

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT. COLLEGE BARSAR, DISTT.- HAMIRPUR (H.P)

GOVT. COLLEGE BARSAR, DISTT-HAMIRPUR
174305

www.gcbarsar.com

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government College Barsar, District Hamirpur (HP) was founded in 2007 as a co-educational college. It was set up by the Department of Higher Education, HP. The college is affiliated to Himachal Pradesh University, Shimla and is covered under section 2(f) of UGC act 1956. It imparts education in Humanities, Commerce and Science at undergraduate level. The college also runs self-financing courses BCA, BBA and PGDCA under Higher Education Institute Society.

The college has its own campus located at Baroli at a distance of 1 Km from Barsar and is spread over an area of 4.1 acres. The college possesses adequate infrastructure in terms of classrooms, laboratories, library, playground, canteen and girls common room. It is a rural college which caters to the needs of people from far-flung areas. Some students travel 25-30 kms on hilly track to reach the college. Indeed, this college is proving to be a key factor in providing quality education at the tertiary level to the people of the region.

The total number of students admitted to the college in different courses during the current academic session 2017-18 are 1514 comprising 548 boys and 966 girls, The strength of SC students is 310 out of which 108 are boys and 202 are girls, ST students is 43 out of which 19 are boys and 24 are girls and OBC is 143 out of which 55 are boys and 88 are girls. The college has an experienced teaching faculty and more than 60% teachers are having Ph.D. degree.

Vision

To provide access, equity, excellence and quality education with focus on a holistic and vibrant learning environment, founded on value based academic principles, to inculcate mental and spiritual strength and clarity of thoughts in order to develop the character of the students.

Mission

- o
- 1. To strengthen the academic environment to enhance the quality of teaching and learning
- 2. To adopt measures of self evaluation, accountability and innovations in the field of Higher Education.
- 3. Creating best infrastructure for the excellence of education
- 4. To inculcate the sense of responsibility, the spirit of social service and communal harmony particularly among the students and the society in general
- 5. To undertake the technological advancement and innovations in Education and research
- 6. To contribute to the national development by capacity building of individuals, other human resources and fostering global competencies

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The College has also identified its vision, mission and objectives and concerted efforts are being made to meet its entire objectives within realistic timeframe. The college is proving itself to be a key factor for the social and economic transformation of the people of the region.

The college has an experienced and highly qualified faculty, adequate infrastructure and library facilities; sports facilities, NSS unit, Rovers & Rangers unit. Under Rashtriya Uchchattar Shiksha Abhiyan system, the students are admitted in the courses of B.A., B. Com. and B.Sc. purely on merit basis with limited number of seats. The college also runs self-finance courses BCA, BBA & PGDCA. Staff for these courses is appointed on temporary basis every year for one academic session. Parent Teacher Association and Old Students Association also render necessary support in college as per requirement.

The teachers publish their research papers in national and international journals of high repute. They are presenting research papers at international, national and state level seminars and conferences. The college has also organized an international conference in Mathematics and state level workshops. H.P. Govt. also encourages the teachers to peruse research and higher studies through its policy of sending teachers on study leave with full pay protection.

There is a rich diversity among students and faculty.

The college magazine "SHATRUPA" is published every year. It provides a creative forum for students to express their opinion and emotion through literary medium. The College Students Central Association also organizes a cultural function "JHANKAR" every year.

Institutional Weakness

No institution can claim to be a **perfect**. Our institution does have occasional shortage of permanent teachers of certain subjects. We have only one PG program i.e. Post Graduate Diploma in Computer Applications (PGDCA), certainly, weakens our efforts to fulfill our academic commitment to the community.

No other State faculty and students.

No financial contribution from alumni.

Not having residential campus.

Institutional Opportunity

So many **opportunities** are coming forth towards us. Recently in January 2018, our college got UGC affiliation under section 2(f). In April 2018, an inspection team constituted by H.P. University, Shimla visited the college regarding permanent affiliation. As and when we get it, our college will get UGC affiliation under section 12(B) and the college will be eligible for all types of UGC grants. So the college will be able to send proposals for stating more PG courses. We strive to sustain our student support activities and improve the quality of our services.

The college is contributing to green energy initiatives for sustainable development of society and nation.

Institutional Challenge

The **challenges** are diversified before us. Keeping in view of the burning problems of the environment and new challenges in the education sector, the institution is taking due care and necessary steps required to cope up with the challenges. It is being ensured that greenery of the campus is maintained and no tree is cut. The waste material is disposed off in an appropriate manner at a suitable place. We need to assure better financial assistance for the successful accomplishment of our future projects. Continuous enhancement of infrastructure, proper maintenance, improving the quality of academic services, extension and research activities and student support programmes are a few of the challenges ahead.

To provide hostel facilities to the students.

To provide residences to the faculty.

Paperless working at the college.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college develops the action plans for effective implementation of the curriculum. The various initiatives are taken for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or the statutory agency. Our college makes a vital contribution in the development of curriculum by the University through various staff representatives who are members of the Board of studies of the respective departments. We have developed a system for analyzing the achievement of the objectives of the curriculum. The meeting of a staff council is conducted to receive the view point of teachers regarding implementation of objectives of curriculum. Academic calendar is prepared before the beginning of the academic year. A detailed action plan is also chalked out to ensure hundred percent utilization of teaching hours, syllabi coverage and to conduct the house tests/class tests and further monitor the outcome of the syllabus. It helps us to achieve organizational goals with optimum efficiency and better coordination. To fill up the gap, if any, in the implementation of the plan, a remedial action is framed. It covers up the gap and harmonizes the plan. CSCA also give feedback regarding implementation of curriculum from time to time.

The College offers 3 years degree courses in all the three faculties, i.e. Humanities, Science and Commerce. Under Higher Education Institute Society (HEIS), the college offers self-financing courses i.e. BCA, BBA & PGDCA. The institute monitors and evaluates the quality of these courses from time to time.

Teaching-learning and Evaluation

Since 2013 under RUSA system the admissions to the 3-years degree courses in Science, Humanities and Commerce are given on merit basis with limited number of seats. The HP University /HP Govt. reservation

roster is strictly followed. The institution adheres to the academic calendar as notified by the Department of Higher Education HP, for each academic session. The calendar consists of the academic schedule, vacations and holidays, house examination and its evaluation, university examination and evaluation, internal assessment and practicals, extra co-curricular activities. Besides this, institution also prepares its own annual calendar of activities. All the activities are carried out by the institution with the active participation of staff and students. The institute follows the syllabi and curriculum framed by the HPU. The syllabus for each course is covered in time to the satisfaction of students. The IQAC of the college also contribute to improve the teaching learning process. Learning is made more student-centric. The institution nurtures critical thinking, creativity and scientific temper among the students to transform them into lifelong learners and innovators. The library resources are also used to augment the teaching-learning process.

The institution ensure that the stakeholders of the institutions especially students and faculty are aware of the evaluation processes. Being a government institution, our college follows the directions of Govt. of HP and HP University. Therefore, any evaluation reform introduced by these agencies is very religiously implemented by this college.

Research, Innovations and Extension

The college does not have any research centre; however the H.P. Govt. facilitates the research activities and provides all type of help to the teachers. The govt. grants two year study leave to the interested faculty members for further study and research. The teachers are also encouraged to attend orientation programme, refresher courses, seminars/conferences/ workshops etc. The college had organized an International Conference in Mathematics in 2016 and a one week state level workshop in 2017. In various seminars and other programme organized by the college, students are also made part and parcel of the programmes. The teachers have also guided Ph.D. and M.Phil. students successfully. Several research papers are published by the teachers in the national /international journals and conference proceedings. In January 2018, the college got UGC recognition under section 2(f), so college will certainly get UGC fund. More research activities can be initiated.

Teachers from the commerce department and BBA do have relationship with industries where internships are arranged for the students. The faculties are encouraged and motivated to provide consultancy services, however no funds are generated through consultancy.

The college has taken an innovation step by inviting parents at the time of admission and signing before the admission committee to maintain the discipline.

The institution plan and organize its extension and outreach programmes through NSS, Rovers and Rangers and Red Ribbon Club Viz. AIDS awareness, blood donation camps, environment protection awareness programme.

Infrastructure and Learning Resources

The institution is governed by H.P Govt. through its department of Education as per the following hierarchy of authority:

1. Chief Minister/Education Minister
2. Principal Secretary (Education)
3. Director of Higher Education

4. Principal of the College

Principal of the college is also supported by the parents Teacher Association (PTA), Higher Education Institute Society & various committees formed at the college level including College Development Committee, Building Fund Committee and Library Committee.

The college infrastructure comprises of two blocks namely main Administrative and Science block. The main administrative block has a Principal office, 2 rooms for non-teaching staff, 20 classrooms, 2 smart classrooms (with overhead projectors), 2 computer labs with overhead projectors (BCA & PGDCA), one Mathematics Computer lab (with overhead projectors), one Commerce computer lab (with overhead projectors), one Geography lab, one conference hall, one common girls room and other rooms (for House examination, sports, NSS, Rovers & Rangers). The Science block has 2 Physics labs, 2 Chemistry labs, 1 Botany lab, 1 Zoology lab, 1 library hall and main library. Both the blocks have sufficient number of toilets on each floor.

Besides college has a playground for sports activities. Another block under construction has a canteen, class room and a conference hall. The college is also keen to equip the campus with Wi-Fi facilities and the work is in progress. The college is planning to establish a Gymnasium, basket ball and badminton courts.

Student Support and Progression

The college publishes its updated prospectus, annually, which contains details of all relevant information such as the courses offered, infrastructural facilities, admission procedure and rules, code of conduct, library rules academic calendar and various committees of the college. Besides college website also contains information about all above cited subjects. The students belonging to SC, ST, OBC and IRDP categories are given scholarships.

College library and teacher also provide text books for reference and preparing of notes. Teachers conduct remedial and doubt clearing classes to ensure better learning to the educationally disadvantaged students and slow learners.

The college provides free of cost First Aid to the students and Government Hospital is just one km where ambulance facility is available.

The college magazine 'SHATRUPA' is published annually comprising various sections to promote the literary and creative talents of the students.

The institution has a student grievances redressal cell led by the senior member of the staff to redress the grievances of the students. The college has adequate mechanism to resolve issues pertaining to sexual harassment. College has anti-ragging committee and no instances have been reported so far.

The institution facilitates student progression to higher education and towards employment. Several ex students of the college are serving in armed force to serve the country.

The college encourages the students to take part in sports, games, NSS, Rovers & Rangers and extracurricular activities. Every year College Students Central Association is formed as per HP University guidelines to inculcate leadership qualities among students.

Governance, Leadership and Management

The vision and mission of the institution has clearly narrated the road map for the institution and accordingly objectives and goals have been set. The objective of the institution is to provide enthusiastic, motivating, inspiring and equally accessible teaching learning environment, which is necessary for the professional growth of teachers and students. The institution considers education as means of social service and to develop and promote the capabilities of students to become responsible citizen.

Departments are given autonomy in some of the areas of functioning. Major policies are also taken in the staff meetings. In most of the decisions, view point of majority prevails.

The college grooms leadership quality at different levels by involving offers at different level of activities. College administration believes in the participation management and the same percolates down at all the levels.

At the Govt. level various policy decisions are implemented in the institution e.g. Academic Performance Indicators of the UGC has been implemented in the institution for the teachers. Since 2013 a Choice Based Credit System under RUSA is being implemented. All decisions made by the IQAC are referred to the concerned authorities for necessary action regarding their implementation. There is full proof system of financial monitoring of financial resources. Expenditure is made on the recommendation of various committees and accepted by the Principal. Full codal formalities are completed by the concerned committee and then the payment will be released by the office. College local funds are scrutinized by the BURSAR.

Institutional Values and Best Practices

The college is committed for energy conservation. We advise the students and the faculty to use public transport. Our faculty prefer common-pooling of the vehicles. All the staff members and students are instructed to plug off all the electronics items and switch off the lights, heaters and fans when they are not in use. We use paper cups instead of plastic cups in the college canteen. From time to time plantation is done with the collaboration of state forest department.

There is a Women Grievances Redressal Cell in the college led by a senior female faculty. This cell sorts out all grievances of girl students. The cell regularly meets with the girl representatives. Every year International Women Day is celebrated by the college on 8th March. Awareness programmes are also organized on 'Beti Bachao Beti Padao' with the collaborations of local administration.

The institution shows gender sensitivity in providing facilities such as safety & security, counselling and common room. For the safety and security of the girl students and female staff, CCTV cameras are installed at various locations in the college campus.

The first best practice of the institution is creating infrastructural facilities for academic excellence and employability. To achieve this goal, the faculty members, students and PTA work together. Next best practice of the institution is to create a healthy atmosphere for sports and cultural activities for holistic growth of

students.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. COLLEGE BARSAR, DISTT.-HAMIRPUR (H.P)
Address	Govt. College Barsar, Distt-Hamirpur
City	Barsar
State	Himachal pradesh
Pin	174305
Website	www.gcbarsar.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
IQAC Coordinator	Anil Gautam	-	9418125351	-	gautamanil44@gmail.com
Principal	Meena Sood	01972-281052	9418158892	-	govtcollegebarsar@gmail.com

Status of the Institution	
Institution Status	Self Financing and Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	29-01-2007

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

State	University name	Document
Himachal pradesh	Himachal Pradesh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	23-01-2018	View Document
12B of UGC		

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

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

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Govt. College Barsar, Distt-Hamirpur	Rural	3.2	0.9

2.2 ACADEMIC INFORMATION

NAAC

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	Plus Two	English,Hindi	200	34
UG	BA,Hindi	36	Plus Two	Hindi	200	100
UG	BA,Political Science	36	Plus Two	Hindi	200	152
UG	BA,History	36	Plus Two	Hindi	200	140
UG	BA,Economics	36	Plus Two	Hindi	200	46
UG	BA,Geography	36	Plus Two	Hindi	80	13
UG	BSc,Physics	36	Plus Two	English	200	151
UG	BSc,Chemistry	36	Plus Two	English	200	128
UG	BSc,Mathematics	36	Plus Two	English	198	159
UG	BA,Mathematics	36	Plus Two	English	2	2
UG	BSc,Zoology	36	Plus Two	English	200	99
UG	BSc,Botany	36	Plus Two	English	200	64
UG	BCom,Bcom	36	Plus Two	Hindi	222	215
UG	BBA,Bba	36	Plus Two	English	120	85
UG	BCA,Bca	36	Plus Two	English	120	108
PG Diploma recognised by statutory authority including university	PGDCA,Pgdca	12	UG	English	20	18

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				4				15			
Recruited	0	0	0	0	3	1	0	4	9	3	0	12
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				9			
Recruited	0	0	0	0	0	0	0	0	2	5	0	7
Yet to Recruit	0				0				2			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	3	5	0	8
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	2	3	0	5
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	2	3	0	5
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	0	0	4	3	0	10
M.Phil.	0	0	0	0	1	0	4	0	0	5
PG	0	0	0	0	0	0	1	0	0	1

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

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
PG Diploma recognised by statutory authority including university	Male	7	0	0	0	7
	Female	11	0	0	0	11
	Others	0	0	0	0	0
UG	Male	541	0	0	0	541
	Female	955	0	0	0	955
	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	64	131	63	94	
	Female	128	149	74	189	
	Others	0	0	0	0	
ST	Male	4	9	8	15	
	Female	4	11	7	11	
	Others	0	0	0	0	
OBC	Male	29	39	31	39	
	Female	60	70	56	86	
	Others	0	0	0	0	
General	Male	251	271	418	354	
	Female	468	535	650	688	
	Others	0	0	0	0	
Others	Male	1	0	2	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		1009	1215	1309	1476	

3. Extended Profile

3.1 Program

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

Response : 06	File Description	Document
	Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	6	6	6

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1514	1476	1309	1215	1009

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

2017-18	2016-17	2015-16	2014-15	2013-14
717	532	527	411	261

File Description	Document			
	Institutional Data in Prescribed Format	View Document		

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

2017-18	2016-17	2015-16	2014-15	2013-14
404	421	349	276	140

File Description	Document			
	Institutional Data in Prescribed Format	View Document		

3.3 Teachers

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

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
19	18	15	14	14

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response : 27

Number of computers

Response : 80

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

2017-18	2016-17	2015-16	2014-15	2013-14
97.73	11.19	87.45	23.95182	15.26

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 institution ensures effective curriculum delivery through a well-planned and documented process: The curriculum is thoroughly implemented through various audio visual aids and advanced technological teaching gadgets. Every department of the college ensures that students must perceive the most that is being taught to them, for which every department plans their whole of curriculum in advance.

The departments of English and Hindi practices various dramas and plays on the stage in the class itself, poem recitation is tactfully done by the concerned faculty and proper use of phonetics and phonology is being taught to them.

The department of Physics use DVD's for practical, which are shown to students through projectors to make the teaching learning process more effective and realistic.

The department of Chemistry is well equipped with two up to date laboratories having proper ventilation fitted with aluminum racks and the chemicals of AR grade and LPG brass burners being used in the labs. The distilled water is utilized to carry out various practicals so as to obtain accurate results.

The department of Mathematics is well equipped with updated computer lab with the facility of over head projector, in which mathematical analysis is done with valuable guidance of our knowledgeable faculty. Power point presentations technique is used to make teaching more effective and more over mathematical quiz is being conducted time and again to make study enjoyable. The department had organized an International Conference in 2016.

The departments of Zoology and Botany make use of various slides, presentations with the help of projectors, di-section is shown with the help of various videos and charts, smart classes are taken time and again by every faculty. Practical groups are divided in such a manner, that proper teacher-taught ratio is maintained, so that every student gets acclaimed to the laboratory skills. The departments of Zoology, Botany and Geography make regular field trips and out-door study sessions in the field for practical knowledge, so that students get real knowledge of class room learning.

When it comes to audio-visual aids, the department of Geography use OHP through which various slides related to relief, places, maps, terrains, ocean features, climatic variations etc. is shown to the students.

The departments of Political Science, History and Economics use regular case studies to correlate with the subject matter by citing new examples of day to day world political scenario, new archaeological excavations and ever changing market fluctuations. The faculty ensures regular use of smart class rooms.

The department of commerce has its separate computer laboratory with the facility of over head projector, in which students are being trained about maintaining accounts, various tax filing techniques etc. by expert faculty.

The department of self-finance includes BCA, BBA and PGDCA, having fully equipped computer laboratory with the facilities of over head projectors and experienced teaching faculty. The department conducts regular mock interviews for the students to acclimatize them with the real interviews during their placements.

File Description	Document
Link for Additional Information	View Document

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

Response: 0

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

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

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View 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: 6.85

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

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

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: 0	
1.2.1.1 How many new courses are introduced within the last five years	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented	
Response: 83.33	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
Response: 5	
File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	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: 1.24	
1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years	

2017-18	2016-17	2015-16	2014-15	2013-14
18	20	17	06	19

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 institution makes concerted efforts to incorporate cross cutting issues into the curriculum. The faculty delivers lectures on the environment as all the students have to pass additional paper on environment studies. Environment education is a mandatory subject in all UG classes. Also a plantation campaign is launched every year in the monsoon session by the college administration in collaboration with the State Forest Department in which almost every student took part. The college, regularly, organizes awareness campaign on AIDS & female foeticide under the banner of Red Ribbon Club, NSS etc. The college has already set up a Women Redressal Cell to discuss the issues of women empowerment. Various other programs are also organized to inculcate human values and professional ethics among the students.

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

Response: 12

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

Response: 12

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 17.24

1.3.3.1 Number of students undertaking field projects or internships

Response: 261	
File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: A.Any 4 of the above</p>	
File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: B. Feedback collected, analysed and action has been taken</p>	
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

2017-18	2016-17	2015-16	2014-15	2013-14
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: 62.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
1514	1476	1309	1215	1009

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

2017-18	2016-17	2015-16	2014-15	2013-14
2562	2440	2420	1940	1304

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: 57.08

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

2017-18	2016-17	2015-16	2014-15	2013-14
353	307	152	300	200

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

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

Response:

During admission communication and response skills of the students are measured by means of interview. A written aptitude test is conducted for all the programs to assess each student's depth of knowledge in the concerned subjects and specific skills. Then the students are categorized into different groups such as slow learner, advanced learner and mediocre. Orientation programs and skill development programs are conducted for the needy group of students. For this purpose the students are divided into various tutorials groups headed by different teachers so that the various problems faced by the students would be resolved effectively. During the progress of each semester, remedial classes or coaching are given to the slow learners. Similarly, to orient the students for higher studies and career development, necessary guidance are also given. Slow learners are assisted with Mentoring, Remedial classes and individual attention. Students are allowed to use the labs beyond the office hours so that they can deeply understand the concepts.

The advanced learners are encouraged to attend the seminars and workshops conducted by the other institutes and presents papers. Even they are also supported to attend summer training in national institutes, training programs in different universities. We also promote the students to take up projects and internship in various companies. Special guidance and knowledge is provided to advanced learners so that they can prepare themselves for appearing in various competitive examinations like NET, GMAT and GATE etc. for higher studies.

In addition to these the students are also encouraged to participate in several programs oriented by the Quiz club, debate club, Nature club and other institution. The students are advised to participate in inter-college quiz and debate completion.

2.2.2 Student - Full time teacher ratio

Response: 94.63

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.13

2.2.3.1 Number of differently abled students on rolls

Response: 02

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

For enhancing learning experiences student centric methods such as experimental learning, participative learning and problem solving methods are also used in the institute. Such student centric methods are helpful in learning processes. Students can easily learn the content through these methods. These methods are conducted in the institute by every teacher in order to make learning process more effective and interesting. Seminars and class presentations are conducted where the students explore the hints of a topic and present his learning before the whole class. Group discussions and debates on relevant topic i.e. participative learning also boost the learning process. Students actively participate such type of learning which increases their interest towards the content and thinking level. Learning after performing an experiment also enhances learning experiences. Most of science faculty follows such type of teaching method to make teaching-learning process more effective and interested. In experimental learning students use their maximum senses, so such type of learning becomes permanent. Usually, mathematicians follow Problem solving method in their classroom. Quizzing based on the topics covered in the class is an interesting interactive student-centric activity which also improve the learning process

Student centric methods provides opportunities for students to engage intellectually, creatively, emotionally, socially, or physically in learning process. These methods also provide opportunities for students to take initiative make decisions and be accountable for the results.

These methods increase the students motivation to learn more, When students are engaged in learning experiences that they see the relevance of, and the product has more significance than a grade, they have increased motivation to learn and produce a more thoughtful product.

- Experiential learning stimulates academic inquiry to enrich and apply the content students are learning.
- Encountering authentic opportunities for applying their learning motivates students.

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

Response: 75

2.3.2.1 Number of teachers using ICT

Response: 12

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

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

Response: 58.23

2.3.3.1 Number of mentors

Response: 26

2.3.4 Innovation and creativity in teaching-learning

Response:

To facilitate the teaching –learning process, we focus on fostering innovation by putting curiosity, critical thinking, deep understanding, the rules and tools of inquiry and creative brainstorming at the centre of the curriculum in the following manners:

1. Conventional teaching method is supplemented by new modern teaching aids to find the right blend between direct instruction and open-ended inquiry.
2. Lectures along with group discussion, class room seminars and creative brainstorming sessions are conducted on regular basis to make learning process interesting for the students.
3. Demonstration methods are being employed to promote conceptual based learning over rote-oriented nature of standardized curriculum learning. The full use of multimedia, audio-visual, models, laboratory, experimental facility, industrial visits and power point presentation is made for interesting and interactive learning.
4. Quizzes
5. Seminars
6. Tutorials
7. Assignments and projects
8. Presentations
9. Reports
10. Open book test papers- widens knowledge base and promotes reading
11. The departments organized conferences/workshops to inculcate the habit of research among the students. The department of Mathematics has organized an **International Conference** on 'Mathematical Sciences Interface Humanity' (ICMSIH-2016) during 7-8 October, 2016. The

college has also organized a state level workshop on consumer awareness w.e.f. 24-30 March, 2017.

12. The students are well conversant with the use of computers and computer aided methods of teaching as their IT education starts quite early at school level, They, very easily, relate to these modern methods of teaching and learning due to which the impact on the overall learning process is quite encouraging.

2.4 Teacher Profile and Quality

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

Response: 91.54

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: 45.87

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	08	06	05	05

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.16

2.4.3.1 Total experience of full-time teachers

Response: 162.5

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

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

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

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

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

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

2.5 Evaluation Process and Reforms

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

Response:

Assessment is a measure of the learning of a student. Actually Continuous Internal Evaluation (CIE) at the

institutional level is a continuous process rather than an event, built into the total teaching –learning process and spread over the entire span of academic session. It means regularity of assessment, frequency of unit testing, diagnosis of learning gaps, use of corrective measures, retesting and feedback of evidence to teachers and students for their self-evaluation. Assessment is used to monitor and measure learning after the teaching. An event based evaluation system always fails to evaluate the real learning of a student as it emphasizes on the memory based preparation and failed to provide the information on regularity in learning. Hence it is always advisable to spread the evaluation evenly to entire span of the learning process.

Evaluation or assessment of student learning is usually done using the quizzes, homework, assignments, projects, case studies etc. The main drawback of this approach is that it is passive because it lacks students' active participation and engagement.

Following are the main components which consists the framework of CIE performance:

Strategies: Use of different student-centered techniques to support and enhancing learning.

Roles: Assigning roles and responsibilities to all the stakeholders to ensure their active participation and collaboration.

Assessment: Assessment and evaluation methods to measure, monitor, and promote learning

Environment: Effective learning environment both inside and outside the classroom.

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

Response:

Some reading assessments are informal, frequent, and tied to curriculum and daily instructional routines in the classroom. For example, assessments of children's daily oral language, listening, and question-answering during group reading may be made through teachers' observation. Other assessments may be more structured, such as spelling tests, weekly quizzes, journal writing, reports, and projects; but they are all under the control of the teacher and embedded in the curriculum. We refer to these assessments as "internal" because they are designed, selected, and used by teachers according to the needs of their children. Internal assessments are used to make decisions about instruction and to report progress to parents. Internal assessment creates a very healthy environment between the students and teachers.

Actually, teachers used assessments for a variety of purposes. Teachers very often use internal assessments for performance, fluency and understanding, and word meaning for diagnosis, for filling out report cards, and for discussion at parent-teacher conferences. Conversely, few teachers reported using commercial assessments and standardized reading tests for these purposes. Fewer than half of the teachers said that they used commercial assessments for conferences, report cards, and diagnosis. Even fewer teachers said that they used commercial assessments and standardized tests for referrals, conferences, report cards, or placements. Thus, teachers reported using internal assessments more often and for more purposes than they used external assessments.

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

Response:

The College has a mechanism to address grievances related to the examination which allows students to revalue the paper at nominal charges after the results are declared. The college has a three tier system.

- **Faculty Level:** At first the students can approach the faculty concerned for any discrepancy in evaluation, after scrutinizing their own evaluated answer scripts
- **Departmental Level:** If students are not satisfied then they may also approach to the HOD.
- **College Level:** If this is still not satisfactory, they may approach to the Principal and also drop a note stating their grievances in the suggestion box which is attended to by the Principal.

Our College has also mechanism to deal grievances related to assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague students or teachers etc. The grievances are solved by the College Advisory Committee headed by the Principal.

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

Response:

The academic calendar of the institution gives the schedule of mid-term test and end term test. The teaching- learning and evaluation process is carried out as per the predefined academic calendar and examination procedures through continuous assessment and a letter grade system. This academic calendar is prepared well in advance and ensures 70 days compulsory classroom teaching, one week for a mid-semester test and four or five weeks for end term semester examination (As per university date sheet) for each semester in a session. All these informations are incorporated in the prospectus of the college.

All the important informations, changes in evaluation process and new guidelines in this direction from HP University and the department of higher education are discussed in staff and departmental meeting to educate the faculty members from time to time.

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:

Course Outcomes (COs) for all the six courses viz. B.A., B. Com., B. Sc., BBA, BCA & PGDCA offered by the college are to be attained by all the students at the end of a formal course. In 2013, as per the decision of H.P.Govt./H.P. University, the college has adopted Choice Based Credit System (CBCS) under RUSA in all the five UG courses. Under this system the students are evaluated for Comprehensive Continuous Assessment (CCA) at the institutional level and for End Semester Examination (ESE) at the University. CCA is done by the institution on the basis of performance by the students throughout the semester in: i) Mid-Term Test ii) Assignments/Seminars iii) Classroom attendance. By combining the Comprehensive Continuous Assessment (CCA) and End Semester Examination (ESE), the Himachal Pradesh University, Shimla declare the Course Outcomes (COs) i.e. the result. The Course Outcomes or result in the PGDCA course is on the performance in the end semester examination and internal assessment.

As far as the Program Outcomes (POs) are concerned the institution through its programs namely NSS, Rovers & Rangers etc. constantly try to inculcate skills, knowledge and attitude among the students. At the completion of programs such as NSS and Rovers & Rangers, a certificate (which is beneficial to the students for many purposes) in this context is issued by the concerned agencies.

The mechanism of communicating the above mentioned method & procedures is the college prospectus. Almost all the informations are given in the college prospectus. The college has also a website (www.gcbarsar.com). Some informations have already been uploaded on this website and the others are being uploaded. Information regarding various curricular and co-curricular activities are also stated and well explained on our college website. The students are encouraged to visit the site regularly so that they could be aware of the day to day activities of the college.

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

Response:

Course Outcomes (COs) for all the six courses viz. B.A., B. Com., B. Sc., BBA, BCA & PGDCA offered by the college are to be attained by all the students at the end of a formal course. In 2013, as per the decision of H.P.Govt./H.P. University, the college has adopted Choice Based Credit System (CBCS) under RUSA in all the five UG courses. Various course outcomes that are evaluated by our college and by H. P. University are as follows:

1. Under this system the students are evaluated for Comprehensive Continuous Assessment (CCA) at the institutional level and for End Semester Examination (ESE) at the University. CCA is done by the institution on the basis of performance by the students throughout the semester in: i) Mid-Term Test ii) Assignments/Seminars iii) Classroom attendance. The various procedures and formulae used to award internal assessment are duly explained to the students and data, such as house

examination marks, attendance, assignments etc. The information is shared with the students to maintain transparency and minimize errors. The evaluated manuscripts of house examination are given to the students to check if there is any totalling error or some question remains unchecked. The corrections, if any, are corrected there and in the class only.

1. Evaluation is a process that is done by our evaluation team for interpreting the data and evidences accumulated through assessment practices. Evaluation determines the extent to which programme educational objectives or program outcomes are being achieved.

1. The college coordinate with HP University for redressal of grievances of affected students, particularly, in case of wrong posting or no posting of internal assessment awards or other discrepancies.

1. By combining the Comprehensive Continuous Assessment (CCA) and End Semester Examination (ESE), the Himachal Pradesh University, Shimla declare the Course Outcomes (COs) i.e. the result. The Course Outcomes or result in the PGDCA course is on the performance in the end semester examination and internal assessment.

1. As far as the Program Outcomes (POs) are concerned the institution through its programs namely NSS, Rovers & Rangers etc. constantly try to inculcate skills, knowledge and attitude among the students. At the completion of programs such as NSS and Rovers & Rangers, a certificate (which is beneficial to the students for many purposes) in this context is issued by the concerned agencies.

2.6.3 Average pass percentage of Students

Response: 37.13

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

Response: 150

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

Response: 404

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:

NAAC

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 government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

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

File Description

Document

List of project and grant details

[View Document](#)

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

Response: 0

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

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

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 following initiatives are taken by the college to make the campus eco-friendly:

- 1. Energy Conservation:** Small changes can save energy for environment protection. We advise the students and the faculty to use public transport and switch off the light ports. Our faculty prefer common-pooling of the vehicles. All the members of the staff and the students of the college are instructed to plug off all the electronics items and switch off the lights, heaters and the fans when

they are not in use. We also use LED in our college instead of tube lights and bulbs.

2. **Use of Renewable Energy:** The college administration is planning to switch over to install solar lights in the college campus.
3. **Carbon Neutrality:** Plastic bags are strictly banned in the campus. The use of LED instead of tube lights and bulbs in the college campus has paved the way for reduction in carbon emission to some extent. We use paper cups instead of plastic cups in the college canteen. Complete ban on cutting of trees is a boost in the direction of carbon neutrality.
4. **Plantation:** Our RR unit and NSS unit are actively participating in plantation drive and beautification of the campus. Every year in the monsoon season a plantation drive is launched.
5. **Water Harvesting:** The College has rain water harvesting tank from which the stored water is used for toilets and gardening purpose.
6. **Hazardous Waste Management:** Hazardous waste and solid waste is disposed off through the hired labour.

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

Response: 0

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

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

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

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	View Document

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

Response: No

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

Response: 0.28

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	3	4	5	3

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

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

Response: 0.89

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	10	1	2	0

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

3.4 Extension Activities

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

Response:

The College has introduced various projects through NSS, Rovers and Rangers, and Eco Club which help in community development. Many social organizations and hospitals have helped the students to organize

Medical camps, Blood Donation Camps, Tree Plantation Programs, Anti-Drug Guest lecturers etc. AIDs day is being celebrated every year by organizing several competitions such as poster making, debate competition, declamation, rangoli making, collage making etc. Also, physicians are invited to deliver their talk on health, nutrition and girls' related issues. These activities among students make positively impact on health awareness and personal hygiene. Working together with other individuals, students learn to negotiate, communicate, manage conflict and lead others. The student volunteers get sensitized towards the social issues and take challenges of the lesser privileged sections of the society. Involvement in these extension and outreach activities the students develop critical thinking skills and time management also. The College is well connected with its neighborhood areas and promotes constant interaction which involves student participation. The college accord all support and encouragement to its students as is evident from the above mentioned projects.

Educational Tour, Swachh Bharat Poster Rally, Save Girl Child rally, Awareness about using Helmets, Safety belts, workshop on consumer awareness were activities that promoted students to engage with issues of social relevance as well as contribute to their personality development.

The College campus is a Tobacco and Hemp free zone. All the students are involved in activities that are taken up for social awareness. If any major mishap occurs which shakes the nation then the students are sensitized towards the victims by offering prayers in the class, lighting candles, conducting rallies. Working outside the college campus and with diversified social groups of peoples allows students to gain more self-confidence, autonomy, and appreciation for others. These activities help them to become good leaders and well-mannered citizens.

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

Response: 0

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

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

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 22

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	06	04	03	04

File Description	Document
Reports of the event organized	View 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: 44.02

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

2017-18	2016-17	2015-16	2014-15	2013-14
672	688	565	583	383

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: 0

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

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

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

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

Response: 0

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

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

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

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:

Being a Govt. college, a transparent mechanism is there for the recruitment of teacher. Teachers are recruited through Himachal Pradesh Public Service Commission. HP Govt. encourages the teachers to attend Orientation Programme, refresher courses, seminars/conferences/workshops to update their subject knowledge. More than 60% faculty is having Ph.D. degree.

The college has adequate infrastructure which comprises two blocks namely main Administrative and Science block. The main administrative block has a Principal office, 2 rooms for non-teaching staff, 20 classrooms, 2 smart classrooms (with overhead projectors), 2 computer labs with overhead projectors (BCA & PGDCA), one Mathematics Computer lab (with overhead projectors), one Commerce computer lab (with overhead projectors), one Geography lab, one conference hall, one common girls room and other rooms (for House examination, sports, NSS, Rovers & Rangers). The Science block has 2 Physics labs, 2 Chemistry labs, 1 Botany lab, 1 Zoology lab, 1 library hall and main library. Both the blocks have sufficient number of toilets on each floor. RUSA fund provided an impetus to strengthen infrastructural facilities in the college.

Besides college has a playground for sports activities. Another block under construction has a canteen, class room and a conference hall. The college is also keen to equip the campus with Wi-Fi facilities and the work is near completion. The college is planning to establish a Gymnasium, basket ball and badminton courts for which the money is deposited with the construction agencies and the work will start very soon..

The institution implements schemes or evaluation mechanisms to identify and promote good teaching practices. Internal Quality Assurance Cell (IQAC) does continuous evaluation and provides valuable inputs to improve quality of teaching learning. The head of departments are directed to keep necessary vigil on the quality check and implement important steps suggested by IQAC in this regard. Feedback from students is invited to make teaching – learning more effective and result oriented.

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

Response:

Sports play a pivotal role in shaping one personality and maintaining good health. We have specially developed a sports environment to all our students. These are multiple sport facilities to keep our students engaged and physically fit.

Being one of the most popular sports in college, table tennis is played by a large number of students in the college. Every student is encouraged to take active part in games. Our college has set up

facilities/ grounds for cricket, volleyball, table tennis, badminton, chess, caram etc. We are proud to have quite a few states – level player who have played in the Nationals. In order to ensure a sound body and mind, students are given special attention for health and fitness. These sports activities directly contribute to physical strength of student and provide a useful channel for the growth and development of the body. The efforts are being made to channelize the energy of the students so that they could bring laurels to the college and nation.

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

Response: 29.63

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 08

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: 77.13

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

2017-18	2016-17	2015-16	2014-15	2013-14
83.65	4.87	78.95	20.34	12.41

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 purchased Integrated Library Management System (ILMS) software namely Inlibnet . But there was no library staff since 2015, so it could not be updated. Now it is outdated. Keeping in view the future of the students of college , the college administration initiated the process of recruiting an Assistant Librarian through Self-Finance Courses last year. Finally, the Assistant Librarian was recruited and now the Library is properly working. Since the software is outdated so, we are unable to install it in new resources. The College Administration is planning to purchase new Integrated Library management System Software.

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

Response:

The college Library do not have any collection of rare books, manuscripts, special report etc. Since 2015 there was no Library Staff and the rare books, manuscripts , special reports etc could not be identified. Now the College Administration has appointed an Assistant Librarian through Self-Finance Courses last year. Now the assistant Librarian is asked to prepare a list of rare books, manuscripts , special reports etc and as and when it will be completed , the college administration is planning to purchase the same.

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

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

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

Response: 0.55

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.59165	0	0	0.03314	1.14792

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	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: 2.94

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

Response: 45

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 has four computer labs, two smart class rooms and one conference room with IT facilities including Wi-Fi. When the self-financing courses viz. BCA, BBA and PGDCA were started in 2013, two computer labs (one for BCA & one for PGDCA) were established. After implementation of RUSA in HP Colleges in 2013, two smart class rooms were established from RUSA funds.

Recently in this year the college has established two computer labs, one for Commerce & one for Mathematics, from RUSA fund. Free Wi-Fi facilities are also available in the college. All the four computer labs, two smart class rooms and the conference room are equipped with the facilities of over head

projectors.

The college has also installed 16 CCTV cameras in the campus at various locations. These cameras are very helpful in maintain the discipline in the college. If any untoward incident during working hour or otherwise happens in the campus, from the recordings of these cameras issues can be resolved more effectively.

4.3.2 Student - Computer ratio

Response: 18.93

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: >=50 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: 22.22

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

2017-18	2016-17	2015-16	2014-15	2013-14
13.86260	6.23862	8.49464	3.40850	2.63084

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 has a well developed maintenance mechanisms system. It has different repair committees i.e. for furniture, building repair and college development needs committee which take care of maintenance and upkeep of the infrastructure facilities and equipment. The college has also made committees which maintains electrical & water system in the campus.

The college provides the facility of calibration for all the equipment/instruments in a systematic manner.

The college has also installed voltage stabilizers as per the requirement of the instruments. It is worth noting that there is no problem of voltage fluctuations in the college as maintenance department of electricity board is just 2 Km from the college.

The college has erected one bore well which ensures constant supply of water. The college has advised well maintained store system which ensures 24x7 supply of water. Also one hand pump is also erected in the college campus. The college has sufficient number of water coolers with purifiers which give cold water in summer.

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: 14.51

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

2017-18	2016-17	2015-16	2014-15	2013-14
181	200	269	168	128

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: 0.47

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	6	6	6

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:** C. Any 5 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:** 32.39

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

2017-18	2016-17	2015-16	2014-15	2013-14
550	525	355	325	365

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0

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

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

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

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

Response: 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: 1.91

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	5	5	2	8

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

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

Response: 73.76

5.2.2.1 Number of outgoing students progressing to higher education

Response: 298

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: 80

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	3	0	8

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	3	0	8

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

5.3 Student Participation and Activities

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

Response: 0

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

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

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

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

Response:

As per HP Govt./HP University notifications, in every academic session the college forms a College Students Central Association (CSCA). Presently the CSCA is formed on the basis of merit. Four office bearers namely the President, the Vice-President, Secretary and Joint Secretary and class representatives (CRs) for each class are elected. Some members are nominated from various field namely sports, cultural, NSS, Rovers & Rangers, subject societies etc. After taking oath, the CSCA came into existence. Throughout the session the college administration along with CSCA try to solve the problems of students and also makes policies for the development of the college. The various activities like cultural function 'JHANKAR', sports and academic are organized from time to time by active participation of CSCA.

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

Response: 7.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	8	7	7

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

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the

development of the institution through financial and non financial means during the last five years**Response:**

The college has formed the alumni association i.e. Old Students Association (OSA) in the session 2017-18. Since it is recently formed, so the process of registration of OSA is under consideration. The college is trying to enroll more members in the alumni association so that large participation could contribute effectively for the development of the college.

Old Students Association provides feedback with regard to the possible improvements and suggestions for the development of the college and enhancement of the quality of teaching learning. The students enrolled in the college interact with the teachers/HODs/Vice-Principal/Principal and provide feedback in informal sessions about the strength or weakness in the smooth function in the institution.

We are not only hopeful but confident that in the coming years this association will contribute significantly to the development of the institution through financial and non financial means.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 3**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

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

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

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The college envisages an ambiance of excellence, inspiring value based education, and to create an enabling environment where the education provided for the benefit of mankind as well to develop creative and innovative professional of multi-faced personality through an interactive teaching and learning models with due consideration to ethics and values of individual core competency. The college has been striving towards its fundamental objective of imparting quality education to the pupil of this rural area where majority of students are coming from rural back ground with little exposure to the outer world with high expectations. Since the institution is in its very early stage of take-off with limited resources and infrastructure. The college has been offering all three major streams namely arts, commerce and basic science courses (Medical and Non-medical) at the door step of pupil. Therefore the college has separate academic blocks for the different streams along-with a centralized Library where the needy and ambitious students are being provided with enough books and space for their academic pursuits around the academic session.

The Institution has been committed and believes in decentralization of decision making process for the sake different stake holders. Thus, different committees have been constituted and operational enthusiastically for the attainment of excellence at every sphere .Following are the major ones;

The College Advisory Committee: The very first and most important committee is the college Advisory Committee, consisting of the senior most and experienced faculty members, meant to assist the head of institution in decision making after having thorough discussion in all the matters.

Academic Committees: For the attainment of variety of academic pursuits a number of committees have been functional in the institution. The Admission committees are different for each faculty meant to regulate, coordinate all the admission process and to design and execute the codal formalities in tune with guidelines of UGC and affiliating university.

Time Table Committee is entrusted to design and display faculty-wise, subject-wise and lecture hall wise time table immediately after the completion of admission process for the smooth start of teaching work.

Discipline Committee: The committee being operational round the year to maintain discipline inside and outside the class room especially in the beginning of session and to create conducive environment for studies in the campus.

House Examination Committee: This committee is headed by some senior faculty member consisting of four or five members from different faculties assisted by some ministerial staff member for the smooth conduct of internal examination.

The Sports committee is another important committee in the institution to cater all the sport related

needs of the students as per their requirement and their potential.

Library Committee has been catering the needs of each and every stake holder i.e faculty members, students and other staffs.

Thus the Institution has left no stone unturned for overall development of the institution since it came into being in 2007 with greater participation of all stakeholders.

6.1.2 The institution practices decentralization and participative management

Response:

The head of the institution is responsible for assigning academic, administrative and extracurricular work to the faculty at the beginning of every academic session. The head of the institution also asks for statement of progress in respect of various assignments from the faculty periodically to ensure the effective transaction of the teaching-learning processes. The Principal is empowered to take the necessary steps towards development of infrastructure, augmentation of library and laboratories, equipments of staff etc. Encourage the teaching staff to attend seminars, workshops, conferences refresher courses to achieve academic excellence.

A case study: The institution has to organize different activities throughout the year as per the Himachal Pradesh University academic calendar. Annual Athletic Meet is the one of major activity which the institution has to organize every year with larger participation of students as well as faculty members. The academic year 2017-2018 was also not an exception and the annual athletic meet was organized by the last week of Feb. 2018. It was a two- day event where each and every faculties as well as ministerial staff were engaged firstly to mobilize the students to take part in the event. About ten committees were constituted amid to convene and coordinate different activities. Firstly, A meeting of college Advisory Committee was held in the first week of February, chaired by the Principal to chalk out codal formalities and feasibility of sports activities that could be organized with available resources and other inbuilt hindrance namely size and dimension of play ground. Once the meeting was over, the very first task was to constitute different committees and the Vice – principal was entrusted with this job who done this very effectively on same day and by the end of day all the committees were circulated to all the concerned and people went out for the execution of assigned job. On the very next day, a number of lists of events along with convener and committee member's name showing the cut of date were pasted on the student's notice board. The annual athletic meet was commenced on the day 23rd and 24th February, 2018 and it became a mega event as about 450 students took part irrespective of their streams and years of stay in the college. Interestingly, it was observed that girls participants out- numbered boys participants.

Following is the detail of procedure and execution:

1. List of Committees constituted
2. List of events
3. List of Participants
4. List of winners etc.

6.2 Strategy Development and Deployment

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

Response:

Yes, the institutions have a formally stated quality policy. It is deployed and reviewed by the information gathered from students, parents, various committees on teaching learning and development of the institution are acknowledged for the further improvement of the performance and decision making. .

The Institute has a perspective plan for development. Every year, at the academic session various bodies: Advisory, Academic, Admission, construction, finance, purchase, and library advisory committee are sole responsible to plan, chalk out and implement the work accordingly. At the end of the session in the same way, the said bodies meet for evaluation. In between meetings of the bodies are held from time to time for periodic monitoring. Adequate information about the activities of the institution is obtained by the Principal through regular meetings with the faculty members, student bodies (College Student's Central Association) CSCA and Parent –Teacher Association (PTA) and Old students Association (OSA).

The involvement of the staff for the improvement of effectiveness and efficiency of institutional processes is ensured through active involvement of the staff in institutional work through various committees and clubs.

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 Principal is the administrative and academic head of the institution. The Principal ensures the effective transaction of institutional processes as above. The Principal also establishes liaison between the college staff and state Education Department. He also ensures the welfare of staff and students to the extent possible for him. The above steps ensure that the responsibilities are defined and communicated to the staff of the institution. Meeting of respective academic/administrative Bodies are held frequently as per requirement. A Clear definition of job profiles, job description and job responsibilities is done. Extracurricular activities assigned to the staff with periodic monitoring periodic staff council meeting. Hence, the service rules, recruitment and promotional matters and policy are subject to the state government as well as UGC guidelines.

Organizational structure

PRINCIPAL (Head of the Institution)

|

Teaching Faculties

Ministerial Staff

Librarian

Office superintendent

Assisting staff

Clerical staff

Fourth class employees

The Institute has a perspective plan for development. Every year, at the academic session various bodies: Advisory, Academic, Admission, construction, finance, purchase, and library advisory committee are sole responsible to plan, chalk out and implement the work accordingly. At the end of the session in the same way, the said bodies meet for evaluation. In between meetings of the bodies are held from time to time for periodic monitoring.

The internal functioning of the college is decentralized to ensure its proper functioning. The heads/senior teachers of different teaching departments are responsible for assigning teaching work to the other faculty members. The Bursar of the college monitors students' funds available for extra-curricular activities. Different committees of teachers help in smooth execution of academic and development activities. However, financial authority, to the extent permitted by the state government rests with the Principal.

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: A. All 5 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
Any additional information	View Document

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

Response:

It is the College Advisory Committee (CAC) which is the first and the foremost important one committee among all the operative committee of the institution. The committee is headed by the Principal and senior faculty members are included in this. All major decisions are taken by this committee. The minutes of the proceedings of College Advisory Committee are incorporated in the register maintained for the purpose. The decisions of the committee are conveyed to the concerned committees and departments for the implementation. Then action taken reports are sought and discussed in further meeting.

6.3 Faculty Empowerment Strategies

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

Response:

Faculties are allow For the faculty staff, the Government has been providing welfare facilities like Health care, Group Insurance, PF, Gratuity , etc. As far as student amenities are concerned, the institution is extending facilities like Free Medical Aid, Canteen and library facilities etc.

Special provisions are made for special leave to attend the seminars research activities etc. Most of the faculties are engaged for Ph.D. and national and international publication. Different types of Community engagement programmes are being conducted like Blood donation, Health camp, village adoption, awareness rallies etc.

Faculty development programmes. Communication skills, GD skills, personality development for students, Organizational effectiveness is ensured through periodical reviews. The non-teaching members are equally allowed and motivated to attend different knowledge brushing –up as well as trainings programme run by the state government time to time.

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

Response: 0

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

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

File Description	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**

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

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

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	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: 13.76**

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

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

File Description	Document
IQAC report summary	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:

All the staff members, teaching or non-teaching are evaluated by the performance appraisal system of the H. P. Government through annual confidence reports (ACRs). Teaching staff is being evaluated through the ACRs' recommended by the UGC from the year 2012. In the said ACRs', all aspects of the teacher are evaluated i.e. teaching, administration and research. To complete the points in the research section of ACR, the department and the H.P Govt. encourage the teacher to take part in orientation programme, refresher courses, seminars/conferences/workshops etc. H.P. Government grants various scales on the basis of these Annual Confidential Reports. Being a government institution all the government employees are governed by the civil services rules and conduct rules.

Major outcome of the performance appraisal system is in the form of various promotions. Teachers are promoted under the career advancement scheme (CAS) and to the post of the Principal, Joint Director of Education, Additional Director of Education and the Director of Higher Education.

Non-teaching staff is also promoted as per the state govt. policy. The H. P. Govt. conveys these orders regarding promotions and increments through the various notifications.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

A regular Bursar is appointed to monitor and ensure that the proper official procedures are followed in handling various funds. The Govt. funds are audited by the auditors from the Accountant General of India and State Government. The auditing of Higher Education Institute Society (For Self-Financing Courses) is done by a Chartered Accountant and that of the funds of Parents Teachers Association (PTA) is done by internal auditors. At college level, we follow the principles of participative administration and on important issues, Principal generally act on the advice of different committees and staff council.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)**Response:** 0

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

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

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

The institution has been mobilizing some regular funds on the name of Parents Teacher Association (PTA) annually where parents and teachers have been contributing in same proportion to raise a hefty corpus to meet the teaching – learning immediate needs in the area where the institution is not getting any purpose specific funds\grants from the government or any other agency. The institution always monitors the effective and efficient use of available financial resources for the infrastructural development and teaching learning process. Money spent for the development is properly auditable by the chartered accountant.

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 Cell (IQAC) does continuous evaluation and provides valuable inputs to improve quality of teaching learning. The head of departments are directed to keep necessary vigil on the quality check and implement important steps suggested by IQAC in this regard. Feedback from students is invited to make teaching learning more effective and result oriented. Annual academic audits, on the basis of previous year results, house examination performance, class test performance and regularity in attendance are conducted and, accordingly, necessary steps required to be taken for improving quality are implemented. For the professional development of the teaching members particularly and non-teaching staff different type of innovative programmes are being introduced like stress management, Yoga, Computer awareness program, evaluation system, automation of office and accounts etc.

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:

Principal as the Head of the Institution is the sole authority to motivate and empower the faculty to create a positive awareness on the teaching learning areas by using modern tools, special workshop and training is being imparted for all the employees to work, in a healthy and positive environment. Therefore, in the line with sole motto of the institution the concept of smart class rooms is being deployed to make teaching leaning more effective and students friendly. Hence, special subject or stream specific class rooms and computer labs have been developed viz. Commerce lab and Science labs including Mathematics lab with overhead projector (OHP) facilities in the 2017-18.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**Response:** 10.6**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
12	14	14	09	04

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: C. Any 2 of the above

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

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

Response:

The college was established in the year 2007 and just after a period of 5 years, three new courses namely BCA, BBA & PGDCA under self-financing scheme were started in 2012. The incremental improvements made by the college during preceding five years:

Session: 2013-14

In the session 2013-14, two smart class rooms were established with the facilities of over head projector (OHP). The students of the college are really benefitted with this facility. Teachers do teaching with the help of power point presentation in these smart class rooms. Also water cooler was installed for pure and cool water to the students, especially beneficial in the summer season.

Session: 2014-15

Six computers and two laptops were purchased by the college in this year. It helped the students to acquaint them with the modern IT knowledge. The college also raised the infrastructure facilities.

Session 2015-16:

In this year, 10 CCTV cameras were installed at various locations in the college campus. These cameras helped the institution for maintain discipline and for the security and safety of girl students. Some garden benches are also purchased so that students can sit in the open air. The college was also equipped with a photocopier and fax machine. Equipments for Physics labs were also purchased. Sports items were also purchased.

Session 2016-17

A separate Science block was constructed and inaugurated by the then Hon'ble Chief Minister of HP. This block comprises with two Physics labs, two Chemistry labs, one Botany lab, one Zoology lab, library and one examination-cum-conference hall. Toilet facilities are available at each floor of this block also. BSNL Wi-Fi system was installed in the college. 10 dustbins were purchased to keep the campus clean.

In the academic field, the department of Mathematics organized an International Conference on Mathematical Sciences Interface Humanity (ICMSIH-2016) during 7-8 October 2016. The college also organized a state level workshop on consumer awareness with the collaboration of Forest Department of HP.

Session 2017-18

The college gets the UGC recognition under section 2(f) in this year. It is really a great achievement. Now the college is eligible for the UGC grants and the infrastructure of the college can further be strengthened. The research activities will get an impetus with these grants. Also HP University constituted visited the college regarding possibilities of permanent affiliation and we are hopeful to get it. 6 CCTV cameras are also installed in the campus at various important locations. JIO Wi-Fi work is near to completion. The college has ordered to install Fire Extinguisher for the safety of the students, staff and building.

NAAC

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: 18

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	3	3	3

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:

1. Safety and Security:

The institution shows gender sensitivity in providing facilities such as safety & security, counseling and common room. For the safety and security of the girl students and female staff, 16 CCTV cameras are installed at various locations in the college campus. Separate Toilets and Washrooms facilities are available on each floor of the college building. College is also planning to install a Sanitary Napkin Vending Machine & Incinerator.

2. Counselling:

Regular counseling is also done by the women grievances redressal cell of the college. It helps the girl students in building self confidence.

3. Common Room:

The college has also facilitated the girl students by providing them a common girl's room.

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: 11

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: 85

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

Response: 9.35

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 11

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:

The college has a well planned waste management system. For solid waste management, college has marked a place by digging the field on a corner and then by hiring a tractor it is disposed off at the dumping sites. For the liquid waste management, a proper drainage system is developed. The volunteers of NSS and Rovers & Rangers contribute a lot in keeping the campus neat and clean. Further the college has appointed two sweepers through self-financing and they also do their job effectively. Special one day camps are organized by NSS to pick up the solid waste material and deposit at the appropriate place.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

In the Himachal Pradesh it is mandatory to make proper provision in the map of the building. Without its construction, the Govt. does not issue No Objection Certificate (NOC) for the electricity and water connections. In the college campus the rain water harvesting tank has been constructed and its water is used for the gardening purpose and campus beautification. In case of need it can be used in the toilets. For dry climate rain water harvesting can make a huge beneficial impact on the environment. It also decreases stormwater runoff, thereby helping to reduce local flooding and scouring of creeks.

7.1.7 Green Practices

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

Response:

The students and staff use public transport in general. The teachers who stay nearby the college come to the college on foot. The teachers who come from a distant place come to the college by car pooling. It is the best example for saving the petrol/diesel and hence save the national resources. The use of bicycle is not so frequent because in Himachal Pradesh most of the places are hilly.

The college campus is totally free from the use of plastic. Awareness programmes are organized for this purpose. The students of the college also make the local community aware of not using the plastic bags etc. through the rallies.

The college is also trying its best to make least use of the paper. In the future we are planning even not to print the prospectus of the college and it can be avoided by uploading it on the college website.

The college launches tree plantation campaign in the monsoon season in collaboration with District Forest Department. The forest department provides us the trees and the students of the college along with teacher make plantation. Further no tree is cut by the college.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 0.64

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.21950	0.07900	0	0.20143	0.22041

File Description**Document**

Green audit report

[View 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:** B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

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

Response: 16

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

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

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

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

Response: 16

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

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

7.1.12

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

Response: Yes

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: Yes

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: No

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

Response: Yes

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: 50

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

2017-18	2016-17	2015-16	2014-15	2013-14
09	11	10	09	11

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 organizes national festivals viz. Gandhi Jyanti, Independence Day and Republic Day.

Gandhi Jyanti is celebrated to commemorate the birth anniversary of the Father of the Nation, Mahatma Gandhi. Every year, this auspicious occasion is celebrated on 2nd October with great zeal and enthusiasm. Our institution also celebrates Gandhi Jyanti and organize one week 'Swachhata Campaign'.

Independence Day is celebrated to mark the independence of India and to pay tribute to the leaders of the Indian Independence Movement. The Principal of the college hoists the tri-color national flag (Tiranga) and addresses the students, teachers and people of the area. The cultural programs are also organized.

The third national festival namely Republic Day is celebrated on 26th January every year. Like the Independence Day, flag hoisting ceremony and cultural programs are organized.

Apart from national festivals, the institution also celebrates the birth/death anniversaries of the great Indian personalities to pay tribute to them and to remember their contributions for the nation. The college organizes various activities on the birth/death anniversaries of the great Indian personalities viz. Dr. Rajendra Prasad, Jawahar Lal Nehru, Dr. S. Radha Krishnan, Indira Gandhi, Swami Vivekananda, Ravindra Nath Tagore, Dr. B. R. Ambedkar, Rajiv Gandhi etc.

The national festivals are the time to get together and remember the sacrifices done by those who took part in fight for freedom for India. They bind the people of different culture and religion into a bond of unity and brotherhood. Further the celebration of the birth/death anniversaries of the great Indian personalities infuses a sense of patriotism among the citizen of India.

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

Response:

There is a full proof system of financial monitoring of financial recourses. Expenditure is made on the recommendation of various committees and accepted by the Principal. The proposal for spending the various expenses also comes from the various committees or direction from the Principal as the case may be. Full codal formalities are completed by the concerned committee and then the payment will be passed/released by the office. Being Govt. institution government funds are audited by the Accountant General of Himachal Pradesh such as staff salary, medical reimbursement, traveling expenses, office expenses etc. whereas local govt. funds are audited by the Finance Department (State Audit) of H. P. Government and other independent funds under the Principal such as self-financing courses i.e. BBA, BCA & PGDCA are audited by the independent Chartered Accountant. All the funds are audited up to 2017. Funds of the Parent Teachers Association are also audited by the internal auditors.

There is an internal mechanism for academic audit. The feedback is taken from all the stakeholders i.e. the students, parents, OSA etc. However the evaluation of ACR/API based on the academic performance is conveyed to the higher authorities. The evaluation on the basis of API under performance based appraisal system helps in assuring academic accountability of teachers as well as motivates them to enrich their credentials through research. The system ensures monitoring of their performance for promotion and placement in the higher grade.

The Principal is the administrative head of the institution and performs its functions transparently and in the effective way. The Principal has formed various committees for the smooth function of the college. The Principal convenes the meetings of Head of Departments (HOD), staff, with OSA, with CSCA and with PTA i.e. all stakeholders are involved in major decisions relating to the institution. As a result college enjoys support from different segments of the society. In this way the college apart from imparting quality education also contributes towards community development.

7.2 Best Practices

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

Response:

1. Best Practice:

Title of practice: Creating infrastructure facilities for academic excellence and employability

The infrastructure is the basic necessity of an educational institution. The students and the faculty can give their maximum if the necessary infrastructure is developed in the college. We were lacking in infrastructure till 5-7 years of establishment of this college in 2007. But with the concerted efforts of the Government and the college administration the best infrastructure has been developed in the college as depicted below:

1. Two Chemistry labs with LPG fitting and cupboards to hold chemicals, new equipments, distillation apparatus and other modern facilities have been created.
2. Two Physics labs with electronic instruments, stools for sitting of students in the lab. The computer facilities are also available.
3. A Mathematics computer lab with a capacity of 20 computers and over head projector (OHP) has been established so that students may be acquainted with the modern technology.
4. Botany and Zoology labs are also equipped with modern slides, latest dissection techniques etc.
5. A Commerce computer lab with a capacity of 25 computers over head projector (OHP) has been established so that students may be acquainted with the modern technology.
6. There are two computer labs (BCA & PGDCA) are also established by the college under self-financing scheme.
7. Pure drinking water with UV filtration is provided.
8. A new examination-cum-conference hall and a spacious canteen is also near completion.
9. Sports facilities have been created. A badminton court is being established.

1. Best Practice:

Title of practice: Mental and spiritual development of the students

Our college is lying in a rural area and the famous Baba Balak Nath temple is just 15 Kms from here. The people of the area are spiritually rich and to further inculcate this, various activities are frequently organized by the college:

1. Through cultural programmes organized by the students and CSCA, the rich culture of the innocent people of Himachal Pradesh is highlighted.
2. The groups of students usually visit the nearby villages to educate the people about cleanliness drive, anti-drug campaign, Beti Bachao Beti Padao and environment protection etc.
3. The PTA, alumni of the college and other social organizations are taken into consideration to develop the peaceful atmosphere in the campus. One of social organization viz. Global foundation also provides financial support during various activities in the college.
4. During Chaitra Melas at Baba Balak Nath temple, students of the college guide the people from different regions.

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:

To achieve the vision of the college to provide access, equity, excellence and quality education the action plan for effective implementation of the curriculum finalized for each academic is prepared. The meeting of staff council under the chairmanship of Principal is conducted to receive the view point of teachers regarding implementation of objectives of the curriculum. A detailed action plan is also chalked out to ensure hundred percent utilization of teaching hours, syllabi coverage and to conduct mid-term tests and further monitor the outcomes of the syllabus. It helps to achieve organizational goals with optimum efficiency and better coordination. The feedback regarding implementation of curriculum from time to time is also taken from students and their representatives like CSCA, PTA & OSA. In order to inculcate moral and ethical values among students, lectures and interaction sessions are occasionally organized in which the experts opinion from the influential peoples of the society are also involved. The career counseling cell of the college also provide essential information to the students for exploiting job opportunities in government and private sectors. In order to achieve academic excellence innovative teaching-learning methods and use of modern techniques like ICT is made wherever possible. The extra attention is given towards outstanding and weak students. By procuring latest books in various subjects for library on the recommendation of teachers and provision of competitive books and magazines and a variety of daily newspapers in Hindi and English has been made. The positive outcomes in the form of good results, recognition in cultural and extra co-curricular activities on various levels as also the atmosphere of the institution reflect the degree to which the quality assurance process have been successfully implemented.

5. CONCLUSION

Additional Information :

In January 2018, the college got recognition under section 2(f) of UGC act 1956.

Presently, the college is temporarily affiliated with Himachal Pradesh University, Shimla and has applied for its permanent affiliation. The committee constituted by the university for this purpose visited the college on April 6, 2018 and has submitted its report to the university. The college is hopeful to get permanent affiliation with Himachal Pradesh University, Shimla. As and when the college gets permanent affiliation, it will get recognition under section 12 (B) from UGC.

Concluding Remarks :

The college administration is not only hopeful but confident that it can sustain and improve its services to the students and the general public in the coming years. No institution works in isolation. We need the support of HP University and HP Govt. to further strengthen the college. The college is hopefully preparing itself to come up to the expectations of the National Assessment and Accreditation Council (NAAC).