2016-17 | **The Annual Quality Assurance Report (AQAR) of the IQAC**

Government College Dhaliara

District Kangra, H.P.-177103
e-mail : gcdhaliara-hp@nic.in
Contact No.: 01970-268124

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2016to June 30, 2017)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Govt. College, Dhaliara

1.2 Address Line 1

> Govt. College, Dhaliara

Address Line 2

> P.O. Dhaliara

City/Town

> Dhaliara, District Kangra

State

> Himachal Pradesh

Pin Code

> 177103

Institution e-mail address

> gcdhaliara-hp@nic.in

Contact Nos.

> 01970268124

Name of the Head of the Institution:

> Prof. Madhu Sharma

Tel. No. with STD Code:

> 01970-268124

Mobile:

> 9418052456

Name of the IQAC Co-ordinator:

> Dr. Veena Gautam

Mobile:

> 8894340764

IQAC e-mail address:

> gcdhaliara2018@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   HPCOGN14381

1.4 **NAAC Executive Committee No. & Date:**   EC/PCA/56/020 dated 16/09/2011

1.5 Website address: www.gcdhaliara.in

Web-link of the AQAR: http://www.gcdhaliara.in/AQAR2016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.40	2011	5

1.7 Date of Establishment of IQAC :   04/11/2009

1.8 AQAR for the year *(for example 2010-11)*   2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

  i.   AQAR 2011-12 submitted to NAAC on 07-03-2013
  ii. AQAR 2013-14 submitted to NAAC on 28-11-2018
  iii. AQAR 2014-15 submitted to NAAC on 28-11-2018
  iv. AQAR 2015-16 submitted to NAAC on 28-11-2018

1.10 Institutional Status

University   State [-] Central [-] Deemed [-] Private [-]

Affiliated College   Yes [✓] No [-]

Constituent College   Yes [-] No [-]

Autonomous college of UGC   Yes [-] No [-]

Regulatory Agency approved Institution   Yes [-] No [-]

Type of Institution   Co-education [✓] Men [ ] Women [ ]

Urban [ ] Rural [✓] Tribal [ ]

Financial Status   Grant-in-aid ☐   UGC 2(f) ✓ UGC 12B ✓

Grant-in-aid + Self Financing ✓   Totally Self-financing ☐ -

1.11 Type of Faculty/Programme

Arts ✓   Science ✓ Commerce ✓ Law -   PEI (Phys Edu) ✓

TEI (Edu) - Engineering -   Health Science -   Management ✓

Others   (Specify)   --

1.12 Name of the Affiliating University *(for the Colleges)*

Himachal Pradesh University Shimla

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   ---

University with Potential for Excellence   -----   UGC-CPE   ----

DST Star Scheme   ----   UGC-CE   ----

UGC-Special Assistance Programme   ----   DST-FIST   ----

UGC-Innovative PG programmes   ----   Any other (*Specify*)   ----

UGC-COP Programmes   ----

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   ----

2.4 No. of Management representatives   ----

2.5 No. of Alumni   -----

2. 6 No. of any other stakeholder and

    community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

02

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders: No. | 05 | Faculty | 03 |

    Non-Teaching Staff Students | 01 | Alumni | ---- | Others | 01 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | --- | No | ✓ |

    If yes, mention the amount | ------- |

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 03 | International | 0 | National | 0 | State | 0 | Institution Level | 03 |

(ii) Themes	✓ Entrepreneurship, lecture under Pardhan Mantri digital saksharta abhiyaan(PMGDISHA) ✓ future planning and opportunities ✓ IELTS

2.14 Significant Activities and contributions made by IQAC

> ➢ CSCA interfaculty function Navrang was organised in March 2017.
> ➢ One programme was conducted by department of industries and sericulture wing (HP) about the opportunities of self reliance.
> ➢ To strengthen Library and laboratory facilities the books under Rusa were purchased and scientific instruments were purchased according to the requirements of new syllabus.
> ➢ Computer lab is established in physics department.
> ➢ Establishment work of conference hall is completed.
> ➢ Water coolers are installed in the campus.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Initiation of the construction work of administrative block. 2. Repair of the basket ball court is needed. 3. Construction of boundary along the newly sanctioned playground. 4. There is requirement of staff quarters and hence the measures for the construction of staff quarters are required. 5. At present there are 05 vacant posts in different subjects hence the representation of the same should be sent to higher authorities so that the academic do not suffer. 6. To focus on activities for the professional development of the students. 7. To strengthen Library and laboratory facilities. 8. Establishment of computer lab in physics department. 9. Establishment of conference hall. 10. Installation water coolers in the campus. 11. To start PG classes in Economics and to start UG in Geology and Geography.	1. The construction of new science block is completed. 2. The construction of administrative block will be initiated soon. 3. Playground is sanctioned and soon the work for its construction will be started. 4. Construction work of parking for students and staff is completed. 5. Construction work of safety wall beside the chemistry block is completed. 6. CSCA interfaculty function Navrang was organised in March 2017. 7. College hosted HPU youth festival Group-IV held in October 2017. 8. A lecture on different topics were delivered i.e., "Entrepreneurship, lecture under Pardhan Mantri digital saksharta abhiyaan(PMGDISHA), future planning and opportunities(speaker. Ms. Priyanka), IELTS(speaker Ms.Mamta Sharma). 9. One programme was conducted by department of industries and sericulture wing (HP) about the opportunities of self reliance. 10. To strengthen Library and laboratory facilities the books under RUSA were purchased and scientific instruments were purchased according to the requirements of new syllabus. 11. Computer lab is established in physics department. 12. Establishment work of conference hall is completed. 13. Water coolers are installed in the campus.

The Academic Calendar of the year is attached as Annexure-1.

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

     Management ☐   Syndicate ☐   Any other body ✓

Provide the details of the action taken

Approved during the staff meetings held from time to time with important inputs which helps in achieving the set goals.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	2	0	0	0
UG	5	0	2	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	7	0	2	0
Interdisciplinary	--	--	--	---
Innovative	--	--	--	--

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:

The Himachal Pradesh University adopted CBCS system in UG classes. The college started its classes under CBCS for the first year students.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	0
Annual	0

1.3 Feedback from stakeholders   Alumni [✓]   Parents [✓]   Employers [✓]   Students [✓]
   (On all aspects)

   Mode of feedback   :   Online [ ]   Manual [✓]   Co-operating schools (for PEI) [ ]

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The UGC RUSA system introduced by the Himachal Pradesh University Shimla in the academic year 2016-17 in UG necessitated the rescheduling of the entire curriculum, affecting the teaching pattern of the various programmes. Incorporating the changes introduced, the institution takes utmost care in delivering the curriculum in the most effective manner.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, Geography

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	29	05	0	0

2.2 No. of permanent faculty with Ph.D.

10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	07							01	07

2.4 No. of Guest and Visiting faculty and Temporary faculty

08	0	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	08	-	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> ➢ Usage of OHP, Power Point presentations, Models/charts, smart class-rooms.
> ➢ Conduct of Assignments, tutorials, Class room tests and Group discussions on Case studies.
> ➢ The institution library is well stocked with books, journals, text books and reference books.
> ➢ Conduct of Carrier Guidance and counseling activities as a part of regular timetable which help students to acquire potentials to mould them according to their future goals and ambitions.
> ➢ Conduct of Sports and games to students to make them strong physically and mentally which indirectly helps to improve the learning skills.
> ➢ To impart social responsibility in students NCC /NSS activities are conducted regularly.
> ➢ Through Organizing Industrial/Educational tours and visits to various companies, industries help students to gain real experience about the outside world.
> ➢ Conduct of Co-curricular activities like Quizs, Poster presentations etc. to build competitive and organizational skills in the students.
> ➢ Conduct of remedial /backlog classes and special classes for slow learners so as to improve the learning skills of the student.

2.7 Total No. of actual teaching days during this academic year

| 130 |

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,
     Double Valuation, Photocopy, Online Multiple Choice Questions)

| photocopy |

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development
     as member of Board of Study/Faculty/Curriculum Development workshop

| - | - | - |

2.10 Average percentage of attendance of students

| >75% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BSc.	331	6.64	82.77	10.57	-	100
BA	207	0.48	88.88	10.62	-	100
B.Com.	119	5.88	89.07	5.04	-	100
MA Hindi	27	14.81	85.18	-	-	100
MA English	26	-	-	11.53	84.61	96.15
BBA	48	4.16	95.83	-	-	100
BCA	46	2.17	97.82	-	-	100
PGDCA	9	66.66	33.33	-	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

> ➤ It monitors and supervises the teaching and learning process.
> ➤ End semester review/academic review. Faculty and course feedback is taken at the end of every semester/session.
> ➤ IQAC sets the targets of results and reviews them and suggests the remedies to overcome the non-compliance. It helps in achieving the targeted results.

2.13 Initiatives undertaken towards faculty development: Faculty are encouraged to participate in seminars, conferences and workshops and undertake research projects. Admissible leave, library and online resources are provided to them towards this end.

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	01
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	---
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	05	---	05
Technical Staff	03	04	---	04

Criterion – III

3. Research, Consultancy and Extension

3.1   Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC regularly notifies and encourages the faculty members to apply for Research Projects and participate in Conferences, Seminars, Workshops, In-service Training Programmes, etc.
- Support in terms of technology and information needs, i.e. access to ICT, computers, internet, printing, library etc. is also provided to faculty members

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---------	---------	---------	---------
Outlay in Rs. Lakhs	---------	---------	---------	---------

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---------	---------	---------	---------
Outlay in Rs. Lakhs	---------	---------	---------	---------

3.4   Details on research publications

	International	National	Others
Peer Review Journals	3	---------	---------
Non-Peer Review Journals	---------	---------	---------
e-Journals	---------	---------	---------
Conference proceedings	1	---------	4

3.5   Details on Impact factor of publications:

Range | 1.691-4.513 | Average | 2.725 | h-index | -------- | Nos. in SCOPUS | --------- |

3.6   Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	---------	---------	---------	---------
Minor Projects	---------	---------	---------	---------
Interdisciplinary Projects	---------	---------	---------	---------
Industry sponsored	---------	---------	---------	---------
Projects sponsored by the University/ College	---------	---------	---------	---------
Students research projects *(other than compulsory by the University)*	---------	---------	---------	---------
Any other(Specify)	---------	---------	---------	---------
Total	---------	---------	---------	---------

3.7   No. of books published   i) With ISBN No. | ------- | Chapters in Edited Books | -------- |

ii) Without ISBN No. | --------- |

3.8   No. of University Departments receiving funds from

UGC-SAP | --- | CAS | --- | DST-FIST | --- |

DPE | --- | DBT Scheme/funds | --- |

3.9   For colleges   Autonomy | --- | CPE | --- | DBT Star Scheme | --- |

INSPIRE | --- | CE | --- | Any Other (specify) | --- |

3.10   Revenue generated through consultancy   ---------

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---------	---------	-----	---------	-------
Sponsoring agencies	---------	---------	-----	---------	-------

3.12   No. of faculty served as experts, chairpersons or resource persons   03

3.13   No. of collaborations   ---   International   ---   National   ---   Any other

3.14   No. of linkages created during this year   ---

3.15   Total budget for research for current year in lakhs:

From Funding agency   ---------   From Management of University/College   ---------

Total   ---------

3.16   No. of patents received this year

Type of Patent		Number
National	Applied	---------
	Granted	---------
International	Applied	---------
	Granted	---------
Commercialised	Applied	---------
	Granted	---------

3.17   No. of research awards/ recognitions   received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
---------	---------	---------	---------	---------	---------	---------

3.18   No. of faculty from the Institution

who are Ph. D. Guides   ---

and students registered under them   ---

3.19   No. of Ph.D. awarded by faculty from the Institution   ---

3.20   No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [---]   SRF [---]   Project Fellows [---]   Any other [---]

3.21   No. of students Participated in NSS events:

University level [---]   State level [---]

National level [---]   International level [---]

3.22   No. of students participated in NCC events:

University level [---]   State level [---]

National level [---]   International level [---]

3.23   No. of Awards won in NSS:

University level [---]   State level [---]

National level [---]   International level [---]

3.24   No. of Awards won in NCC:

University level [---]   State level [---]

National level [---]   International level [---]

3.25   No. of Extension activities organized

University forum [---]   College forum [---]

NCC [---]   NSS [4]   Any other [1]

3.26   Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

> NSS: Rally on Drug De-addiction
> NSS: Cleaning of Shiv mandir at Surajpur and awareness of various programmes initiated by centre and state government like Pradhan Mantri Jan-Dhan Yojana, Pradhan Mantri Surksha Beema Yojana, Beti Bachao Beti Padhao etc.
> NSS: Cleaning of main water tank at Ghartheru Village
> Red ribbon club: Medical Health Chech-up Camp
> NSS/NCC/Rovers and Rangers/Red Ribbon Club: Anti-AIDS campaign

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing(sq. Mtrs)	Newly created	Source of Fund	Total(sq. Mtrs.)
Campus area	16308	20000	GIA&Self Finance	36308
Class rooms	15	04	--do-	19
Laboratories	07	06	--do--	13
Seminar Halls	01	01	GIA	02
No. of important equipments purchased (≥ 1-0 lakh)during 2016-17	09	428	GIA& RUSA	437
Value of the equipment purchased during the year (Rs. in Lakhs)	4.14 lakh	43.8 lakh	--do--	47.94 lakh
Others	1.89 Lakh	1.2Lakh		3.09lakh

4.2 Computerization of administration and library

> - Library using SOUL 2.0 version software having INFLIBNET facility and also ADVANTA software.
> - The online library catalogues helps us to search the e-books and e-journals availability.
> - The automation process of the library is pending as the post of librarian is lying vacant one year. The library is being looked by the library in charge/attended and library committee, who is not technically qualified to accomplish this job.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15000	496917+	-	-	15000	496917+
Reference Books	-	-	200	206096	200	206096
e-Books	100000	-	-	-	100000	-
Journals	28				28	
e-Journals	21000				21000	
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	75	03	15	02	02	03	05	04
Added	15	-	11	-	-	-	-	-
Total	90	03	26	02	02	03	05	04

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> ➢ ICT teaching aid helps the innovative teacher to explore creative and interesting ways to enable the students to think critically and learn imaginatively.
> ➢ Each department is equipped with two computers, printers, scanner, External Hard Disk, Pen Drive and free internet facility.
> ➢ Multimedia learning is facilitated through an audio visual room with one LCD television, speakers, portable projectors and CCTV cameras.
> ➢ Five VPN connections and one additional broadband available in the institute.

4.6 Amount spent on maintenance in lakhs :

i) ICT | 0.080

ii) Campus Infrastructure and facilities | 0.55

iii) Equipments | 0.19

iv) Others | 46.10

Total : | 46.92

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Awareness about various schemes:
> ➢ Government Scholarship and freeships schemes.
> ➢ Aware the weaker section students about the concession in Fee.
> ➢ Students were made aware of new CBCS System introduce by affiliating University including modified examination and evaluation system.
> ➢ They were also educated about career prospects through career counselling cell of the college.
> ➢ Remedial coaching.

5.2 Efforts made by the institution for tracking the progression

> ➢ The institution consistently makes the efforts and guides the students to achieve higher goals in their life.
> ➢ Career guidance by placement cell.
> ➢ Progress and achievement of students in different academic and extra co-curricular activities is maintained by the college.
> ➢ Students are properly rewarded for their achievement in the annual function of the college
> ➢ Entry into services was provided under UGC Grant.
> ➢ Parents are informed by respective teacher about students progress through regular interaction and PTA.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2781	100	-	-

(b) No. of students outside the state

01

(c) No. of international students

-

Men

No	%
1187	41.20

Women

No	%
1694	58.79

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1425	574	50	598	01	2648	1455	700	33	693	-	2881

Demand ratio | ------- | Dropout % | -------- |

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> ➢ Guidance for competitive exam was provided under UGC Grant.
> ➢ Books for competitive examination are provided to the students by the college.
> ➢ Soft skill development programme under UGC.

No. of students beneficiaries | 218 |

5.5 No. of students qualified in these examinations

NET | 02 | SET/SLET | 01 | GATE | 0 | CAT | 0 |

IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 0 |

5.6 Details of student counselling and career guidance

> ➢ Different instructors from different fields were called to provide detail information about career opportunities.
> ➢ Different teachers of the college also provide personal and group counselling to the students in the class rooms.

No. of students benefitted | 1092 |

5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	06

5.8 Details of gender sensitization programmes

> ➢ A lecture on health, hygiene and gynaecological problems.
> ➢ An orientation on community services and inculcation of leadership qualities.
> ➢ A seminar on social-economic and ethical issues.
> ➢ Navrang, Solo Indian dance, Folk dance and poetic recitation.

5.9 Students Activities

  5.9.1   No. of students participated in Sports, Games and other events

State/ University level   70   National level   -   International level   -

 No. of students participated in cultural events

State/ University level   35   National level   -   International level   -

  5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level   23   National level   -   International level   -

Cultural: State/ University level   07   National level   01   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	694	3116826
Financial support from other sources	-	--
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level   0   National level   0   International level   0

Exhibition: State/ University level   0   National level   0   International level   0

5.12   No. of social initiatives undertaken by the students   05

5.13 Major grievances of students (if any) redressed: 01

Grievance: Requirement of proper place for weight lifting practice.
    A proper place for weight-lifting was provided in the college campus.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To be recognized as a State Leader in academic education, research and the application of knowledge to benefit the feeding area of Dehra sub-division which is equivalent to a district. The College was opened with a vision to provide education at door step which otherwise the students of the area may not be able to obtain keeping in view their economic background.

Mission: To develop high quality academic education, innovative research capabilities, and exemplary professional conduct to lead and to use knowledge for the progress of society, adapting to the changing environment with the highest ethical values as the inner strength.

The institute is keen in creating an academic environment which caters to the educational needs of the students of rural background. Ever since its inception our institution constantly organises the education processes which benefited a large number of students especially girls, and changed the intellectual atmosphere of the area, A large number of students joined government and private jobs and became professionals after obtaining education from this College. It is our mission to continually grow and motivate the students with practical knowledge entrepreneurship.   We believe in nurturing human values alongwith academic and professional knowledge together and will develop well qualified citizens as saviour of the society.

6.2 Does the College has a management Information System

Yes, SOUL Software Tool for Library, ADVANTA Software Tool is used for Student's admission, HIMKOSH for e-salary and Manav Sampada for employees related information.

6.3 Quality improvement strategies adopted by the college for each of the following:

6.3.1   Curriculum Development

The college is affiliated to the H.P.University, Shimla and follows the curriculum and syllabi prescribed by it. The college does not frame any new curriculum for any of the courses offered on its own. However, the college organizes guest lectures, seminars, industrial visits and various training programmes to supplement the curricular

6.3.2 Teaching and Learning

- ➢ By providing adequate infrastructural facilities
- ➢ Appointing well qualified and experienced faculty members
- ➢ Providing laboratories with latest equipments and software
- ➢ Special care to the slow learners
- ➢ Facilitating faculty members to upgrade their skill and knowledge in the emerging trends through enrichment courses
- ➢ Motivating faculty members to pursue higher studies
- ➢ Encouraging faculty members to use innovative teaching methodologies
- ➢ Providing Wi-Fi facility to utilize the online resources
- ➢ Resourceful Library facility like Libra and IIT Bombay Site for referring books, journals, etc.,

6.3.3 Examination and Evaluation

- ➢ After completion of 75% of syllabus MTT is conducted. Subsequently, End Semester Examinations are conducted. as per the H.P.University procedure and pattern .
- ➢ Internal Evaluation of MTT is conducted to ensure the quality of evaluation
- ➢ For (CCA) continuous assessment, 15 % of marks consist of MTT, 10% of marks from Assignment and 5 % marks from Attendance.

6.3.4 Research and Development

- ➢ The departments of the College, viz. Physics, Chemistry, Biology, Zoology, JMC and BCA have well equipped laboratories with adequate infrastructural facilities to carry out practical which also facilitate the research projects
- ➢ The college has both wired & Wi-Fi internet facilities for the fast access of online resources.
- ➢ The faculty members are encouraged to publish their research contributions in various National & International Journals and conferences
- ➢ In select matters the college encourages the research scholars by providing on-duty leave to succeed in their research.
- ➢ The college motivates the faculty members to attend research oriented seminars/workshops/conferences, etc., by providing special on-duty leave.
- ➢ Encouraging faculty members to pursue Ph.D. programmes in reputed universities
- ➢ The college central library facilitates research oriented books, journals & e-journals for research reference along with other books.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ➢ Student records/ attendance/ internal marks/ fee payments are fully computerised.
- ➢ Purchase / salary of faculty fully computerised.
- ➢ Wi-Fi enabled campus.
- ➢ Maintenance of computational systems by a team of expert teachers and Support Staff.

6.3.6 Human Resource Management

> The college appoints adequate number of qualified faculty through the procedure of open advertisement and interview by internal expert committee in the department of Self-Finance.
> The college organizes various enrichment programmes for both teaching and non-teaching staff members for upgrading their skills in the latest technology.
> Medical leave provision is given to the faculty and staff members based on the request.
> On duty is provided for pursuing higher studies, attending enrichment courses/seminars/conferences/workshops and exam duties.
> The faculty and staff members are entitled to avail summer and winter vacations, earned leave and casual leave as per H.P. Government rules/notifications.

6.3.7 Faculty and Staff recruitment

The faculty and staff recruitment is done by the H.P. Public service commission and subordinate selection board Hamirpur as per H.P. Government norms.

6.3.8 Industry Interaction / Collaboration

Industrial visit of the students of self finance department.

6.3.9 Admission of Students

> The admissions of the students are strictly followed as per rules and regulation as per ordinance of H.P. University Shimla.

6.4 Welfare schemes for

According to HP Govt. Norms there are many schemes available for teaching and non-teaching staff, such as:

> There is a family benefit scheme for teaching staff in case of accident or demise of the staff holding the post.
> There is a GIS scheme available for the teaching staff and non-teaching staff members.
> Teaching and non-teaching staff can avail the facility of partial withdrawal from their GPF accounts for the family needs like marriage purpose, education of their wards construction or renovation of house etc.
> There is a medical reimbursement policy available for the staff
> There is a washing and uniform allowance scheme for the non-teaching staff.

6.5 Total corpus fund generated: NIL

6.6 Whether annual financial audit has been done   Yes | √ | No | - |

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Cash Book	Yes	H.P. AG Department	Yes	Local Audit
Administrative related to AF	Yes	H.P. Local Government	Yes	Local Audit

6.8 Does the University /College declares results within 30 days?

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [√]

(The internal evaluation of MTT is conducted within 15 days)

6.9 What efforts are made by the University/ College for Examination Reforms?

> Not Applicable. College is affiliated to H. P. University, Shimla so it works as per H.P. university Guidelines.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> Not Applicable

6.11 Activities and support from the Alumni Association

> ➢ Our Alumni help the students in placement through their references.
> ➢ The Alumni guided the Students about the employability skills required by the industry and the areas to be strengthened for enriching it.
> ➢ Alumni convey their feedback periodically about the curriculum and content delivery.

6.12 Activities and support from the Parent – Teacher Association

> ➢ Parents – Teachers meeting is regularly conducted for the betterment of the students in their studies.
> ➢ The queries posted by the parents are noted and were solved in the semesters subsequently. This meeting facilitated the parents to convey their ideas for their wards better

6.13 Development programmes for support staff

> The College administration is fully supportive in every way to the development of its support staff. Training in Computer and software management is provided to the staff members as per the requirement. The social welfare schemes of Himachal Government and affiliating university have been implemented. State insurance and group insurance is provided to the staff members. Several incentive measures are in place for the support staff beside the salary package.

6.14 Initiatives taken by the college to make the campus eco-friendly

> ➢ Students and Faculty members were informed through circulars, notifications and conducting awareness programmes about the importance of energy conservation.
> ➢ Lights and fans were switched off when not required.
> ➢ Classrooms were provided with large size windows so that natural light are sufficient instead of using the electric lights.
> ➢ The UPS Batteries were maintained in good conditions which reduces the charging current of batteries
> ➢ The Institute has installed a rain water percolation pond on the campus.
> ➢ The College Development Committee in association with NSS, Eco Club, Bharat scouts and Guides conducts Tree plantation programmes not only in the premises of the college but also at nearby villages.

Criterion – VII
7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> ➢ The institute has installed the surveillance devices for better and smooth working of the institute.
> ➢ In order to use the natural resources of energy the institute has installed solar street lights in the campus.
> ➢ In order to provide a better experience to the music practitioners the institute has purchased electric music instruments.
> ➢ In order to hold the conferences, seminars and meeting at different level the institute has built a conference hall.
> ➢ Time to time the institute is updating its installed innovations.
> ➢ Library using SOUL 2.0 version software having INFLIBNET facility and also ADVANTA software.
> ➢ The online library catalogues helps us to search the e-books and e-journals.
> ➢ The institution consistently makes efforts and guides the students to achieve higher goals in their life.
> ➢ ICT teaching aids help innovative teachers to explore creative and interesting ways to impart knowledge among students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> ➢ Repair of the basket ball court is needed.
> ➢ Initiation of the construction work of administrative block.
> ➢ There is requirement of staff quarters and hence the measures for the construction of staff quarters are required.
> ➢ Construction of boundary along the newly sanctioned playground.
> ➢ To focus on activities for the professional development of the students.
> ➢ At present there are 05 vacant posts in different subjects hence the representation of the same should be sent to higher authorities so that the academic do not suffer.
> ➢ Installation water coolers in the campus.
> ➢ To start PG classes in Economics and to start UG in Geology and Geography.
> ➢ To strengthen Library and laboratory facilities.
> ➢ Establishment of computer lab in physics department.
> ➢ Establishment of conference hall.
> ➢ A proper place for weight-lifting practice was provided in the college campus.

7.3 Give two Best Practices of the institution

> Installation of Napkin Vending Machines in college campus

> Started an NCC unit.

* Detail is provided in annexure-II

7.4 Contribution to environmental awareness / protection

The College has installed three sanitary napkin vending machines and three machines to dispose of the used sanitary napkins.

7.5 Whether environmental audit was conducted?   Yes | - | No | √ |

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths
> Hardworking and highly qualified teachers
> Positive response of students to faculty guidance.
> The College gets co-operation from different departments of the administration.
> Girl candidates are shining and in the Jobs they are performing their best.
> Regular interaction with various stakeholders through various activities.

Weakness
> Need more teaching and non-teaching faculty members.
> Need to expand the infrastructure and use fresh innovations to make learning interesting.
> Need of a language laboratory.
> Extension and consultancy are not up to level.

Opportunities
> Having better opportunities of raising economic standard because of a good deal in tourism in the locality
> Having better opportunities of Jobs in the industries because the institute is quite near to the industrial areas of district Una and district Kangra.

Threats
> Rising drug abuse in youth.
> Poor Transportation facilities.

8. Plans of institution for next year

> - Initiation of the construction work of administrative cum arts block.
> - Construction of toilets for boys and girls.
> - Construction of badminton, basket ball court is needed.
> - Construction of boundary along the newly sanctioned playground and the laying of standard synthetic track alongwith indoor sports complex is needed.
> - Repair of crate wall (dunga) near the main gate is urgently required.
> - To focus on activities for the professional development of the students.
> - Starting the classes in Geology and geography by establishing the respective laboratories.
> - Construction of rooms for NCC, Rovers and Rangers and for the Economics departments.
> - Installation sanitary napkin vending machines in the college campus.
> - Starting the PG classes in Economics.
> - Strengthening of book bank.
> - Up gradation of canteen.
> - Repair of class rooms of old science block and chemistry lab-II.
> - To host HPU inter college weightlifting championship Men & women to be held in Sept. 2017 and HPU youth festival Group-IV to be held in October 2017.

Name: Dr. Veena Gautam   *Name: Prof. Madhu Sharma*
Associate Professor   *Principal*
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Calender for Session 2016-17

1.	Admission Form Submission	21.06.2016 to 25.06.2016
2.	Display of Merit List	27.06.2016
3.	Fee Deposit	27.06.2016 to 30.06.2016
4.	Regular Teaching w.e.f.	1.07.2016
5.	Enrolement for NSS/Rover Ranger	July 2016
6.	CSCA Election	Aug. 2016
7.	Mid Term Test-I (MTT) (Odd Sem.)	Sept. 2016 (1st week)
8.	End Semester Examination (odd sem.)	15.10.2016 Onwards
9.	Festival Break	28.10.2016 to 31.10.2016
10.	Admission to Even Semester	17.111.2016 to 23.11.2016
11.	Regular Teaching w.e.f.	24.11.2016
12.	Annual Sports Meet	Dec. 2016 (Mid Week)
13.	Annual Cultural Programme	Dec. 2016 (Last Week)
14.	Winter Vacation/Educational Tours	01.01.2017 to 10.02.2017
15.	Mid Term Test (Even Sem.)	March 2017 (1st Week)
16.	End Semester Examination (Even Sem.)	15.04.2017 Onwards

The Calender is tentative it can change according to the notification received from H.P. University/ H.P. Govt.

For M.A. Classes : The Calender will be notified by H.P. University as the admission for PG classes will be conducted on the basis of Entrance tests to be held by the University.

Two best practices of the institution:

1. **Installation of Napkin Vending Machines in college campus**

2. **Started an NCC unit**