

2014-15

The Annual Quality Assurance Report (AQAR)
of the IQAC



Government College Dhaliara

District Kangra, H.P.-177103

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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, 2014 to June 30, 2015)

Part – A

I. 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
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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/AQAR2014-15.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st 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)

2014-15

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

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-5

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

05

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	<div>----</div>								
2.7 No. of Employers/ Industrialists	<div>----</div>								
2.8 No. of other External Experts	<div>01</div>								
2.9 Total No. of members	<div>07</div>								
2.10 No. of IQAC meetings held	<div>02</div>								
2.11 No. of meetings with various stakeholders:	No.	<div>09</div>	Faculty	<div>07</div>					
Non-Teaching Staff	<div>01</div>	Students	Alumni	<div>----</div>					
			Others	<div>01</div>					
2.12 Has IQAC received any funding from UGC during the year?	Yes	<div>---</div>	No	<div>✓</div>					
If yes, mention the amount	<div>-----</div>								
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC									
Total Nos.	<div>06</div>	International	<div>0</div>	National	<div>0</div>	State	<div>0</div>	Institution Level	<div>06</div>
(ii) Themes	<div> ➤ How to face an interview ➤ Students rights, legal aspects in society, ➤ Women health in society, ➤ Carrier management and guidance ➤ 'Hindi divas' was celebrated with enthusiasm. </div>								
2.14 Significant Activities and contributions made by IQAC									
<div> ➤ Sensitizing students about the current issues like environment. ➤ 02 students were selected by Shyam classified media publishing (P) Ltd. Chandigarh. </div>									

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
<ol style="list-style-type: none"> 1. As the approval is granted for the construction of administrative block, the construction work is to be started soon. 2. Repair of the basket ball court is needed. 3. Playground is needed for the sports activities of the college. 4. Construction of boundary along the campus. 5. There is requirement of staff quarters and hence the measures for the construction of staff quarters are required. 6. 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. 7. To focus on activities for the professional development of the students. 8. To start NCC in the college. 9. Construction of additional smart room. 10. New add-on courses to be started. 11. New subjects at UG level to be introduced. 12. Student feedback Performa to be prepared for outgoing classes. 13. Service book entries regarding refresher/ orientation course made only after these are certified by IQAC cell. 14. Research projects to be submitted to IQAC cell before they are forwarded to CSIR/UGC. 	<ol style="list-style-type: none"> 1. Construction of safety wall beside the chemistry block is in final stage. 2. The construction of new science block is in progress. 3. Construction of parking for students and staff is in final stage. 4. The construction of administrative block will be initiated soon. 5. Playground is sanctioned and soon the work for its construction will be started. 6. 02 students were selected by Shyam classified media publishing(P) Ltd. Chandigarh on 15.05.2014. 7. Seminar was organised by carrier placement cell on the topic "How to face an interview" the speakers were from Mr. Anand Gautam and Group. 8. Seminars on topics "students rights, legal aspects in society, women health in society, carrier management and guidance" were organised by the carrier counselling and placement cell. 9. 'Hindi divas' was celebrated with enthusiasm (14th sep 2014)(sponsored by KCCB Neharanpukhar). 10. Sanskrit department organised the Geeta shlokas recitation, Prof. B.S.Pathania (Retd. Principal) was chief guest.

** 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

I. 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	1	0	1	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	8	0	3	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 amendments in syllabus were adopted in letter and spirit.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
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 CBCS system introduced by the Himachal Pradesh University Shimla in the academic year 2014-15 in BBA & BCA necessitated the rescheduling of the entire curriculum, affecting the teaching pattern of the various programmes. The amendments in syllabus were adopted in letter and spirit, the institution takes utmost care in delivering the curriculum in the most effective

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

Not Applicable

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	20	10	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	09	-	-	-	-	-	-	01	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

09

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	06	-	-
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.
- Usage of ICT infrastructure to prepare computer aided teaching and learning material.
- Conduct of Student Seminars.
- 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 Career 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.
- Conduct of add on courses like C Programming, Soft Computing, Spoken English to acquire additional knowledge.
- 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 Quizzes, Poster presentations etc. to build competitive and organizational skills in the students.

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.	183	12.5	42.07	27.86	-	82.51
BA	137	-	7.48	18.18	54.74	89.78
B.Com.	162	-	8.02	37.65	42.59	88.27
MA Hindi	19	-	26.31	68.42	5.26	100
MA English	24	-	-	-	95.83	95.83
BBA	49	18.36	71.4	10.20	-	100
BCA	38	-	73.68	10.52	-	84.21
PGDCA	19	57.89	42.10	-	-	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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	02
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	5	-----	-----
Non-Peer Review Journals	-----	-----	-----
e-Journals	-----	-----	-----
Conference proceedings	2	-----	5

3.5 Details on Impact factor of publications:

Range Average 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

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 Any

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

- NSS: Awareness Programme on Swachhta in Villages Surajpur, Gartheru and Dhanotu Ballan
- NSS: Muchkund Mahadev temple cleaning
- NSS and Rovers-Rangers: Swine Flu awareness Programme
- Disaster management assistance program at Bagali, Kangra(H.P.)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	16308	-	GIA+ Self Finance	16308
Class rooms	15	-	--do--	15
Laboratories	07	-	--do--	07
Seminar Halls	01	-	GIA	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	02	-	Self Finance	02
Value of the equipment purchased during the year (Rs. in Lakhs)	2.21 lakh	-	--do--	2.21 lakh
Others	-	-	-	-

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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14500	18803+	182	61422	14682	80225+
Reference Books	-	-	-	-	-	-
e-Books	51000	-	49000	-	100000	-
Journals	19	-	09	1000	28	1000+
e-Journals	21000	-	-	-	21000	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	Advanta Software	62422	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	64	03	15	02	02	03	05	02
Added	-	-	-	-	-	-	-	-
Total	64	03	15	02	02	03	05	02

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

- The institute conducted three days computer training workshop for the teachers.
- RUSA cell conducted one day workshop regarding CGPA and evaluation in H.P. University.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.059
ii) Campus Infrastructure and facilities	0.079
iii) Equipments	-
iv) Others	6.13
Total :	6.27

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 freeship 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.

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.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	2384	107	0	0

(b) No. of students outside the state

(c) No. of international students

Men	No	%
	1017	40.82

Women	No	%
	1474	59.17

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1348	506	20	408	01	2283	1429	529	20	513	0	2491

Demand ratio Dropout %

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

There is no provision for coaching classes for competitive exam however books for competitive examination are provided to the students by the college.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="01"/>	SET/SLET	<input type="text" value="01"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

5.6 Details of student counselling and career guidance

- Experts from different fields were called to provide detailed information about career opportunities.
- Faculty members also provide personal and group counselling to the students in the class rooms.

No. of students benefitted

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	05

5.8 Details of gender sensitization programmes

- Rally on communal harmony and social cohesion.
- Female security awareness programme (a) legal rights for empowerment of women (b) Domestic violence against women .
- Navrang - rangoli and mehendi competition, declamations, slogan writing, poster making competition.

5.9 Students Activities

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

State/ University level 72 National level 0 International level 0

No. of students participated in cultural events

State/ University level 33 National level 0 International level 0

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

Sports: State/ University level 19 National level 0 International level 0

Cultural: State/ University level 01 National level 01 International level 0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	362	1184141
Financial support from other sources	16	8000
Number of students who received International/ National recognitions	0	0

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 03

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

Grievance: Seating arrangement for students in the campus during free time.

- Iron benches were purchase for 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 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 along with academic and professional knowledge together and will develop well qualified citizens as saviour of the society.

6.2 Does the Institution 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 institution 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 curriculum.

6.3.2 Teaching and Learning

- By providing adequate infrastructural facilities
- Appointing well qualified and experienced faculty members in Self-finance.
- Providing laboratories with latest equipments and softwares.
- Special care to the slow learners
- Facilitating faculty members to upgrade their skill and knowledge in the emerging trends through enrichment courses (Orientation and Refresher)
- 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 comprehensive 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 practicals 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.

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 by 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 and H.P. University Shimla.

6.4 Welfare schemes for Teaching and non-teaching

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

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/ Autonomous 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/ Autonomous 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. These meeting facilitated the parents to convey their ideas for the betterment of their wards.

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 institution to make the campus eco-friendly

The following eco-friendly activities were carried out by the college:

- 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 in 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.

- Organized seminars to enhance the stakeholder personality and knowledge
- Sanskrit department organized the ‘Geeta Shaloks Recitation’.
- Smart classrooms and use of digital boards as well as projectors.
- Two students were selected by Shyam Classified Media Publishing (P) Ltd. Chandigarh

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

- The construction of new science block is in progress.
- Construction of safety wall beside the chemistry block is in final stage.
- The construction of administrative block will be initiated soon.
- Playground is sanctioned and soon the work for its construction will be started.
- Construction of parking for students and staff is in final stage.
- 02 students were selected by Shyam classified media publishing (P) Ltd. Chandigarh on 15.05.2014.
- Seminars on topics “students rights, legal aspects in society, women health in society, carrier management and guidance” were organised by the carrier counselling and placement cell.
- Seminar was organised by carrier placement cell on the topic “How to face an interview” the speakers were from Mr. Anand Gautam and Group.
- ‘Hindi divas’ was celebrated with enthusiasm (14th sep 2014)(sponsored by KCCB Neharanpukhar).
- Sanskrit department organised the Geeta shlokas recitation, Prof. B.S.Pathania (Retd. Principal) was chief guest.

7.3 Give two Best Practices of the institution

- Awareness Camps Regarding the legal rights for empowerment of women.
- Social Contact Programs regarding the awareness of ‘Swachh Bharat’.

** Detail is provided in annexure-II*

7.4 Contribution to environmental awareness / protection

- The tree plantation is done in the campus of the college.
- NSS: Awareness Programme on Swachhta in Villages Surajpur, Gartheru and Dhanotu Balla.
- NSS: Muchkund Mahadev temple cleaning.
- NSS and Rovers-Rangers: Swine Flu awareness Programme
- Disaster management assistance program at Bagali, Kangra(H.P.).

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Strength:

- Completion of syllabus well in time.
- Publications in national and international journals
- Well equipped labs in the department
- Hardworking and highly qualified teachers
- The College gets co-operation from different departments of the administration.
- Girl candidates are shining and in the Jobs they are performing their best.

Weakness:

- The departments do not have their own libraries.
- Extension and consultancy are not up to level.
- Need to expand the infrastructure and use fresh innovations to make learning interesting.
- Due to tight schedule in RUSA, less participation in the extracurricular activities

Opportunities:

- Having better opportunities of Jobs in the industries because the institute is quite near to the industrial areas of district Una and district Kangra.
- Enhancement of infrastructure, library and human resources.

Threats/Challenges:

- Teacher student ratio
- Achieving 100% student placement.
- Promotion of entrepreneurship activities.
- Rising drug abuse in youth.

8. Plans of institution for next year

1. To ensure the speedy construction of new science block.
2. Initiation of the construction work of administrative block.
3. Repair of the basket ball court is needed.
4. Construction of boundary along the newly sanctioned playground.
5. To focus on activities for the professional development of the students.
6. Establishment of tissue culture laboratory (biosciences department).
7. Construction of botanical garden in campus.
8. Entry into service coaching classes are to be started

Name: *Dr. Veena Gautam*
Associate Professor
Signature of the Coordinator, IQAC

Name: *Dr. Satish Chander Sharma*
Principal
Signature of the Chairperson, IQAC

Annexure-I

ADMISSION SCHEDULE FOR 2014-15

1. ADMISSION FORM SUBMISSION : 15-06-2014 TO 24-06-2014
2. DISPLAY OF MERIT LIST : 25-06-2014 TO 27-06-2014
3. FEE DEPOSIT AND DISPLAY OF II MERIT LIST AND FINAL FEE
DEPOSIT 28-06-2014 TO 30-06-2014

CALENDER FOR SESSION 2014-15

FOR UG CLASSES :

1. Regular teaching and Ist Year (Odd Semester) 01-07-2014
2. Enrolment for NSS/NCC/Rover Ranger July, 2014
3. CSCA election Aug., 2014
4. Mid term test (odd semester) Sept., 2014
5. End Semester examination (odd Semester) 15-10-2014 onwards
6. Admission to Even semester upto 14-11-2014
7. Regular teaching even semester 15-11-2014 onwards
8. Mid term test (even semester) March. 2015
9. End Semester Examination (Even Semester) 15-04-2015 onwards
10. Annual sports meet Dec., 2014
11. Annual Prize distribution Function Feb./March, 2015
12. Vacation :
 - (i) Winter Vacation 01-01-2015 to 04-02-2015
 - (ii) Festival Break 02 days before Diwali and 02 days after
 - (iii) Summer Vacation 22-05-2015 to 15-06-2015

* The calender is tentative it can change according to the notification received from H.P.
Univ./H.P. Govt.

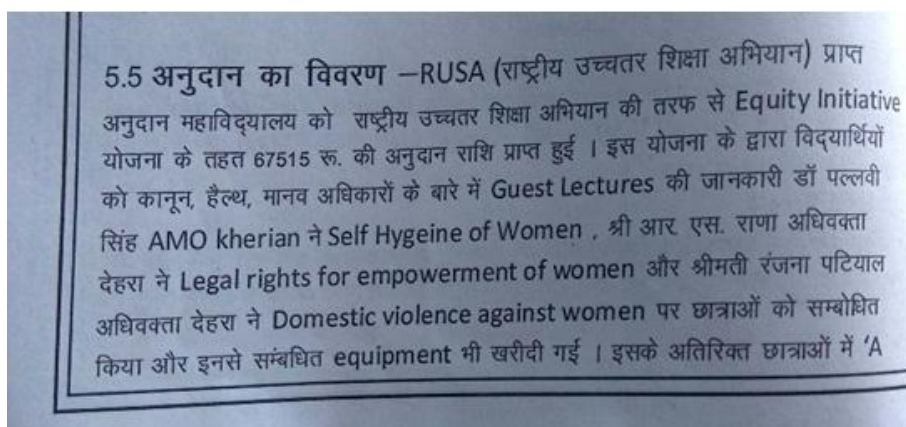
Annexure-II

Two best practices of the institution

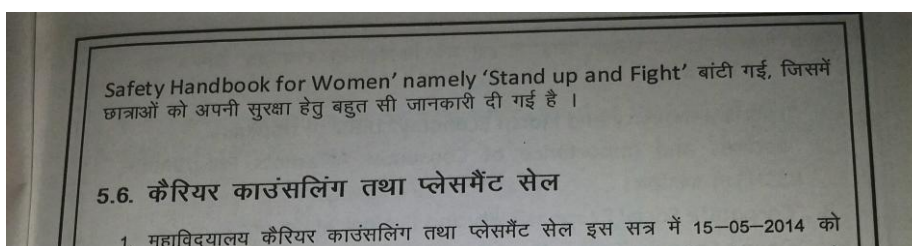
1. Awareness Camps Regarding the legal rights for empowerment of women.

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Rangoli Competition organised (2014-15)



Mehandi Competition held (2014-15)



2. Social Contact Programs regarding the awareness of 'Swachh Bharat'.

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