2017-18 The Annual Quality Assurance Report (AQAR) of the IQAC



Government College Dhaliara

Dístríct Kangra, H.P.-177103 e-maíl : gcdhalíara-hp@níc.ín 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, 2017 to June 30, 2018*)

```
Part – A
```

I. Details of the Institution Govt. College, Dhaliara 1.1 Name of the Institution Govt. College, Dhaliara 1.2 Address Line 1 P.O. Dhaliara Address Line 2 City/Town Dhaliara, District Kangra **Himachal Pradesh** State Pin Code 177103 gcdhaliara-hp@nic.in Institution e-mail address Contact Nos. 01970268124 Prof. Madhu Sharma Name of the Head of the Institution: 01970-268124 Tel. No. with STD Code: 9418052456 Mobile: 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)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR: 1.6 Accreditation Details

Sl. No.	Cycle	Cycle Grade CGPA		Year of	Validity
51. 10.	Cycle	Orace	CULA	Accreditation	Period
1	1 st Cycle	В	2.40	2011	5

04/11/2009

2017-18

- 1.7 Date of Establishment of IQAC :
- 1.8 AQAR for the year (for example 2010-11)
- 1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC
 - 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
 - v. AQAR 2016-17 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 Inst	itution	Yes _ No _
Type of Institution Co-education	on 🗸	Men Women
Urb	an _	Rural 🗸 Tribal -

EC/PCA/56/020 dated 16/09/2011

www.gcdhaliara.in

http://www.gcdhaliara.in/AQAR2017-18.pdf



Financial Status Grant-in-aid -	UGC 2(f) \checkmark	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 Co		chal Pradesh Universi a	ty						
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 Activit	ies								
2.1 No. of Teachers	06								
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 09	
2.10 No. of IQAC meetings held 02	
2.11 No. of meetings with various stakeholders: No. 08 Faculty 06	
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. 0 International 0 National 0 State 0 Institution Laboration	evel 1
	<u> </u>
(ii) Themes ✓ Lectures regarding carrier guidance, personality development, future and opportunities etc. in the beginning of the session	e planning

- 2.14 Significant Activities and contributions made by IQAC
 - The laboratories for the newly introduced subjects i.e., Geology and geography are Established.
 - Sanitary napkin vending machines were installed in the college campus.
 - New rooms were constructed for NCC, Rovers and Rangers and for the Economics departments.
 - > Construction work of safety wall beside the chemistry block is completed.

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	1. The construction of new science block is						
administrative cum arts block.	completed.						
2. Construction of toilets for boys and girls.	2. The construction of administrative block						
3. Construction of badminton, basket ball court	will be initiated soon.						
is needed.	3. Playground is sanctioned and soon the						
4. Construction of boundary along the newly	work for its construction will be started.						
sanctioned playground and the laying of	4. Construction work of parking for students						
standard synthetic track along with indoor	and staff is completed.						
sports complex is needed.	5. Construction work of safety wall beside the						
5. There is requirement of staff quarters and	chemistry block is completed.						
hence the measures for the construction of	6. The laboratories for the newly introduced						
staff quarters are required.	subjects i.e., Geology and geography are						
6. At present there are 08 vacant posts in different subjects of UG and PG hence the	established. 7. New rooms were constructed for NCC,						
representation of the same should be sent to	Rovers and Rangers and for the Economics						
higher authorities so that the academic do not	departments.						
suffer.	8. College hosted HPU inter college						
7. Repair of crate wall (dunga) near the main	weightlifting championship Men & women						
gate is urgently required.	held in Sept. 2017 and HPU youth festival						
8. To focus on activities for the professional	Group-IV held in October 2017.						
development of the students.							
9. Starting the classes in Geology and							
geography by establishing the respective							
laboratories. 10.Construction of rooms for NCC, Rovers and							
Rangers and for the Economics departments.							
11.Installation sanitary napkin vending							
machines in the college campus.							
12.Starting the PG classes in Economics.							
13.Strengthening of book bank.							
14.Up gradation of canteen.							
15.Repair of class rooms of old science block							
and chemistry lab-II.							
16.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.							
* The Academic Calendar of the year is attac	ched as Annexure-1.						
y y y							
2.15 Whether the AQAR was placed in statutory bod	y Yes 🖌 No -						
Management - Syndicate -	Any other body \checkmark						

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.

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	3	0	0	0
UG	5	0	2	0
PG Diploma	1	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	9	0	2	0
Interdisciplinary				
Innovative				

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

College works as per CBCS system in UG classes adopted by the Himachal Pradesh University during session 2016-17.

(ii) Pattern of programmes:

	Pattern	Number of programmes					
	Semester	2					
	Trimester	0					
	Annual	0					
1.3 Feedback from stakeholders Alumni _ Parents _ Employers 🗸 Students 🗸							
Mode of feedback .	Mode of feedback : Online ⁻ Manual ✓ Co-operating schools (for PEI)						
* Detail is provided in annexure-II							
1.4 Whether there is any revision	n/update of regulation or	r syllabi, if yes, mention their salient aspects.					
	NIL						

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

Yes, Department of Geology and M.A. Economics.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of	
permanent faculty	

Total	Asst. Professors	Associate Professors	Professors	Others
32	28	04		

2.2 No. of permanent faculty with Ph.D.

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

Asst. Profes	ssors	Associa Profess		Profes	sors	Others		Total	
R	V	R	V	R	V	R	V	R	V
9	11								

2.4 No. of Guest and Visiting faculty and Temporary faculty

08	
----	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	07	-	-
Resource Persons	-	-	-

11

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 counselling 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/semester

- 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)
- 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
 - Total no. of Division Title of the students Programme **Distinction %** I % II % III % Pass % appeared BSc. 1.33 19.39 ------299 20.73 BA 10.43 1.09 ___ ---182 11.53 B.Com. 9.01 122 1.63 ------10.65 MA Hindi 86.66 6.66 93.33 ------30 22.22 MA English 11.11 66.66 100 ---9 BBA 67.24 6.89 ------58 74.13 BCA 38.18 3.63 ------55 41.81 PGDCA 13 15.38 61.53 76.92 ------
- 2.11 Course/Programme wise distribution of pass percentage:

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
 - \geq 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 \geq problems. It helps in achieving the targeted results.



>75%

Photocopy

130

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	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	03
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	01
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 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	6		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			1

3.5 Details on Impact factor of publications:

Range	2.042-3.909	Average	3.001	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.	15	Chapter	s in Edited Books	01
		ii) Without ISBN I	No. 0	4		
3.8	No. of University Depar	rtments receiving fur	nds from			
	U	GC-SAP	CAS		DST-FIST	
	DI	PE			DBT Scheme/fund	s
3.9	For colleges A	utonomy	CPE		DBT Star Scheme	

CE ----

Any Other (specify)

INSPIRE ----

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

		Level	Inte	rnational	National	State	University	College	
		Number							
		Sponsori	ng						
		agencies							
3.12	No. of fa	culty serve	d as exper	ts, chairpe	ersons or re	source p	ersons	01	
			I	, I		I			
				7			Г		
3.13	No. of co	ollaboration	ns	Interr	national ·	Na	tional	Any	othe
214	No of lir	lease ana	tod during	this was					
3.14	NO. OI III	nkages crea	alea auring	g this year					
3.15	Total bud	lget for res	earch for o	current year	ar in lakhs:				
		C							
	From Fun	nding agen	су	From	m Manager	nent of U	Jniversity/Co	ollege	
	-		Г						
	Total								
216	No of a	otonto raca	und this .	00 r					
3.16	1 10 . 01 p	atents rece		Cai					
			Туре о	f Patent			Number		
			NT		Applied				

Type of Patent		Number
National	Applied	
Inational	Granted	
International	Applied	
International	Granted	
Commercialised	Applied	
Commercialised	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 17	
		National level 05 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 01	
		National level 01 International level	-
3.	.25	No. of Extension activities organized University forum College forum	
		NCC NSS 05 Any other 01	
3.	.26	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility	al
		NSS: Rally on Anti-plastic bag drive and sensitisation of people	
		NSS & Red Ribbon Club: AIDS Awareness Rally	
		NSS: Cleanliness Drive at Shiv Mandir in Surajpur village	
		NSS: An awareness program on cleanliness and hygiene in Surajpur village	

- NSS: Muchkund Mahadev temple cleaning and decoration
- NSS: Awareness on various issues like Women education, Female Infanticide, Cashless payments, and GST Dhaliara market, Surajpur tindi and Ghartheru

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	36308		GIA+ Self finance	36308
Class rooms	19		GIA+ Self finance	19
Laboratories	13		GIA+ Self finance	13
Seminar Halls	02		GIA& RUSA	02
No. of important equipments purchased (\geq 1-0 lakh)during 2016-17	428	32	Self finance+ RUSA	460
Value of the equipment purchased during the year (Rs. in Lakhs)	43.80	5.93	Self finance+ RUSA	49.72
Others	1.20		Self finance+ RUSA	1.20

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:

	Exis	sting	Newly	added	Total		
	No.	Value	No.	Value	No.	Value	
Text Books	15000	496917+	-	-	15000	496917+	
Reference Books	200	206096	150	148202	350	354298	
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	Other s
Existing	90	03	26	02	02	03	05	04
Added	-	-	-	-	-	-	-	-
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
 ii) Campus Infrastructure and facilities
 iii) Equipments
 iv) Others
 I4.75 lakh

 Total : 21.29 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Awareness about various schemes:

- ➢ By publicity of financial assistance of government scholarship and freeships schemes through announcements, display of flex, notice board and circulation of notices.
- > 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 institute consistently make efforts and guide the students to achieve higher goals in their life.
- > Awareness through career guidance and placement cell.
- Conduct regular class test, MTT, assignments and project work.
- 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.

UG	PG	Ph. D.	Others
2650	124	-	-

03

_

- (b) No. of students outside the state
- (c) No. of international students
 - Men <u>No %</u> Women 1173 42.29

No	%	
1601	57.71	

Challenged Challenged	Last Year						This Year					
1455 700 33 693 2881 1395 697 13 669 2774	General	SC	ST				General	SC	ST	OBC		Total
	1455	700	33	693		2881	1395	697	13	669		2774

Demand ratio

Dropout % -

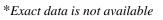
- 5.4 Details of student support mechanism for coaching for competitive examinations (If any)
 - > Guidance for competitive exam was provided under UGC Grant.
 - > Books for competitive examination are provided to the students by the college.
 - > Soft skill development programme under UGC.

 No. of students beneficiaries
 217

 5.5 No. of students qualified in these examinations *

 NET
 02
 SET/SLET
 -- GATE
 -- CAT
 --

 IAS/IPS etc
 -- State PSC
 -- UPSC
 -- Others
 --



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

	Off Campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			05

5.8 Details of gender sensitization programmes

>	A lecture on health, hygiene and gynaecological problems.
>	> Awareness on various issues like Women education, Female Infanticide etc. in Dhaliara
	market, Surajpur tindi and Ghartheru

5.9 Students Activities

5.9.1	No.	of students	participat	ed in Sports	, Games an	d other events

State/ University level	95 Nation	al level	12	Internatio	nal level	-
No. of students participation	ated in cultural evo	ents				
State/ University level	108 Nation	al level	01	Internation	nal level	-
5.9.2 No. of medals /awards v	won by students in	Sports,	Games ar	nd other ever	nts	
Sports: State/ University level	24 Nationa	al level	01	Internation	nal level	-
Cultural: State/ University level 5.10 Scholarships and Financial Sup		nal level	01	Internatio	onal level	-
		N	lumber of	students	Amo	unt
Financial support from institution						
Financial support from government		374		1912	336	
Financial support from other source						
Number of students who reconstructional recognitions	nal/					
5.11 Student organised / initiative	s	I				

Fairs : State/ University level	0	National level	0	International level	0	
Exhibition: State/ University level	0	National level	0	International level	0	
		F		_		
5.12 No. of social initiatives under	aken by	the students*	06			

* Detail is provided in annexure-III

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

"Vidya" or education is considered the "third eye" of the man which gives inner mental strength. There is a common saying in India " Swedesh Pujyta Raja", Vidwaan Sarwatra Pujyata." It means the king's respect is limited to his kingdom whereas a learned man is respected everywhere. This very well manifests the vision of education which enlightens like a lamp and makes a person a good, responsible citizen. The institution intends to provide ample opportunities to gain latest knowledge and wisdom to the students of the institution. Several activities along with academics are conducted to groom the students in order to meet the challenges of rapidly changing business in the globalize world.

Mission

- The mission of the college is to provide value based quality education in humanities, Science, Commerce, professional courses like BBA, BCA and PGDCA by focusing on academic sports, cultural and extra-curricular activities with the mission for their all-round development.
- The motive of the institute is to connect the students with the society. In this respect the institute is providing an inclusive atmosphere in the campus and taking initiatives to include the marginalized sections of the society such as Schedule Tribes, Schedule Castes, Other Backward Classes and Peoples with Disabilities.
- The Institute is trying to provide an accessible atmosphere to People with Disabilities and ensuring that there should not be any kind of discrimination with them. It is providing a reservation and their rights according to the Constitution of India, Disability Act 1995, Disability Act 2016 and to the guidelines of the Honourable Supreme Court of India.
- The Institute has ensured its role in the development of the society. It is organizing social awareness camps to empower women in the society.
- The institute is devoted to save and preserve the atmosphere of the planet. It is using proper measures to manage the waste, utilize the rain water and doing the tree plantation. It is dedicated to create a paperless office and plastic free campus.

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 curriculum.

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 UGC/H.P. University and H.P. Government norms.

6.3.8 Industry Interaction / Collaboration

-----NIL-----

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	
--	--	-----	--

N	lo √
---	------

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

Audit Type	External		Internal		
	Yes/No	Agency	Yes/No	Authority	
Cash Book	No		No		
Administrative related to AF	No		No		

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

For UG Programmes

For PG Programmes

 $No \sqrt{ } No \sqrt{ }$

(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.

Yes

Yes

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

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 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.
 - > Introduction of new ICT facilities: Smart class rooms, Conference hall.
 - > Organized H. P. University Inter-college Weightlifting Championship (Men & Women)
 - > Organized H. P. University Youth Festival Group-IV
 - Established laboratories for newly introduced subjects, i.e. Geography and Geology.
 - Starting of P.G. classes of M.A. in Economics

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 completed.
- > The construction of administrative block will be initiated soon.
- > Playground is sanctioned and soon the work for its construction will be started.
- > Construction work of parking for students and staff is completed.
- > Construction work of safety wall beside the chemistry block is completed.
- > The laboratories for the newly introduced subjects i.e., Geology and geography are established.
- New rooms were constructed for NCC, Rovers and Rangers and for the Economics departments.
- College hosted HPU inter college weightlifting championship Men & women held in Sept. 2017 and HPU youth festival Group-IV held in October 2017.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- CCTV Surveillance Mechanism
- Organizing H.P. University Youth Festival Group-IV and H.P. University Inter-college Weightlifting Championship (Men & Women)

* Detail is provided in annexure-IV

7.4 Contribution to environmental awareness / protection

- ➢ Rally on Anti-plastic bag drive and sensitisation of people
- Cleanliness Drive at Shiv Mandir in Surajpur village
- > An awareness program on cleanliness and hygiene in Surajpur village
- Muchkund Mahadev temple cleaning and decoration

7.5 Whether environmental audit was conducted? Yes

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

Strengths

- Runs post-graduation (PG) classes.
- > The College gets co-operation from different departments of the administration.
- Women Empowerment: Girls candidates are shining and in the Jobs they are performing their best.

No

 $\sqrt{}$

- Regular interaction with various stakeholders through various activities.
- > It is the only institute in nearby areas which is successfully running Science stream.

Weakness

- ▶ Need more teaching and non-teaching faculty members.
- Employees are not stable as their job is transferable in nature.
- ➢ No collaboration with industry.
- ➢ Need of a language laboratory.

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.
- Enhacement of infrastructure, library and human resources.

Threats

- Rising drug abuse in youth.
- Poor Transportation facilities.
- Achieving 100% student placement.
- Promotion of entrepreneurship activities.

8. Plans of institution for next year

- 1. For establishment of new Geology Lab new equipments will be purchased.
- 2. For establishment of Geography Lab new equipments will be purchased.
- 3. Repair of Basketball Court has to be done.
- 4. Interlocking tiles on main Gate to College reception room have to be done.
- 5. Renovation of the old Science Block has to be done.
- 6. Installation of portraits on wooden frames has to be placed in the college campus.
- 7. Rain protection sheds with fiber sheets have to be built in the college campus. It will be built around the building which is connecting Old Science Block to Administrative Block and New Science Block to Administrative Block.
- 8. Rain shed has to be built for students at one corner of the ground area.
- 9. Enactment/ up-gradation of sitting and standing system of the canteen for students have to be done.
- 10. Renovation of girls' common room has to be done.
- 11.Protection wall and barbed wire on boundary of the college has to be placed.
- 12.Up-gradation of the parking shed has to be done.
- 13.Extension and renovation of the college canteen have to be done.
- 14.Parking shed of students near canteen area has to be done.
- 15.Up-gradation of the college multi-purpose hall is needed.
- 16.Establishment of media lab for JMC Dept. is needed.
- 17.Establishment of the language lab in the college is needed.
- 18. Subscription of standard magazines and Journals for the college library.
- 19. Extension and up-gradation of students' first aid room is needed.
- 20.Extension and addition of solar lights in the campus is needed.
- 21.Plan for proper garbage/wastage disposal in the campus has to be designed.
- 22. Introduction of education subject in the college has to be begun.
- 23.Establishment of computer lab for commerce dept. is needed.
- 24.Plan for national level seminar is designed.
- 25.Plan for more facility to Persons with Disabilities has to be prepared.
- 26. Celebration of international days and subjects societies functions.
- 27. Celebration of inter-college cultural function.
- 28.Plan for starting M.Com. classes in college campus.
- 29.Installation of portraits on wooden sheets in the college.

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

Principal Signature of the Chairperson, IQAC

Annexure-I

Calender for Session 2017-18

- 1. Admission Form Submission
- 2. Display of Merit List
- 3. Fee Deposit and display of II Merit list & final fee deposit
- 4. Regular Teaching w.e.f.
- 5. Enrolment for NSS/ NCC/ Rover Ranger
- 6. CSCA Election
- 7. Mid Term Test (MTT) (Odd Sem.)
- 8. End Semester Examination (Odd Sem.)
- 9. Diwali Break
- 10. Admission to Even Sem.
- 11. Regular Teaching w.e.f
- 12. Annual Sports Meet
- 13. Annual Cultural Programme
- 14. Winter Vacation/Education Tours
- 15. Mid Term Test (Evem Sem.)
- 16. ESE (Even Sem.)

16-06-2017 to 23-06-2017 24-06-2017 to 27-06-2017 28-06-2017 to 30-06-2017

01-07-2017 July 2017 Aug. 2017 Sept. 2017 (first week) 13-10-2017 onwards 18-10-2017 to 21-10-2017 01-11-2017 to 07-11-2017 13-11-2017 Dec. 2017 (Mid week) Dec. 2017 (Last Weak) 01-01-2018 to 04-02-2018 1st week of March 2017 11-04-2018 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 as per University norms.

<u>Annexure-II</u>

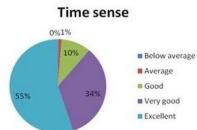
➢ Feedback from stakeholders: Employers & Students

FEEDBACK FROM STUDENTS

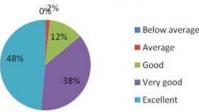
On the basis of totally fair and unbiased feedback from the students, the teaching staff was assessed on the basis of following parameters:

1) TIME SENSE:

All the teachers fared really well in this category as more than half i.e. 55% teachers were considered to be having excellent time sense followed by 34% teachers who were regarded to be very good time keepers by their students and 10% teachers with good time sense. Only 1% of the teaching staff was considered to be having average time sense and none were below average.



Use of Teaching Aids



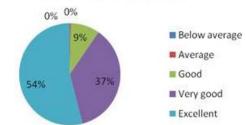
2) USE OF TEACHING AIDS

In this parameter also the performance of all the staff members was commendable. Students deemed that 48% of the teachers were excellent users of teaching aids whereas 38% were considered very good in this field. Remaining 12% teachers fell into the category of good users of teaching aids and none were reported to be below average.

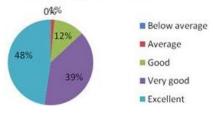
3) SUBJECT COMMAND:

Likewise, in this parameter also the teachers performed exceptionally well. The majority i.e. 54% was considered having excellent command over their respective subjects, 37% exercised a very good subject command leaving only 9% teachers in the good category and none were considered average or below average by the students.





Helping Attitude

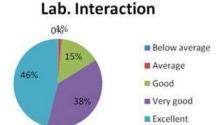


4) HELPING ATTITUDE

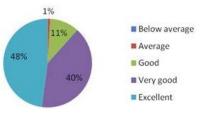
Almost half of the teaching staff (48%) was stated to be having excellent helping attitude towards the students and 39% teacher's attitude was very good followed by just 12% in the good helping attitude group, whereas only 1% were regarded to be average and none were in the below average category.

5) LAB INTERACTION

Student's feedback projected that 46% of the teachers interacted excellently in the lab during their practicals. A very good lab interaction was reported for 38% of the teachers while in case of the rest 15%, lab interactions were regarded as good and only 1% of the teachers performed average in this field and none were below average.



Class Control



6) CLASS CONTROL: On the basis of student's feedback, in this criterion also the overall performance of the teaching staff was also very good. 48% of them were reported to be having excellent control over their classes, 40% had a very good control and remaining 11% had an average class room control and just 1% teachers were considered below average.

Good Good Good Very good Excellent Good Good Good Remainin aids and r

Government College Dhaliara, District Kangra

Curri	culum, Teaching and Evaluation:	TEACHERS Percentage of the Response				
Curri	curuni, reaching and Evaluation.	$\begin{array}{c c c c c c c c c c c c c c c c c c c $			5	
1.	Syllabus is suited to the course.	3.85	0.00	3.85	65.4	26.9
2.	Syllabus is need based.	3.85	0.00	7.69	73.1	15.4
3.	Aims and objectives of the syllabi are well	0.00	0.00	11.5	76.9	11.5
	defined and clear to students and teachers.					
4.	Course content is followed by corresponding	0.00	3.85	7.69	69.2	15.4
	reference materials.					
5.	Sufficient no. of prescribed books are available	11.5	3.85	15.4	46.2	23.1
	in the library.					
6.	The course/syllabus has good balance between	0.00	3.85	7.69	61.5	26.9
	theory and application.					
7.	The course/syllabus has made me interested in	0.00	0.00	7.69	53.8	38.5
	the subject area.					
8.	The course/syllabus has increased my	0.00	0.00	15.4	38.5	46.2
	knowledge and perspective in the subject area.					
9.	The course/programme carries sufficient no. of	0.00	0.00	11.5	53.8	34.6
	optional papers.					
10.	The books prescribed/ listed as reference	0.00	0.00	11.5	50	38.5
	materials are relevant, updated and					
	appropriate.					
11.	Tests and examinations are conducted well in	0.00	0.00	0.00	50	50
	time with proper coverage of all units in the					
10	syllabus.	0.00	2.05	11.7	52.0	20.7
12.	Provisions for professional development are	0.00	3.85	11.5	53.8	30.7
13.	non-discriminatory and fair.	0.00	0.00	0.00	42.3	57.7
13.	I have the freedom to adopt new techniques/strategies of teaching such as	0.00	0.00	0.00	42.5	57.7
	seminar presentations, group discussions and					
	learner's participations.					
14.	I have the freedom to adopt/adapt new	0.00	0.00	3.85	38.5	57.7
17.	techniques/strategies of testing and assessment	0.00	0.00	5.05	50.5	57.7
	of students.					
15.	The environment in the department is	0.00	0.00	3.85	42.3	53.8
	conducive to teaching and research.	0.00	0.00	2.00		22.0
16.	The administration is teacher friendly.	0.00	0.00	0.00	15.4	84.6

FEEDBACK BY TEACHERS

1-Strongly disagree, 2- Disagree, 3- Neutral, 4-Agree, 5- Strongly agree

A fair and unprejudiced feedback from the teaching staff was taken regarding the evaluation of curriculum, teaching and learning in the college. Around more than 80% of the teaching staff found the syllabus to be suitable to the course and need based having well defined aims and objectives. Likewise, more than 80% teachers believed that course content is followed by corresponding reference materials and agree that syllabus has made them interested in the subject area and increased their knowledge in the perspective subject area and consider that the course/programme carries sufficient no. of optional papers. Only 11% of the staff wasn't satisfied with the availability of prescribed books in the library whereas more than 85% agree that the books prescribed/ listed as reference materials are relevant, updated and appropriate. The entire staff strongly agreed to tests and examinations being conducted well in time with proper coverage of all units in the syllabus. All the teachers felt that they were totally free to adopt new techniques/strategies of teaching such as seminar presentations, group discussions and learner's participations along with new techniques/strategies of testing and assessment of students. Also, the entire staff considered the environment to be totally conducive to teaching and research and the college administration was regarded to be teacher friendly by all.

Annexure- III

Social initiatives undertaken by the students



Annexure-IV

Practice-1: Installation of CCTV Cameras for surveillance in class rooms and other area of the Institute. Goal

- > To run the smooth and secure functioning of the institution.
- > To avoid the threat of any kind of malpractice.
- > To maintain an authentic record of the events and happening on the institution.
- > To avoid the threat of stealing in the institution.
- ➢ To protect the public property.
- > To run a proper and smooth teaching-learning process.
- > To avoid any mishappening during examination.

Context

The CCTV cameras surveillance is helpful to maintain discipline in the college campus. It helps the administrators to run the smooth and secure functioning of the institute. It helps to avoid the happening like eve-teasing and any other activity which can be resulted in misconduct or misbehaves.

The Practice

- > The surveillance cameras are installed in the class rooms of the college.
- > The displays are installed in the Principal office to monitor the activities in the college campus.
- > Making proper discipline in the classrooms, library and outdoor in the campus.
- > Teachers and students relationship is enriching for better teaching learning.
- > Making a digital record of all the activities of the college.
- Through the proper surveillance, the administration is ensuring that the staff members are enhancing their knowledge about new technologies and using all the innovative and techno-friendly practices.
- > Through the help of these surveillance equipments, it is easy to keep the campus clean and beautiful.
- > These instruments are helping to protect the environment.
- > It can help to control pollution in the campus.
- These equipments help to tackle the malpractices at primary stage, if any malpractice is found to be happened.

Evidence of sources



Problems encountered and resources

- > Although it is a useful practice yet few people have complaint that it is invading their privacy.
- > Need more equipment to be installed in and around the campus for a disciplined atmosphere.
- Need high-deficiency cameras.

Additional information

These instruments are reducing the stress and students-teachers relationship and avoid any kind of misunderstanding between them which can spoil the beauty of this pious relationship.

Practice-2: Organizing H.P. University Youth Festival Group-IV and H.P. University Inter-college Weightlifting Championship (Men & Women)

Goal

- > To motivate the students for competition.
- > To inspire the students to protect and save declining folk-lore.
- > To connect the students with declining culture of theatre in Himachal Pradesh.
- > To enrich the habit of co-operation among the students.
- > To develop the understanding about the society and culture among students.

Context

Students are getting the knowledge of different cultures, rituals and traditions at one place. The youth festival plays a pivotal role in the upliftment of folk-culture. Although in such events the students of various colleges are getting chance to participate collaboratively yet they learn to understand the value of fraternity.

The Practice

- > In the youth-festival all the staff members and students have marked their equal participation.
- The youth festival is organized in such a way that each member of the institution can participate and contribute according to one's capability.
- > The people from surrounding areas have also ensured their presence and contribution.
- > A proper management and hospitality is given to the invited colleges.
- The students have raised the issues of disability through their presentation on the strong character of Ashtavakra in their play.
- > The students have also raised a question mark on the superstition of 'Life after Death' in their play.
- > The students have talked about 'Pahari Culture' and its values through their presentation.
- > They have explored the issue of universal concept of motherhood through a beautiful fable presentation.
- In these presentations the students have touched different social, cultural and superstitious issues of the students.

Evidence



Problems encountered and resources

- > Need hostel facility to provide a proper stay in such events.
- Need a proper auditorium for performances like play and any other theatrical presentations to use music, light and sound effects.
- > Need some more restrooms and source of waste management to organize such big events.
- > Need a big parking area during such big events.
- > Need to address the social and cultural issues through some forms of literature and music.

Additional informational

The Youth Festivals are providing a platform to the students where they can explore some social and cultural issues of the society. They can understand about their heritage and inspire people to say the dying forms of literature and music.