in students.

Events like Teacher's day, Fresher's Day, Hindi Diwas, Sabras CSCA function, Independence Day, Republic Day, Youth Festival and Inter College competitions involve students at various levels like organizing, conducting and supervising events that involve leadership and creativity.

Environment Studies course is mandatory for the students so that they learn about the concept of ecosystems, biodiversity, its conservation and understand social responsibility towards it.

The curriculum itself includes various topics related to human values in subjects like Sociology, English, and Hindi.

Activities like cleanliness drive, plantation campaign, painting, slogan/poster making on current social issues like AIDS awareness, save girl child, environmental problems, health awareness, electoral awareness, and various rallies are organized by different units in the college.

Blood donation camps are a regular feature of the college which are conducted to inculcate the feeling of community service among students. The college has a zero tolerance policy towards any kind of discrimination based on gender, caste, community, and religion.

Professional Ethics :

Our professional ethics align with our vision, mission values. For continuous improvement, we strive to maintain an environment of trust and respect and try to eliminate all kinds of barriers to student learning. We constantly promote practices that result in positive outcomes for our human and natural environment.

The faculty member has the responsibility of meeting classes at scheduled times with punctuality. The faculty members are also required to conduct themselves with dignity and demonstrate respect to students as well.

Various committees are formed for maintaining, monitoring and promoting professional ethics in the college.

The college also keeps organizing expert lectures on human and legal Rights, health education, disaster management, and blood donation. Ours is a co-educational institution, so we focus on sensitizing staff and students on issues like female feticide, women empowerment, and gender equality, etc. For this purpose different resource persons, dignitaries and health officers are invited to deliver lectures.

A number of value-added courses imparting the transferable and life skills were offered during the last five years.

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
Brochure or any other document relating to value added courses.	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

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

- 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: B. Any 3 of the above

File Description	Document
Any additional information	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

- A. Feedback collected, analysed and action taken and feedback available on website**
- B. Feedback collected, analysed and action has been taken**
- C. Feedback collected and analysed**
- D. Feedback collected**

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document

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

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	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: 97.97

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

2018-19	2017-18	2016-17	2015-16	2014-15
1196	981	1253	1036	855

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

2018-19	2017-18	2016-17	2015-16	2014-15
1230	1015	1283	1054	855

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: 40.87

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

2018-19	2017-18	2016-17	2015-16	2014-15
428	415	461	304	299

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	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:

The college identifies the slow learners and advanced learners at the time of admission. The admission committees of our college look into the performances of the students at the higher secondary level and according to the marks obtained categorizes the slow learners and the advanced learners. The advanced learners are encouraged to join various academic clubs and groups for Youth Festivals activities. They are also motivated to take up subjects in which they have performed well. The slow learners, on the other hand, are counseled along with their parents to take up subjects and courses best suited for them.

Slow Learners:

Slow learners are identified by low percentage at the matric and Higher secondary level and by the fewer marks in internal assessment. The class is divided into groups and the different groups are given separate topics for essay writing or attempting the questions. The problem subjects are identified and they are asked to take tests that are specially formulated according to their needs. University questions are given to them to be solved. The parents are called by the teachers to make them aware of the student's academic performance and how they need to be supervised in order to get good results. Counseling sessions for both the students and parents are organized at regular intervals. In some cases, the remedial and tutorial classes were also conducted for the students. Assignments are given to the students according to the problem area so that they get into the habit of research and writing.

Advanced Learners:

The advanced learners are also identified by the marks obtained in the school and the university examination. They are motivated to join professional courses and are guided in a proper way to pursue various career options. The students are encouraged to join the clubs and groups of the college that are

involved in activities like youth festivals and inter-college competitions like debates, declamation, quiz, essay writing, Collage-making, etc. The bright students are further given some mini projects and surveys to enhance their research skills. They are given extra Lab assignments and extra academic work in order to utilize and polish their capabilities.

2.2.2 Student - Full time teacher ratio

Response: 105.5

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.1

2.2.3.1 Number of differently abled students on rolls

Response: 3

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	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:

One of the aims of education is to make education and learning an interesting process through which the students gain theoretical and practical knowledge without getting stressed. An environment should be created in the institute where the learning becomes joyous and engaging and challenging. The students should be aware of what they are learning and what they should be accomplishing with the blending of individualist and collaborative groups. The following ways are adopted in our college to promote the learning process:-

- Project Work on the various topics that are assigned to the students from the syllabus.
- Competitions are organized in the college that helps the students to showcase their talents, gain confidence, uncover their personal aptitudes and gain substantial experience.
- Industry and Laboratory Visits - Visits to the various industries are carried out every year so that the students get a close insight into the working environment of the industrial units and the laboratories. The life sciences department had taken a one day trip to apiculture and sericulture centers to show the students the rearing of honeybees and silkworms.

- Presentations are conducted in the classrooms by the students on the topics related to their syllabus during the regular classes.
- Socio-economic and other surveys are conducted by the students under the guidance of their teachers at the community level which may be categorized under case studies.
- Guest lecturers from other reputed institutes are invited for delivering lectures to the students so that they get a broader perspective on the various dimensions of the topics that are relevant to them. They may also be called resource persons who are proficient in their respective fields.

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

Response: 92.86

2.3.2.1 Number of teachers using ICT

Response: 26

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: 105.5

2.3.3.1 Number of mentors

Response: 28

2.3.4 Innovation and creativity in teaching-learning

Response:

"Learning happens when you trap a student in an environment where they can't escape without thinking"

The components of innovative teaching are creativity, diversity, collaboration, and intuition. Small steps must be taken to achieve the complete concept of innovative teaching and learning with a lot of support and encouragement from the institute in terms of infrastructure and budget.

Another important aspect is to take the risk and look at failure as a fuel for innovation which would further motivate to try again with the lessons from the past experiences. The following practical ideas are incorporated for making learning more innovative:-

- An interaction that includes a high percentage of class-time with hands-on problem-solving opportunity
- Create opportunities for hands-on field work like surveys, visiting labs and project works and plantations that are carried out on the college campus.

- Group discussions are held in the class on the topics related to the syllabus and general topics of current affairs.
- Motivate students to create questions for the upcoming examination to broaden their horizons and analyze like a paper-setter which gives them a better insight into the syllabus.
- Community Building is encouraged by the teachers by motivating the students to join the various activities groups like Rovers and Rangers, N.S.S., Eco Club, Cultural and Language Clubs, Red Cross Society, Red Ribbon Club, to build the spirit of teamwork and social work.

Innovative approach and Creative techniques adopted by the teachers:

- Problem-based learning approach
- Counseling, Assignments
- Project-based learning approach
- Story writing, Computer Stimulation
- Student-centered learning approach
- Case debates, Group Discussions
- Active learning approach
- Role playing, brainstorming, mnemonics
- Co-operative learning approach
- Group discussions, Debates, Quizzes.
- E-learning approach
- Multimedia
- Personal development approach
- Ice breakers.

The following components are essential to enhance the creative skills in teaching:-

- Audio/Visual Tools
- Learning by performing various experiments
- Classes outside classrooms
- Forming of various College groups

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 43.5

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	15	12	8	11

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: 15.07

2.4.3.1 Total experience of full-time teachers

Response: 422

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

2018-19	2017-18	2016-17	2015-16	2014-15
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: 3.68

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	2	1	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	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 in the college are assessed periodically through the evaluation methods like class-tests, mid-term tests, assignments, projects. In addition to this the regularity of the students in the class is assessed by their attendance for which they are given internal assessment out of five marks.

The students who participate in co-curricular activities are also judged through various competitions that are held in the college. It helps to groom all round personality of the students and is beneficial for talent hunt in the College. The internal assessment of the students is based on the performances in the class tests, assignments, and attendance which constitutes 30% of the total marks.

The centralized system of evaluation is a way to assess the students that is an integral part of the institute and is done periodically to assess all the aspects of students in order to adopt a sound educational strategy. Students are oriented at the commencement of the session to prepare them mentally for the evaluation system. The teaching plan(Time-Table), the Academic Calendar and University Examination Schedule are displayed on the College Notice Board at the beginning of every session.

Result analysis is done by the teachers on the basis of the marks obtained by the students and they are guided and advised to study according to the individual need of the students. They are advised to devote more time and effort to the subjects in which they are weak. In some cases, the parents are called in the college by the concerned teachers where the students have not performed well.

Remedial classes are also held by the teachers for the students who need extra guidance or when the students feel the requirement of the same.

University exams are conducted by the university which is the final examination for the students at the Term End. The students have to appear for a theory paper of seventy/eighty marks for three hours duration. The answer scripts are evaluated by the teachers appointed by the University in the different evaluation centers through the table marking system.

Supplementary and re-appear examinations are held simultaneously for the students who have not been

able to pass in the previous terms examination. This is another way to provide an opportunity for the students to improve and assess the student's performance for the second time.

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

Response:

Our college has adopted the system of evaluation to assess the teaching and learning process through marks obtained in midterm tests, internal assessment, practical examinations, and other academic performances.

Basic eligibility for the evaluation process is made known to the students by the college website, notice boards and class room counseling. Continuous assessment report for all courses is displayed in respective departments. The marks obtained are shown to the students and the evaluation process and methods are communicated to all the students by the staff.

The college is affiliated to the HP University so it follows the process specified by the university and adheres to the schedule specified. No change can be initiated at the local level.

The evaluation is transparent in the sense that the students are intimated of their performance in the house examination, attendance and assignments by the teachers well in time in their respective classrooms/notice boards. Orientation, self-help activities, NSS, and personality development activities for their personal growth are carried out by the teachers in the college.

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

Response:

To solve the problems relating to examination and continuous comprehensive assessment (CCA) a committee comprising of faculty members of the concerned subject are constituted and notified through the college prospectus. The grievances of the students are taken subject /course wise and are forwarded to the university through college office for the early redressal. Proper counseling of all the students regarding online filing up of examination forms is done by the committee members, so as to mitigate the problems relating to examination and CCA. University has created a special email ID to deal with all the results related grievances for their redressal in time bound and efficient manner.

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

Response:

The academic calendar is prepared by the institute as per the university guidelines and tentative datesheet of the University examinations. In the semester system, the plan of the departments, the time-table,

attendance review, mid-term tests and the practicals in case of science subjects are laid out. The names of the students with short attendance are informed and fined accordingly.

The assignment work is given to the students and the marks are awarded before the commencement of the final examination.

For the PG Classes, the calendar is slightly different but is also adhered to according to the University pattern.

The syllabus is discussed by the staff members of each department and prior information is given about the conduct of the mid-Term and the final examination.

The co-curricular activities are also held simultaneously from time to time and the information regarding the same is displayed on the notice board. Similarly, the Annual Function is also held during the end of the academic year.

The head of every department keeps an eye on the quality of the teaching-learning by daily monitoring of teaching-learning activities. Continuous counseling through departmental meetings and staff meeting are also done.

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:

Programme specific outcomes for all courses are decided by the affiliating university which designs the course structure, desirable learning outcomes there of and assessment and evaluation methodology. The teachers and students can download the copies of the course design in respect of the subjects they are teaching from the university website www.hpu.nic.in/syllabus.htm and college website www.gdcnb.org.

The college also provides counseling to the students regarding the various prospective career options available to them after the completion of the course through career counseling cell.

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

Response:

A comprehensive evaluation process is adopted by the institute for attainment of program outcomes, program specific outcomes and course outcomes. The faculty members employ formal and informal methods for evaluation of the students through various academic and cultural activities conducted throughout the year. In academics students are assessed through various class tests, assignments, quizzes, group discussions and seminars. The participation and achievement of the students in co-curricular and

extra-curricular activities is also given due credit . The results of learning outcome are further used to evaluate the effectiveness of academic programs, extra curricular activities and student support services. The suggestions for improvement in the curriculum are submitted to the Himachal Pradesh University, Shimla for necessary action, if any, in the matter. The college analyzes the results each year and the result analysis is discussed with the teaching staff in the beginning of every academic year for further improvement.

2.6.3 Average pass percentage of Students

Response: 36.17

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

Response: 272

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

Response: 752

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: 3.43

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)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

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

Response: 0

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

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

Response: 132

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:

The college does not have a research center currently. In fact, there is no provision for setting up research

centers at the college level in the ordinances of the state government or the H.P. University. The faculty members are, however, encouraged in every possible way to pursue research. This is evident from the fact that some faculty members in the college are actively engaged in research. The following facilities are provided to the faculty members in order to promote research culture among them:

- Support in terms of technology and information needs.
- Access to ICT, basic infrastructures like computers, the internet and printing.
- Library facilities are available.

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Report of the event	View 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 Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years	
3.3.3.2 Number of teachers recognized as guides during the last five years	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years				
Response: 0.78				
3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years				
2018-19	2017-18	2016-17	2015-16	2014-15
8	2	3	5	3
File Description		Document		
List of research papers by title, author, department, name and year of publication		View Document		

3.3.5 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: 1.48				
3.3.5.1 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				
2018-19	2017-18	2016-17	2015-16	2014-15
9	3	8	13	7
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 institution is affiliated to H. P. University and our NSS activities are controlled by the NSS coordinator of the University. In this college we have one unit of NSS headed by a Program Officer to execute NSS activities throughout the year and also during the annual camp. We also have active cells of Rovers and Rangers, Red Ribbon Club and Women Cell. They are instrumental in converting students into the responsible citizens of the country. Through NSS, Rovers and Rangers, Red Ribbon Club, Women Cell various programs are organized to spread awareness about health care, cleanliness, energy conservation, environment protection, social equality etc. The NSS adopts one village every year and involves the local community in various activities. The Department of Political Science collaborated with the election department to spread the importance of voting rights and registration of new voters for the 2019 Lok Sabha elections under SVEEP program.

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

2018-19	2017-18	2016-17	2015-16	2014-15
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: 70

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

2018-19	2017-18	2016-17	2015-16	2014-15
21	16	13	14	6

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: 31.37

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

2018-19	2017-18	2016-17	2015-16	2014-15
1900	685	705	800	100

File Description	Document
Report of the event	View 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: 12

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	2	2	2

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Any additional information	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)

2018-19	2017-18	2016-17	2015-16	2014-15
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

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:

Infrastructural and learning facilities available in the college are :

- Spacious, well ventilated classrooms, seminar and conference hall, music rooms, smart class rooms and ten well equipped labs that are updated frequently.
- Common Room for girls, a sick room with medical first aid and stretchers.
- Big playground with pavilion and a court area for playing volleyball, badminton, kabaddi, judo and boxing etc.
- Gymnasium with latest fitness equipments.
- Fire Extinguishers
- Generator for power back up with the capacity of 25 KVA 3 PH . The college has also separate electric transformer with a capacity of 250 KV.
- Running Canteen with a seating capacity of fifty students. The new canteen is under construction with a separate room for staff and students with a seating capacity of 150.
- Water coolers, water purifiers, hand pump for regular water supply and sanitary napkin vending machines for girls in the wash rooms.
- At present the College has no auditorium, however, the Govt. of H.P. has allowed the use of auditorium of O.B.C. Bhawan near the college campus for organizing important functions of the college.

IT Infrastructure:

- Entire campus is Wi-Fi enabled with high speed BSNL lease line of 10MBPS.
- Language cum career lab for developing communication and interpersonal skills of the students.
- ICT lab
- Staff Room with ICT facility
- Audio system
- Electronic notice board for display of important notices to the students.
- Public address system for the ease of communicating important information to the students.
- Internal and external surveillance system(CCTV) with thirty two cameras and two LCD for security and smooth administration.

Library as a Learning Resource :

- Air -conditioned
- Well-furnished and semi-automated with about 5500 books and magazine/journals.
- Computerized
- Access to INFLIBNET,SOUL2.0 software

File Description	Document
Any additional information	View Document

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

Response:

The college has adequate facility for sports and games including indoor and outdoor activities. It has a big lush green playground, having a capacity of 400 meters track including other athletic track and field events. The sports facilities/ equipments available with college are multi-station (12 stations) with health and fitness equipment including Judo mats, Kabaddi mats full ground, Taekwondo mats, boxing hall with proper kit stand (Punching bag stand) and wrestling arena. The college has court area for sports like volleyball, badminton, Kabaddi (on mats), football, boxing (Men and Women) cricket and chess with all required equipment. The college is well capacitated to organize H.P.U. Inter College tournaments and other higher level competitions. The institution has a big pavilion with seating capacity of 500 students and facilities like changing rooms, separate room for coaches and a storeroom. It also has two spectators stand with a capacity of 1000 audience.

EXISTING FACILITIES IN THE COLLEGE FOR CULTURAL ACTIVITIES :

- The Institution has a multipurpose hall with a seating capacity of 300 students and an audio system for conducting various cultural activities.
- The college has no auditorium of its own at present, however; the Govt. of H.P. has allowed using the auditorium of OBC Bhawan, near the college campus for organizing all important cultural functions.
- The department of Music (Vocal and Instrumental) is well equipped with wide variety of musical instruments. Students are given ample opportunities to learn musical instruments like sitar, tabla, harmonium etc. They are groomed to participate in inter-college cultural competitions and H.P. University inter-college youth festivals group-1, group-II, group-III, & IV, which includes folk songs, dances, quiz competition, declamation contest, collage making, spot painting, rangoli, etc. Our students have won many positions in such competitions.

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

Response: 34.78

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

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: 33.38

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

2018-19	2017-18	2016-17	2015-16	2014-15
27.84	49.48	6.72	60.28	9.14

File Description

Document

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

[View Document](#)

Audited utilization statements

[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The college library renders valuable and quality service to support the teaching-learning of the students and staff. The total area of the library is 587 sq m with a seating capacity of 120 students and a separate area for newspaper readers.

- Name of ILMS software SOUL 2.0: INFLIBNET
- Nature of automation :Partially
- Version : SOUL 2.0 LE
- Year of automation : 2017

SOUL software for management of the library has been procured and installed for automation process of

the library, which has been done partially, since 2017. The library is being looked after by an assistant librarian and a library bearer. The library has more than 5500 text and reference books. College subscribes thirteen magazines, six Journals and twelve news papers at present.

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

Response:

The college library does not have any collection of rare books, manuscripts special reports or any other knowledge enrichment resources of its own. The reason for the lack of these resources is that ours is a general education college that does not offer any research courses/programs. However, the internet facility provided in the library can be used by interested students and faculty members for online access to any knowledge resources. The access to the INFLIBBNET resources is also a major resource for overcoming this drawback.

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: 2.77

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.23	3.41	0.30	3.30	6.61

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: 7.71

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

Response: 230

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college constantly updates its IT facilities. An amount of Rs. 49, 31,400/- has been spent under this head during the last five years. The IT equipment procured includes desktop computers, digital lectern, projection systems, language cum-career lab, and various software for these. The IT lab of the college is equipped with 80 computers and one server which runs on windows 7,8,10 and Linux OS to support the inculcation of basic IT skills for students. The college has a dedicated lease line of 10 MBPS for fast internet connectivity and Wi-Fi facility. The ICT facilities are extensively used both by faculty and students.

4.3.2 Student - Computer ratio

Response: 36.93

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: 5-20 MBPS

File Description	Document
Any additional information	View Document

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: 49.97

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)

2018-19	2017-18	2016-17	2015-16	2014-15
56.68	49.45	19.21	50.03	19.43

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	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 college conducts an annual stock checking exercise in which the available equipment/facilities in different laboratories and books in the library are physically checked and verified. Various committees of faculty members along with ministerial and support staff conduct this work. Damaged articles and books are identified and recommended for writing off. New equipment and books are procured on the demand of the concerned teacher in charge after due recommendation by the library committee and the purchase committee of the college. All codal formalities pertaining to purchase and disposal of old equipment and books as laid down in the store and purchase rules of the state Govt. are rigorously followed in this regard.

Perspective plan for future growth and development of the college is discussed and approved at the meeting of the college advisory committee followed by staff council and PTA body, and different developmental tasks are then assigned to concerned committees like building committee, campus development committee, library committee etc. The technical and fabrication support is sought from the state public works departments and the State Electricity Board wherever required. Funds and grants for developmental activities are sought from the State Govt. and the UGC.

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: 84.91

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

2018-19	2017-18	2016-17	2015-16	2014-15
2142	2082	2327	2189	1578

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

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

[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

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	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: 25.14

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

2018-19	2017-18	2016-17	2015-16	2014-15
2000	760	820	00	00

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

2018-19	2017-18	2016-17	2015-16	2014-15
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: Yes

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: 1.52

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	4	17	17	4

File Description	Document
Self attested list of students placed	View 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: 19.52

5.2.2.1 Number of outgoing students progressing to higher education

Response: 186

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

2018-19	2017-18	2016-17	2015-16	2014-15
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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

2018-19	2017-18	2016-17	2015-16	2014-15
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 CSCA consists of students nominated from various activities and on the basis of academic performance in the previous examination passed. Any student with academic arrear is not nominated to the CSCA. The composition of CSCA in the college is as under

1. Three students from first ,second and third year of B.A.(Humanities)respectively on the basis of merit in the previous year examinations.
2. Three students from first ,second and third year of B.Sc.(Science) respectively on the basis of merit in the previous year examinations.
3. Three students from first ,second and third year of B.Com(Commerce) respectively on the basis of merit in the previous year examinations.
4. Two students from first and second year of M.Com(Commerce) respectively on the basis of merit in the previous year/qualifying examinations.
5. Two students from first and second year of M.A.(English) respectively on the basis of merit in the previous year/qualifying examinations.
6. Two students from first and second year of M.Sc(Mathematics) respectively on the basis of merit in the previous year/qualifying examinations.
7. Rovers -01 nomination
8. Rangers-01 nomination
9. NSS-02 nominations
10. Cultural activities -02 nominations
11. Sports-02 nominations
12. Clubs and societies-02 nominations

President ,Vice President ,Secretary and Joint Secretary are then nominated from the above mentioned categories purely on the merit basis .

In addition to this Principal nominates CSCA advisory committee consisting of one of the teachers as member secretary and three other senior teachers as members. Meetings of the committees are held regularly for the redressal of the grievances of the students .

The members of the CSCA are included in various committees like IQAC, Grievances Redressal Cells , Sports and Cultural committees, Eco club ,Literature club, Red -ribbon club, Gender Champion and Commerce Society. Regular feedback and suggestions are taken from the members of CSCA for the improvements and new initiatives to be taken for the better functioning of the college .

Every year CSCA cultural function is organized in the college which is managed and organized by the CSCA members. Various cultural competitions are organized in which any student of the college can participate. Since this cultural function provides a platform to every student of the college so this also helps the college to identify the talent in this field. The members of the CSCA are also actively involved in the various awareness campaigns organized by the college like cleanliness drives, plantation campaigns, election awareness programmes, rallies, skits and other initiatives.

During the last one year the following provisions have been made on the basis of demands received from students through CSCA

1. R.O. water purifiers have been installed for the supply of clean drinking water to the students and staff members.
2. Air conditioners have been installed in the reading room of the library.
3. Dedicated lease line of 10 MBPS has been installed for the better net connectivity in the college.
4. A security guard has been appointed from local funds to restrict the entry of outsiders and for the safety of girl students.

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

Response: 3.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	2	4	3

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	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:

The college has an OSA (Old Students Association) which was formed on 22nd December, 2018. The need for such a platform was felt for the active participation of old students for the development of the

institution. It was felt that by creating such an association the institution would get a good feedback from the alumni to be incorporated for the betterment of the college. The OSA is an integral link for the college with the evolving needs of market and industry. The members of the OSA are a source of inspiration to the students who look up to their life trajectories for their future aspirations. Since the association has been formed recently no financial support has been received from them, however meetings are held with OSA for the regular feedback and suggestions for the overall development of the college.

**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
Any additional information	View 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

2018-19	2017-18	2016-17	2015-16	2014-15
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:

We envision ourselves as one of the leading institutes of higher learning that imparts quality and value based education to students of the hill state. Our constant endeavor is to provide a safe, secure and conducive learning environment to the underprivileged students from rural and semi urban areas, particularly girls who aspire for higher education.

The College endeavors to:

- provide holistic education that brings transformation of body, mind and spirit.
- achieve academic excellence but also focus on engaging our students in co curricular activities for all round development of the personality.
- provide best of the infrastructure, learning resources and financial assistance.
- nurture a sense of social responsibility, gender sensitivity and environment sustainability.
- develop optimistic outlook of the students towards life.

To meet with the goals of vision and mission and we adopt a strategic action plan and participative decision-making process. The responsibility of fulfilling the vision and mission of the institution is a shared one. Though, overall management of the college is vested with the State Government, the head of the institution, makes sure that all the members of the institution are fully aware of the direction towards which the institution is headed.

The principal conducts meetings from time-to-time with teaching and non-teaching staff, thus, strengthening the very edifice of the institution. To ensure the accountability of the staff, the Principal evaluates their performance through ACRs.

Various committees are constituted with senior members as the conveners who take feedback from the staff members. A fair representation to all the faculties is ensured while constituting committees. Unanimous decision is taken while appointing officers in charge of different programs in the institutional development (NSS, NCC, etc.).

Community and extension service is integrated with the curriculum as extended opportunities to help, serve and learn. Field Trips, outreach programs, village camps and blood donation camps make the students aware of their social responsibilities and commitments.

The bursar keeps an account of and checks on the receipts and the expenditure incurred out of college/student funds on a regular basis.

Planning for the Academic Session begins with a well designed Academic Calendar that is made in keeping with the annual calendar notified by the University. The weekly time table regulates the teaching schedule for the semester. The classes are taken regularly as per the Time-Table.

Through the course of the year, weak students are identified for extra reinforcement through tutorials and peer-instruction. Counseling is also given to the students at the time of admission to choose subjects as most of the students in this college come from a rural background. Parents Teachers Association is constituted at the beginning of each session through a general house and their valuable inputs are taken for the welfare of the college.

6.1.2 The institution practices decentralization and participative management

Response:

The administration is decentralized to ensure the quality of educational provisions. The administrative functions of the institution are mostly carried out in a participatory manner through various committees.

The Principal conducts meetings with Staff Council, Conveners of various academic committees, RUSA Coordinator, CSCA, PTA, OSA in which discussions are held and decisions are taken with comprehensive consultations. The advisory committee consisting of the senior and experienced faculty members advises the principal on various important issues from time to time. In addition to the committees that are notified in the prospectus, new committees are formed and notified through an office order as and when required. The administrative staff is also entrusted with varied responsibilities.

The two most important administrative and academic processes undertaken by an educational institution are admissions and examinations that are managed by the college in a decentralized and participative model.

For the admission procedure various admission committees are formulated at the beginning of each academic session. Application forms are received within a stipulated time period as laid down by the affiliating university/State higher education. The forms are duly scrutinized by the committees as per the rules and regulations of H.P.Govt/University.

The process of internal examination/mid-term tests are also conducted in a decentralized manner. The dates for these tests are decided at the meeting of the staff council/IQAC and students are informed accordingly. The evaluated answer scripts are shown to the students and their doubts, if any, with regards to evaluation, are promptly addressed.

In addition to this, following steps ensure the responsibilities communicated to the staff of the institution:

- Extracurricular activities assigned to the staff with periodic monitoring.
- Periodic staff Council meetings.
- Involvement of the staff in the implementation of every event in the institution.
- Code of conduct for the teachers with regard to the work schedule.
- Encouragement given to the staff to get involved in research, extension & consultancy activities.
- Functioning of PTA in the College.

Case study: Functioning of PTA in the College

The PTA of the college consists of the parents of all the students and all the teachers of the college. The PTA is headed by the principal and executive committee includes President, Vice President Secretary, treasurers and faculty members to improve the quality of education through participatory management. Every year a meeting of the Parent Teacher Association is convened in which the parents feel free to interact with the teachers and give their constructive suggestions/feedbacks for the development of teaching-learning scenario in the college. The suggestions/feedbacks received from the parents are included in the work plan of IQAC to be implemented from the next academic session.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

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

Response:

The Perspective/Strategic Plan of the college includes various components like :

- Modernization and strengthening of classrooms and laboratories with procurement of furniture and latest equipment. as LCD projectors and white boards have been installed in the smart classrooms to promote ICT in teaching-learning.
- Introduction of Skill Enhancement Courses.
- Promotion of co-curricular and extracurricular activities by constituting various clubs and units.
- Seminars, field surveys, educational excursions, NCC and NSS activities, College Day etc. help in assisting the students in the learning processes. The College publishes an annual magazine, 'Bagwan', where the students can give vent to their intellectual strengths.
- Literary activities are held to encourage the students to pursue literary talents. Linguistic society has been constituted for this.
- Modernization of the college office and so on. The administrative wing of the college has also been fully computerized with Wi-Fi facility.
- Up gradation of the library and learning resources.
- The College has upgraded its IT Lab by purchasing 24 desktops and installing a dedicated line of 10 MBPS for the up-gradation of ICT facilities.
- The ICT Lab is Wi-Fi enabled and fitted with LCD Projector. Free and easy access has been provided to the ICT Lab to all students and faculty members.
- A language Lab with twenty desktops is also being run in the college to hone the linguistic and writing skills of the students.
- Tally software has also been installed in the separate computer lab for practical training of Commerce students.

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:

The organisational structure of the institution

The Secretary of Higher Education to the Govt. of H.P. is the policy-making body and controlling authority. The Director of Higher Education and the Principal of the college serves as an official link between the Govt. and the institution. The recruitments, transfers, and promotions (procedures and policies) of staff are directly controlled by the Department. of Higher Education, Govt. of Himachal Pradesh and the institution does not have any authority in this regard

Grievance Redressal Mechanism:

- A Grievance Redressal Cell has been constituted in the college, with Principal as the Chairman to address the problems of both the students and the staff. The overall objective of the cell is to uphold the dignity of the institute by ensuring the congenial atmosphere and by promoting a healthy student-teacher relationship. Students are encouraged to express their grievances freely and frankly. Since the majority of the students are girls here we take special care in avoiding gender discrimination at any stage. Complaint/Suggestion boxes have been installed and contact numbers of the concerned teachers are also displayed for the convenience of the students.
- IQAC of the college comprising of faculty members, students and social activists help shape up the academic policy keeping in view the guidelines of national policies in higher education, existing priorities, and local needs.
- Feedback is regularly taken from the students regarding the required upgradation of infrastructural facility so as to take prompt and necessary actions accordingly.
- Appropriate financial allocations on a priority basis are made for various schemes
- The academic committee takes care of admissions and examinations of students.
- The College Development Committee works tirelessly for the development of the college with the help of all available resources and also by prospective planning and meticulous implementation of the work plans approved by the Govt.
- The Building Committee/Project Monitoring Unit of the college monitors the on-going constructions taken up under different schemes.
- The CSCA advisory committee and Disciplinary Committee handle activities related to students and maintain discipline on campus.

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: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View 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 activities of various cells and committees are planned and implemented through a well organized system of planning and assessment by the members of the respective bodies. Minutes of the staff meetings are duly recorded for maintenance of records and transparency. Various activities and plans in the institution are formulated as per the guidelines of the Department of Higher Education, affiliating university and also in accordance with the vision and mission of the institution. It is also based upon the feedback and suggestions in the meetings with stakeholders like students of the college, CSCA, teachers and members of Parent Teachers Association (PTA), alumni and IQAC. Efforts are always made to effectively implement and execute all the plans and decisions keeping in view the welfare of the students and overall growth of the institution. Press releases are also issued to make public any significant achievement made by the institution. The college also makes available important information on the website and notice boards. Various bodies and committees that exist in the college make it a point that the academic and cultural calendar gets implemented in a time bound manner. The decisions so taken in various meetings are documented in a proper manner and effective steps are taken to implement the decisions into reality at ground level.

6.3 Faculty Empowerment Strategies

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

Response:

The college administration is fully supportive in every way to enhance the professional development of its teaching and non-teaching staff. In the present scenario, updating knowledge and skill is not only desirable

but also imperative to face the challenges of this constantly changing world. The institution ensures the professional development of the staff by:

- Encouraging faculty members for participating in international, national, conferences, seminar, workshops orientation and refresher courses.
- Encouraging the faculty to publish research papers in reputed international and national journals.
- Encouraging the faculty to take up membership of various national, state and local level research and scientific bodies.
- The administrative/non-teaching staff also needs training in advanced skills related to their work. Training in computer and software management is provided to the staff members as per requirement.

Various strategies adopted by the Institution for faculty development through training are:

- Facilitation of faculty participation programs for professional development organized by the other agencies (HP Institute of Public Administration, Government College of Teacher Education, UGC Resource Centres, etc.)
- Career advancement benefits for those with higher qualifications such as M. Phil. and Ph.D. as well as opportunities for those who wish to improve their qualifications by recommendation of their names for study leave etc. as per the Government of Himachal Pradesh rules.
- There is a provision of maternity/paternity leave for all the regular employees of the institution.
- Duty / Academic/Special leave is given to attend conferences/seminars/ workshops.
- State insurance and group insurance is provided to the staff members.
- Realizing that a satisfied employee is an asset for the institution and can make the college a productive place, they are given the benefits of Provident Fund.
- Retirement benefits like gratuity, Leave Encashment and other benefits upon their superannuation.
- Medical reimbursement for all categories of staff.

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	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: 19.94

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	4	6	5	4

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View 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 achievements of faculty members are monitored and evaluated through the Annual Confidential Report and Performance Appraisal System as per the guidelines of the UGC and State Government. The ACR and appraisal report of faculty is submitted to the head of the institute, which is reviewed for career enhancement and other purposes by the Higher Authorities. The college administration on behalf of Directorate, Higher Education, keeps a vigil on the professional behavior and attitude of the members of the teaching as well as the non-teaching staff. The college is a government institution. All the faculty members are appointed by Principal Secretary, Higher Education, Government of Himachal Pradesh, Shimla through the H.P.P.S.C. Salary grades and other emoluments/remunerations are granted as per UGC pay commission recommendation adopted by the state government.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The internal mechanism for ensuring proper accounting for receipts and payments of the student funds is looked after by the College Bursar. The Local Audit Department of the Government of Himachal Pradesh conducts a thorough audit of the student funds at regular intervals and submits its report to the higher authorities. The college settles the audit objections raised by the auditors of the Local Audit Department by producing the supportive documents or by making recoveries as pointed out. The last audit of student funds was conducted in the financial year 2018-19.

The budget allocations for running the Govt. educational institutions are made by the Govt. of H.P. & Department of Higher Education. The salaries and payments are made through Government Treasury after passing of the bills by the Treasury Officer. The payments are directly credited in the accounts of the concerned person/ party. The Tuition Fee collected is deposited in the Government Accounts through challans. All the transactions of the government are done online. Receipts and payments on books of accounts so prepared are audited by auditors of the Office of the Accountant General Himachal Pradesh.

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)

2018-19	2017-18	2016-17	2015-16	2014-15
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 college does not have any Resource Mobilization Policy of its own. Being a Government institution, Govt. College, Nagrota Bagwan is fully funded by the Govt. of Himachal Pradesh. The college collects various types of funds from the students every year as per the instructions from Govt. of Himachal Pradesh/HPU like AF, Building fund, practical fund etc. The college has also received a total of Rs. 2.00 Crore Infrastructure development and Rs. 2.95 lakh equity initiative grants from Govt. of India under RUSA since 2014. The college collects a sum of Rs. 200/- per year in the PTA fund from each student of the college. All these funds are utilised for various types of activities conducted during each session as per the rules laid down by H.P. Govt./University for the welfare of the students.

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:

Internal Quality Assurance System was in place since 2014 and all the major decisions in this regard used to be taken by the college advisory council consisting of senior faculty members. All the minutes of the meetings were properly recorded and implemented. In 2018-19 IQAC was constituted as per the norms and the regular meetings have been held with the stake holders. The following decisions have been taken for the quality enhancement of the college:

- The annual calendar was prepared for various activities to be organized in the college.
- The ICT lab of the college needed up gradation and it was decided to increase the number of computers in the lab and to provide high-speed internet facilities to the students and staff by installing a dedicated lease line of 10MBPS.
- On the demand of the students, the seating space in the college library was increased from 85 seats to 120 seats using aluminum partitions.
- For the up gradation of labs, it was decided to purchase apparatus for all the laboratories in the college. In the Physics lab, electric fittings as per the requirement were carried out.
- For the maintenance of discipline and to stop unauthorized trespassing, a security guard was appointed out of the local funds (PTA)
- As most of the students in college are girls from lower strata of the society, so special remedial classes were organized for them and other students in various subjects.
- For the maintenance of menstrual hygiene of the girls' students, sanitary napkins vending machines

and incinerators were installed in the college.

- Many other civil works were done in the college as per the requirement and for the security of the students.

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:

The institution regularly reviews its teaching-learning process:

- IQAC of the institution conducts regular meetings with every academic department where it reviews the operations and processes practiced.
- In one such meeting the IQAC observed that integration of technology into teaching would make the process more efficient. Soon the recommendations of the IQAC were presented to the Principal, who after proper discussions approved the plan of procuring technological tools such as smartboards and overhead projectors.
- LCD projectors have been installed in various classrooms for a better learning process.
- Remedial classes are organized as per the requirement and feedback of the students.
- Integration of extension service, extracurricular activities with the academic curriculum for the overall development of the students.
- To make the library student friendly the institution has taken the measures to digitalize the library. Internet facility is also provided to the students in the library.
- Evaluating teaching-learning methodology periodically through student feedback.
- The college does not have any control over the syllabi and these are implemented as per the direction of the affiliating university H.P.U. Shimla.

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

Response: 2.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
11	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	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
Annual reports of 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:

- The college was established in the year 2006 and was run initially in a building of a local Govt. Sr. Sec. School with degree courses in Humanities and Commerce at the undergraduate level.
- In 2012, the college shifted to its new campus, and now has a well-designed building spread over approximately 100 Kanals area .
- New courses in Medical and non medical stream started in the year 2010 and 2013 respectively.
- Postgraduate courses in English and Commerce have subsequently been introduced by the college

in 2016 -2017

- On the demand of the local people, the number of seats were enhanced from 40 to 60 in M.Com with effect from the session 2017-18
- M.Sc. in Mathematics was introduced in the session 2018-19 with an intake capacity of 30 students.
- ICT lab was made functional w.e.f 2017.
- Language Lab and conference hall were established in the college.
- Use of ICT in teaching-learning has been duly promoted to expose our students to the state-of-the-art educational technology.
- The infrastructure in the library has been upgraded and more reference books, text books, journals and news papers have been added.
- Skill-oriented courses have been integrated into the course design of different courses of study being offered to the students. These include Communication and Writing Skills, Creative Writing, Gender Studies and Application of IT in different areas.
- Most of the positions against the sanctioned posts are filled in the college.
- Examination system is now hassle free and transparent due to online filling of examination forms, download of admit and result cards with the use of H.P. university e-shiksha pariksha utility.

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: 6

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	03	01	01

File Description

Document

Report of the event

[View 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:

(a) Safety and Security: This institution shows complete gender sensitivity in conformity with the guidelines issued from time to time. Discipline and anti-ragging committees have been formed to look after these issues. The cordial atmosphere is maintained within the campus. Records as such are maintained by the committees. In addition to these committees, special squads in the supervision of senior teachers are formed to check any unprecedented happening inside or even outside the campus. Since its establishment, no such incident has come into the notice of the college administration. In order to restrict the entry of any unauthorized person in the college, a security guard remains at the main gate during working hours. CCTV cameras have been installed in and around the college campus at appropriate places to monitor the activities.

(b) Counseling: In order to promote gender sensitivity and career consciousness among the students, Guidance and Counseling Cell has been established in the college which works in its own way. Various programs are conducted regarding gender sensitization from time to time in which prominent dignitaries are invited to deliver extension lectures. Seminars on women's right, legal issues and women's empowerment are conducted in the college quite often. In order to tackle this issue counseling is done by

the Counseling Cell through interaction or sometimes by organizing different activities having a relevant message. Accordingly, a Gender Champion is selected among the girls to co-ordinate such programs. Women Grievances and Redressal Cell has been formed to address female issues.

(c) Common Room: This institution has provided separate common room for the girls keeping in view the safety and security of the girls. The common room is well equipped with adequate furniture and a proper lighting system. The common room is located at such a place where teachers can keep vigil regularly and girl students can feel a sense of security. Girl students are supposed to sit in the Common Room in their free time. A Sick Room is provided in the campus for the students in case they need medical attention .

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: 18037

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: 18037

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:

1. Solid Waste Management: The college has proper solid waste management system. Specified dustbins have been installed on the college campus at appropriate places where such solid waste is collected and after this exercise, it is disposed off through sanitary landfill and incineration method in the corner of the campus. These methods have been proved the most fruitful being the simplest, practical and even time-saving.

2. Liquid Waste Management: As such liquid waste is minimum at this location. Only in Chemistry Laboratory, there is the little scope of this kind of waste that is destroyed chemically with utmost care and safety. As far as the normal liquid is concerned, a proper drainage system is functional in this institution.

3. E-Waste Management: As far as e-waste is concerned, a set procedure is adopted to dispose off such material in accordance with the guidelines of the government issued from time to time. A committee is constituted to identify such material, and as per the recommendations of the committee, such material is auctioned and whatever is left un-auctioned, is destroyed through sanitary landfill or incineration method.

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

As an educational institution we completely realize our responsibility of conserving every drop of water . The rainwater harvesting system in the institution is a step towards this direction. The area gets plenty of rainfall during the monsoons so there is a lot of opportunity of accumulating water that can further be utilized for meeting the water needs of the college. With this purpose, rainwater is accumulated and passed through drainage pipes to be collected in an underground storage tank. The water collected in the tank is further used for the watering of plants, flower beds and other cleaning purposes. Sometimes it is even used for small construction work going on in the college. Also, the green area of the college campus allows for percolation of water into the soil thereby facilitating recharging of underground water reserves. Besides this, different awareness programmes like poster making ,slogan writing ,declamation etc. are conducted throughout the session to educate students about the looming water crisis and important water saving techniques.

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:

Keeping in view the geographical conditions of the location, the use of a bicycle is not frequent. Instead, the majority of the students use public transport as a mode of conveyance. The employees of the institution make use of either public transport or their own vehicles by way of the pooling system. The college is connected well by way of pedestrian-friendly roads. It owns a vast campus with natural greenery. Various programs are held in the college to sensitize the students about the use of plastic. Moreover, in conformity with the guidelines laid down by the state government, the college has a plastic free campus.

As far as the paperless office is concerned, efforts are on to reduce the use of paper in the office. In this direction, important steps are being taken by the college administration to check the use of paper and most of the official work is done through soft skills. In order to promote this practice and make it practically a sufficient number of computers have been installed in the office and other concerned quarters.

The college is situated in a green and clean environment. Plantation drives are organized by different units/clubs to create awareness of environment concerns. Eco Club regularly organizes workshops and events to promote eco-awareness. The Club keeps organizing various activities like poster making, slogan writing, declamations on environmental concerns including pollution, global warming etc. and display them in college. Girl students from other units also create beautiful Rangolis to spread awareness in a creative and effective manner.

Campus Beautification Committee collaborates with students to beautify campus by planting ornamental plants. The college also conducts cleanliness drives from time to time that are also promoted under “Swachh Bharat Abhiyan”.

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

Response: 0.1

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)

2018-19	2017-18	2016-17	2015-16	2014-15
.20	.03	.05	0	.05

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: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	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: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Report of the event	View Document
Any additional information	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: No

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: No

File Description	Document
Provide URL of website that displays core values	View Document

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
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

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 institution celebrates national festivals like Independence Day, Republic Day to instill the feeling of patriotism in the students. The Rovers and Rangers unit of the college is invited to participate in State level Republic Day function. On Independence day a special function is organized in the college premises with enthusiasm and patriotic fervor. Activities like march past, flag hoisting, cultural programmes, speeches that remind us of great sacrifices made by the freedom fighters, cleaning of the campus are conducted, finally followed by distribution of sweets amongst the students that is greatly enjoyed by them. All the students and teachers also take oath in accordance with the Prime Minister's urge for Swachh Bharat Abhiyan.

Anniversaries of the great Indian personalities are celebrated by the College as a mark of honor and to instill a sense of work culture in the students. Dr. Radhakrishnan Pillai's birth anniversary is celebrated with lot of enthusiasm and zeal every year by the students of all departments in the form of Teachers Day. Birth anniversaries of Swami Vivekananda and Mahatma Gandhi are also celebrated in the college with utmost participation and keen interest. On such occasions, prominent personalities are also invited to interact with and motivate the students.

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

Response:

Financial Affairs:

In addition to UGC and MHRD, Government of India, Government of Himachal Pradesh are the main funding agencies of this college. Grants are sanctioned on the part of these agencies from time to time under the provision for developmental/administrative works. Since 2013-14 grants are being received under RUSA for different activities. Salaries, pensions, and reimbursements are directly controlled by the state government through the treasury. The principal is the drawing and disbursing officer with regard to the financial matters. Committees are properly constituted for any expenditure in accordance with the guidelines laid down by the state government from time to time regarding financial rules. Under the provision, the PTA fund is collected from the students as a part of a self-generated resource that is spent for the betterment or welfare of the students. Expenditure from this fund is purely need-based. In order to mobilize this fund, a PTA committee is constituted every year in the college with the participation of the parents and the teachers under the patronship of the principal. Fee and funds available with the college are directly controlled by the DDO. The purchase committee is also functional in college. For check and balance, a bursar is appointed from the senior most faculty. Audits are periodically conducted to ensure complete transparency. Payments are made through cheques. Scholarships and other benefits available to the students are directly credited into their bank accounts.

Academic Affairs :

The college runs UG as well as PG courses. Complete transparency is maintained regarding admissions at both levels. Admissions are done as per the guidelines issued by the govt./university from time to time. In case of PG courses, entrance tests are conducted by the HP university itself. It is mandatory to appear in

entrance tests to seek admission in PG courses. Every provision of HP government/HP university is followed strictly while making admissions at UG level or PG level. The college publishes college magazine "BAGWAN" every year and students are given equal opportunities to display their talent.

Administrative Matters :

As far as the administration of this institution is concerned, every employee from top to bottom is part of it. Every employee (teaching as well as nonteaching) is given extra assignments/assignments in addition to his /her normal duty at the beginning of the session. Keen interest is taken by the employees to complete the assigned tasks. Various committees are formed at the beginning of the session every year to look into the different activities of the college.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best practices are those practices that add value to human life and support the main cause of an institution. In addition to auxiliary functions, higher educational institutions are making extra efforts to instill values in young people through various activities. It helps in the development of an institution. It can change the outlook of an institution and as an individual as well. With this vision and mission, colleges undertake some such practices as per their institutional environment. In the name of best practices, this college has a vision and a number of such practices are undertaken with the utmost participation of the students and the teachers.

As such, in the first place, since its establishment, and at the best for the last five years, this college is organizing blood donation camps. These camps are organized by the various societies and clubs functional in the college with the help of nearby medical college Tanda. For organizing such blood donation camps, this college is an ideal place as medical college Tanda is situated within a radius of ten kilometers. Blood donation camps have become a regular feature of this institution and every year at least one or even more camps are organized in the college. The students generally feel enthusiastic to donate blood and not even boys but girls also participate in this noble mission voluntarily. Besides this, the teachers also donate blood during these camps. This practice is being continuously observed every year without fail.

In the name of best practice, the second one is rather unique. A "Welfare Fund" is generated on the part of teachers of this college from their own pocket voluntarily. This welfare fund is collected with a view to helping those students who are actually needy and cannot pay even their fees. This welfare fund is functional for the last two years and the identification of such students is done on the basis of merit cum means. From every department, two students are chosen and the needful amount is given to such students during each semester. Not only this, even these students are helped with books. With the passage of time, the idea is to expand the scope of this fund in order to facilitate more students.

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:

Institutional distinctiveness does not mean being unique or absolute the best. Rather, it means the efforts which a particular institution makes to establish itself as distinctive in addition to the core and auxiliary functions. This college caters to the needs of rural students. The number of girl students is exceeding the number of boys. The main focus of the institution remains on the betterment and welfare of the girl students.

Women-oriented programs are frequently organized in the college to motivate the girls. Had this institution not been there, most of the girls would have remained either at home or would have chosen different tracks. The college administration always endeavors to provide such girls a good platform to exhibit their talents in different activities in the college.

Various women welfare cells have been formed in the college to look after the interests of the girls. Not only motivational but extension lectures are arranged by these cells relating to women health issues. A sanitary vending machine has been installed in the college. For the safety of the girls, the college has appointed one security guard at its own expenses which is not a routine practice generally in government colleges. As a distinctive feature, the college has created a ~ Mobile Using Zone~ so as to restrict the usage of mobiles in the campus.

5. CONCLUSION

Additional Information :

The core mission of the institute is to provide equitable access to quality education that helps in creating sustainable and just society. Our passion is to impart not only knowledge, but holistic development of the students who can serve the nation selflessly. Viewed in this context, vigorous efforts are made by the teachers here to explore the potential of the students by engaging them in myriad of cultural and sports activities organized by different clubs, societies and units like NSS, NCC, Rovers and Rangers etc. Active participation is also appreciated from the students in CSCA (College Student's Central Association). Besides fostering academic excellence we also nurture potential talent by encouraging a healthy number of students to participate in youth festivals and sports competitions conducted by Himachal Pradesh University. Almost every year, our students bag positions in many competitions like rangoli, skit, collage making, group song, solo song and sports tournaments etc. In academics also students have added feathers to the cap by clinching university positions in UG and PG classes.

For the betterment of college we further plan to take up following measures:

- Addition of some more departments like BVoc, BTA, BBA and BCA to the institution.
- National level seminars will be planned and organized in near future.
- Provision for more facility to persons with special needs.
- Construction and up-gradation of the canteen for students is in process.
- Up gradation of library with more books, journals, magazines and online resources.
- Plan for proper garbage/wastage disposal in the campus has to be designed.
- Strengthening of Alumni association so that it can play active role in the development of the college.

Concluding Remarks :

Govt. College Nagrota Bagwan is stepping forward with the spirit of “to strive, to seek, to find and not to yield”. With a team of qualified, dedicated teachers and reasonably good infrastructure we are striving hard to carve a niche for ourselves in the field of education. Under RUSA and CBCS programs the institution has successfully implemented many innovative and developmental initiatives and continues to take more initiatives in augmenting teaching-learning resources. Over the years, we enhanced physical facilities available in the college in terms of equipments, ICT resources, library resources, furniture, etc. The College predominantly caters to a rural student population who has come from marginalized sections of the society and majority of the students belong to SC, ST, OBC communities and female students who constitute more than 70 % of the total strength. The strength of the college is showing a continuous upward trend. Keeping in mind the specific needs of these students a number of remedial measures are taken up from time to time. We are committed to deliver an education “by which strength of mind is formed, the intellect is expanded, character is formed and by which they can stand on their own feet”.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.1.3	<p>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</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr></thead><tbody><tr><td>02</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table> <p>Answer After DVV Verification :</p> <table border="1"><thead><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr></thead><tbody><tr><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table>	2018-19	2017-18	2016-17	2015-16	2014-15	02	0	0	0	0	2018-19	2017-18	2016-17	2015-16	2014-15	1	0	0	0	0										
2018-19	2017-18	2016-17	2015-16	2014-15																											
02	0	0	0	0																											
2018-19	2017-18	2016-17	2015-16	2014-15																											
1	0	0	0	0																											
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>Answer before DVV Verification : 103</p> <p>Answer after DVV Verification: 0</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</p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr></thead><tbody><tr><td>2954</td><td>2660</td><td>2788</td><td>2248</td><td>1698</td></tr></tbody></table> <p>Answer After DVV Verification :</p> <table border="1"><thead><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr></thead><tbody><tr><td>1196</td><td>981</td><td>1253</td><td>1036</td><td>855</td></tr></tbody></table> <p>2.1.2.2. Number of sanctioned seats year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr></thead><tbody><tr><td>3021</td><td>2726</td><td>2841</td><td>2266</td><td>1698</td></tr></tbody></table>	2018-19	2017-18	2016-17	2015-16	2014-15	2954	2660	2788	2248	1698	2018-19	2017-18	2016-17	2015-16	2014-15	1196	981	1253	1036	855	2018-19	2017-18	2016-17	2015-16	2014-15	3021	2726	2841	2266	1698
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1230	1015	1283	1054	855

Remark : Revised as per the clarification of HEI and supporting revised excel

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
429	415	461	304	299

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
428	415	461	304	299

Remark : Supporting document has no relevance to the Metric

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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:

2018-19	2017-18	2016-17	2015-16	2014-15

84.5	98.9	25.9	110.3	28.6
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
27.84	49.48	6.72	60.28	9.14

Remark : Revised as per data provided by IMS

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:

2018-19	2017-18	2016-17	2015-16	2014-15
84.5	98.9	25.9	110.3	28.6

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
56.68	49.45	19.21	50.03	19.43

Remark : Revised as per data provide by IMS

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 : B. Any 6 of the above

Answer After DVV Verification: E. 3 or less of the above

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12	10	8	12	8

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	2	4	3

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	4	5	5	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : No proper supporting documents provided

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

0	0	0	0	0
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Remark : No brochures, no Report of programs, photographs and other details provided

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

Answer before DVV Verification : D. Any 1 of the above

Answer After DVV Verification: E. None of the above

7.1.1

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	03	01	01

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	03	01	01

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 : Only Ramp considered

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:

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	2	1	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

Remark : Revised based on the document uploaded

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: No

Remark : Link has error

7.1.13 Display of core values in the institution and on its website

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : The caption does not support the quotes as Core Values

7.1.15 The institution offers a course on Human Values and professional ethics

Answer before DVV Verification : Yes

Answer After DVV Verification: Yes

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Answer before DVV Verification : Yes

Answer After DVV Verification: No

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations