



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

Govt. College Seraj at Lambathach

- Name of the Head of the institution

Ms. Jaya Kumari

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

01907292707

- Mobile No:

9418408383

- Registered e-mail

gcseraj-hp@nic.in

- Alternate e-mail

professorkataria@gmail.com

- Address

**GOVT. COLLEGE SERAJ AT LAMBATHACH
DISTT. MANDI H.P.**

- City/Town

MANDI

- State/UT

HIMACHAL PRADESH

- Pin Code

175048

2.Institutional status

- Affiliated / Constitution Colleges

Affiliated

- Type of Institution

Co-education

- Location

Rural

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **HPU SHIMLA & SPU MANDI**
- Name of the IQAC Coordinator **DR. KHYAL CHAND**
- Phone No. **01907292707**
- Alternate phone No. **8894930726**
- Mobile **8894930726**
- IQAC e-mail address **gcseraj-hp@nic.in**
- Alternate e-mail address **professorkataria@gmail.com**

**3.Website address (Web link of the AQAR
(Previous Academic Year)**

<https://gcseraj.ac.in/>

**4.Whether Academic Calendar prepared
during the year?**

Yes

- if yes, whether it is uploaded in the
Institutional website Web link:

<https://gcseraj.ac.in/wp-content/uploads/2023/12/TENTATIVE-ACADEMIC-CALENDAR-2022-2023.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.97	2020	04/05/2020	03/05/2025

6.Date of Establishment of IQAC

18/03/2020

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. College Seraj at Lambathach	Office Expenses (OE)	State Government	2022	8,41,458

**8.Whether composition of IQAC as per latest
NAAC guidelines**

Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **6**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Nil**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

To install the latest high-definition CCTV cameras for security and maintaining discipline in the college.

To install solar panels to deal with the irregular electricity issues.

To level the ground and make it to be playable for various games.

To provide heating facilities for the students in the winter.

To continue the add-on courses for the skill development of the students.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To install the latest high-definition CCTV cameras for the security and maintaining discipline in the college.	Done
To install the solar panels to deal with the irregular electricity issues.	Done
To level the ground and make it to be playable for various games.	Done (need more improvements)
To provide heating facilities for the students in the winters.	Partially done
The add on courses (EEE and Merchandise courses) for the skill development of the students.	Done

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Govt. College Seraj at Lambathach
• Name of the Head of the institution	Ms. Jaya Kumari
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01907292707
• Mobile No:	9418408383
• Registered e-mail	gcseraj-hp@nic.in
• Alternate e-mail	professorkataria@gmail.com
• Address	GOVT. COLLEGE SERAJ AT LAMBATHACH DISTT. MANDI H.P.
• City/Town	MANDI
• State/UT	HIMACHAL PRADESH
• Pin Code	175048
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	HPU SHIMLA & SPU MANDI
• Name of the IQAC Coordinator	DR. KHYAL CHAND

• Phone No.	01907292707				
• Alternate phone No.	8894930726				
• Mobile	8894930726				
• IQAC e-mail address	gcseraj-hp@nic.in				
• Alternate e-mail address	professorkataria@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://gcseraj.ac.in/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gcseraj.ac.in/wp-content/uploads/2023/12/TENTATIVE-ACADEMIC-CALENDAR-2022-2023.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.97	2020	04/05/2020	03/05/2025
6.Date of Establishment of IQAC			18/03/2020		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Govt. College Seraj at Lambathach	Office Expenses (OE)	State Government	2022	8,41,458	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			6		

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To continue the add-on courses for the skill development of the students.		
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	27/04/2023
15.Multidisciplinary / interdisciplinary	
<p>Inter-disciplinary education has been suggested by NEP-2020 as a comprehensive strategy that spans all disciplines to guarantee the integrity and harmony of information. Since education may make the world a better place, it is extremely important to human life. The goal of the comprehensive National Education Policy 2020 is to make education more effective, multidisciplinary,</p>	

holistic, and accessible. There is no denying the significance of multidisciplinary education in the postmodern society of the twenty-first century. The college is trying to determine the program learning goals in addition to the courses and unit learning outcomes that specify the particular information, abilities, attitudes, and values that are to be acquired by the students as it gets ready to offer more multidisciplinary disciplines. Nonetheless, the institution adheres to the HPU and SPU curriculum design. The university plans to quickly implement the National Education Policy 2020.

16.Academic bank of credits (ABC):

The Academic Bank of Credits was introduced with the National Education Policy (NEP) 2020. ABC is a virtual/digital storehouse that is a centralised repository housing the comprehensive credit records of individual students as they progress through their educational journey. The institution must wait for approval from the academic council (HPU and SPU) before implementing the Academic Bank of Credits. The college takes a student-centric teaching approach, while the faculties adopt constructivist, inquiry-based, reflective, collaborative, and integrative pedagogical philosophies. The learning outcomes of the pupils are assessed through summative and formative assignments and evaluations.

17.Skill development:

The college works to instil happiness in its students since its aim is to provide Value-Based Quality Education. We offered English, Employability and Entrepreneurship (EEE) and Merchandise courses in the college to enhance soft skills among students and to make them efficient for employment. The college also honours national holidays like Republic Day and Independence Day. The college organises functions such as Constitution Day, World Aids Awareness Day, NSS, NCC and Hindi Day, and the anniversaries of the deaths and births of our nation's leaders, all of which contribute to instilling virtues in the students. The college also uses mentoring as one of its methods to help students make the most of their education and explore career options after graduation.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

To promote the use of Indian languages, the college offers degree courses in Hindi and Sanskrit. Preservation and promotion of languages is one of the targets of the College in future.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The College also tries to help students develop positive attitudes and other traits that will help them lead successful lives, as well as the understanding that seeking knowledge is a lifelong endeavour. One of the students' curriculum outcomes is the development of responsibility and effective citizenship through interpretation, analysis, evaluation, and application.

20.Distance education/online education:

Additionally, the college is trying to start IGNOU (Open Distance Learning) in the near future. A few examples of institutional efforts towards blended learning are the use of Google Classroom, the Teachment app, YouTube and other videos as teaching and learning aids.

Extended Profile**1.Programme**

1.1

171

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

538

Number of students during the year

File Description	Documents
Data Template	View File

2.2

235

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3	130
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	18
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	1
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	8 , 41 , 458
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	38
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
HPU & SPU designs the curriculum of all the courses/subjects,	

which is further prescribed to all its affiliated colleges; accordingly, the same is followed by our institution. However, some faculty members get the opportunity to be a part of the Board of Studies/faculty, in different subjects and contribute in designing the curriculum. The Academic Calendar mentions the number of working days, list of holidays, and the tentative schedule of the college and university examinations. The institution publishes its prospectus every year that gives the detail of courses and distribution of marks/credits to be earned in a year. The college drafts a planned and proportionate time-table well ahead of the commencement of the classes. Freshers are guided and oriented regarding CBCS by faculty members. The college conducts regular meetings of the staff members, and teachers are encouraged to implement the curriculum through innovative teaching methods such as presentations, assignments, discussions, and seminars apart from traditional teaching methods. The extent of the syllabus taught is tested through various class tests and mid-term examinations. Continuous Comprehensive Assessment Evaluation has also been introduced with special focus on the programme structure, evaluation, grading system vis-à-vis the emphasis given to each component in the overall evaluation system.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	NIL

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college is affiliated to Himachal Pradesh University and Sardar Patel University that implements the curriculum prepared by the Board of the Study of HPU and SPU. The institute has developed a structured and documented process for implementing the curriculum as follows:

1. Before the beginning of the new session, the institute prepares an academic calendar as per the guidelines of Himachal Pradesh University and Sardar Patel University.
2. This academic calendar of the college includes the dates for internal examinations, seminars, workshops, co-curricular activities.

3. Concerned departments prepare the class time-table and course outcomes of the academic session. The course plan is displayed on the college website for the information of the students.

4. Resources like relevant websites and e-resources are made available for advanced learners and remedial classes are conducted for slow learners.

5. IQAC monitors the coverage of syllabai, quality of question papers and assignments, progress of the lab sessions, etc. from time-time.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://gcseraj.ac.in/wp-content/uploads/2023/12/TENTATIVE-ACADEMIC-CALENDAR-2022-2023.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

16

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

58

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

58

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The curriculum is designed in such a manner that it addresses the cross-cutting issues in the modern world. Our college is a co-educational institution where gender equity is given priority and is nurtured at every step of policies and activities. The institution has incorporated gender issues in the curriculum, most of the programmes address the problems of gender discrimination and how gender equity can be enhanced to form a healthy and harmonious society. The college regularly organizes programmes on human rights and gender equity to sensitize students about these pressing contemporary issues along with student seminars on women empowerment and gender sensitization. The curriculum also advocates the preservation of the environment. The subject of environmental sciences is a part of the college curriculum. It is compulsory for all the students, irrespective of any stream, to undertake the course in environmental sciences. The curriculum of most of the programmes coalesce social activism and imbibe awareness among the students to protect the environment. The college maintains a tradition of imparting inclusive education to its students with an emphasis on ethical and moral principles. The institution instils human values among the students through the curriculum and co-curricular activities.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

08

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://gcseraj.ac.in/feedback-by-students-2/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1280

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

235

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college takes all possible measures to understand the needs and requirements of the students in taking up different courses before the commencement of classes. Students are guided at the time of admission by faculty members regarding scope, facilities and opportunities of their courses. Immediately after admission, all the subject teachers are provided with a list of students along with their scores in previous classes. For the next month, the teachers, through classroom interaction measures the level of comfort that a student feels with his/her subject(s) through discussion, quizzes, class tests, and presentations.

Advanced Learners are encouraged to take up tasks at state level and national level issues during the year along with main courses, additional courses like English speaking course, project work, field research work, peer teaching, co-curricular activities, sports, cultural activity, etc. Advance learners are advised through extra assignments and faculty motivate them to read various books available at college library and inflibnet. They are motivated to participate in the seminars. They are given problem solving assignments and projects to enhance their Skill.

Slow Learners are involved in discussions related to their subject, the important conceptual points, ask questions related to their subject matter, encourage them to give answer with reasoning, remedial classes. They are given extra time to clarify their doubts in the department Remedial teaching for the slow learners to improve basic knowledge.

File Description	Documents
Link for additional Information	NIL
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
538	18

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

CBCS enables the students to choose the courses of their own choice which makes the curriculum student-centric. Student centric methods such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. All the teachers employ the student centric methods with audio-visual aids and demonstration methods to make the students active learners. In the classroom, participation of students is encouraged during interactive sessions and questions are asked in the class for student participation and assessment. Most of the teachers also make use of the ICT enabled classrooms to deliver lectures using powerpoint presentations or subject oriented videos. Students are encouraged to learn through various methods such as group discussions, quiz competitions, presentations and project work. They are given problem based assignments and projects in problem solving methodologies. These activities promote an attitude towards independent learning and encourage self-study. In the end of each course, students have to submit well prepared assignments on the given topic from syllabus and also give power point presentation of the given assignment. Through these assignments they become able to comprehensively express their knowledge on given topic which also helps them to develop writing skills and information searching. Revision sessions are conducted before final exams. The college magazine provides a platform for improving the writing skills and Page analytical acumen of the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://gcseraj.ac.in/wp-content/uploads/2023/12/Consolidated-Learning-Course-Programme-Outcomes.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Continuing the post-COVID momentum towards blended teaching learning, the institution, informally though, has adopted the practice of covering some portion of the syllabi in online mode. This is in accordance with the lofty aims vis-a-vis education as enshrined in the National Education Policy 2020. Most of the faculty members are using ICT enabled services and tools after COVID-19. The college faculty use student centric practices for teaching learning along with conventional chalk & talk method such as: Classroom Discussions, Assignments, Quizzes & Tests Mind Maps & Flow Chart Sources. Moreover, the links to e-resources from the internet and e-books are shared on these groups. Some of the staff posted their audio-visual lectures on platforms such as Youtube and teachers also share the study material in pdf format.

There are Whatsapp groups for every course and learning material is posted there too besides the links to e-resources from the internet and e-books. The queries posted there are answered promptly.

Some of ICT Enabled services available in our institution:

1. Smart class rooms with projector.
2. Well-maintained Virtual class room.
3. Computer lab with internet facility.
4. Each smart class rooms have digital boards.
5. E- Library on college website and power point presentataion.
6. Infleynet facility in college library.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gcseraj.ac.in/lms/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

63

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college ensures that the students are well aware about the evaluation process through college prospectus and orientation programme is organized in the beginning of every academic year. Being an affiliated college, the institution has adopted the Himachal Pradesh mandated criteria for internal assessment of the students. These parameters are uniform for all affiliated colleges in the state. Continuous Assessment has weightage around 30%-50% depending upon course. Mid-term examination is held for 10 marks as per the schedule mentioned in the Academic Calendar for the session. The evaluated answer-books are shared with the students with feedback to improve. Some class tests or quizzes are conducted before the end-term examination and an aggregate of 5 marks are assigned towards it. A total of 10 marks are reserved for assignment preparation and presentation which is done inside the classroom itself and the score with feedback is shared with the student on the spot itself. 5 marks are reserved for classroom

attendance, 75 % classrooms attendance is compulsory for students to be part of final examination. students those who have 95% or more attendance they are eligible for 5 marks below that % students are assessed as per their attended lecture. The constructive and collective assessment has been completed on the basis of above criteria. CCA register are maintained by each faculty member.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Students grievances related to the evaluation area administered by Himachal Pradesh University through a special committee constituted for this purpose. After the conduct of the mid-term examination, which is for 10marks, the evaluated answer books are shown to the students with necessary feedback and suggestions to improve . The students have free access to RUSA Co-ordinator regarding any grievances about the evaluation. This process is also available on university's website. Before assessment each faculty member conducts class test, presentation, assignment, quiz, debate and declamation and performance of the student are shared with them. The internal awards are scrutinized by cell before sending to the university. The university offers a chance to the students about their answerscripts rechecked within a stipulated time.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Being an affiliated college, Himachal Pradesh University Shimla and Sardar Patel University Mandi prescribed syllabus, Program and Course Outcomes are adopted by the institution. The college

website, prospectus, and annual report state the mission & objectives of all departments in the college. Immediately after the conduct of the 'Orientation Program' for fresh students, the next few days are devoted by the teachers in each Program and Course to apprise the students about the Program and Course outcomes. The curriculum and the syllabi of the academic programmes offered in this college are smeared in such a way that these objectives are recognized after the successful completion of the programmes. On the basis of these orientation session students will decide whether he/she will continue with adopted subject or change their courses. A window of 10 days is provided for a change in subjects, the permission to which is granted by the College Principal. The SEC (Skill Enhancement Courses) explicitly aim for inculcating practical aspects of their respective subjects. Students acquire self reliance, communication skills, academic writing skills, presentation skills, planning, and management through these programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://gcseraj.ac.in/wp-content/uploads/2023/12/Consolidated-Learning-Course-Programme-Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The evaluation of Program Outcomes and Course Outcomes is done frequently throughout the academic year, in both spheres of curricular and co-curricular activities. In curricular activities, it is assessed through performance in the mid-term examination, end-term examination, practical examination, class tests, quizzes, project work, group discussions, remedial classes, and assignment presentations. Feedback is shared with the students individually. In extra co-curricular activities such as cultural, sports, NSS, and rovers & rangers etc. Students participation in these clubs and societies are also sign of their outcome. The attendance-cum-record registers have dedicated columns for attendance, mid-term exam, and assignment components. Program and Course Outcomes are also assessed through the student's participation in activities such as Debates/ Declamation/Quizzes and Intra and Inter college competitions organized by HPU. Feedback is also sought from

stakeholders such as students, teachers. The students who face difficulty in maintaining pace with the desired Program and Course outcomes are encouraged to enroll themselves in 'Remedial Classes' which are held towards the end of the timetable. The college also maintains a record of the academic progress of students at other institutions of higher learning for post-graduate courses. The college also maintains a record of students who crack various job related competitive examinations. The clerk-in-charge of issuing final year mark sheets and Character Certificates meticulously notes them down in the register maintained by him.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

120

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://gcseraj.ac.in/wp-content/uploads/2023/12/ANNUAL-REPORT-2022-23-2.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://gcseraj.ac.in/wp-content/uploads/2023/12/Internal-Quality-Assurance-Cell-Student-Satisfaction-Survey-AQAR-2022.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college hosts various extension activities aimed at

strengthening the bond between the institute and the local community, with a primary goal of sensitizing students to the needs of the community. Students are actively engaged in social service activities, which significantly contribute to their holistic development. The college successfully operates the National Service Scheme, National Cadet Corps, Ranger and Rovers Units, as well as different clubs and committees, utilizing these units to conduct a range of extension activities within the neighborhood community. These activities foster a sense of responsibility and active involvement among students while benefiting the surrounding community.

These activities positively influence students, fostering the development of stronger student-community relationships while enhancing leadership skills and self-confidence. They also aid in uncovering hidden facets of students' personalities and raising awareness among them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

300

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has twelve classrooms, one Conference Hall-cum-Seminar Hall, three smart class rooms and Video Conference room, a Multi-Purpose Hall with the seating capacity of 300 students, a Geography Lab, an ICT lab, a Music Room, a Sports-cum-Gymnasium, a NSS room, and a Rover- Ranger,NCC Room, Faculty Cabins,UGC IQAC,Eco Club,SPARSH Cell, road safety club,Office Cabins and Registration Cabin. It also has a spacious parking zone. There are partially equipped laboratories in each subject i.e. Botany, Chemistry, Physics, and Zoology. The staff of the institution is also provided with such facility adjacent to their staff room.

The College has a well-equipped computer lab available for the

students, Career Counseling and Guidance Lab and Language Lab. E-library section is also being established within the library hall. The library provides access to e-books and journals through INFLIBNET and N-list. The construction of new Science Block in progress. It will also include administrative block, multi-purpose hall, Principal's Office and a staff room. Besides these, the college has a playground for sports activities. There is proper drinking water facility in the college campus. During winter session there is electronic water dispenser for students and staff which provides luke warm and hot water for drinking purpose.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcseraj.ac.in/

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

The college takes due care in bringing out the best among its students. It has a healthy sports environment for the students that keep the students active and energetic. The college has ample space for different sports activities like Volleyball, Kabaddi (kabbadi mat facility), Badminton, and Kho-Kho. The institution has a Multi-Purpose Hall to organize indoor sports events like Carom Board, Chess and Table-Tennis. The college has a Sport-cum-Gymnasium with the basic facilities and Yoga is being taught as a part of physical Education. The Department of Music is well-equipped with sound system and instruments, and provides the traditional attire to the students during their performances, thus enhancing their interest in the music. Time to time Seraj Theatre Club organized theatre Workshop where the young actors were introduced to the basic nuances of theatrical art. Natraj Kala Manch also conducted Workshop" to the enthusiastic students. Both the clubs organized a function "Cultural Fiesta" to showcase the hidden talent of the artistes. The CSCA Cultural Function is organized every year to provide a platform to the budding artists of the college. Besides, the clubs and societies also give an ample opportunity for the students to exhibit their talent via different activities throughout the year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gcseraj.ac.in/natraj-kala-manch-cultural-club/

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

8,41,258

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The institution has a spacious library with the seating capacity of seventy and has 4459 books, three Newspapers, subscription of four Magazines and three Journals. The college library is connected with Wi-Fi facility and has purchased CAMPUS WIZ version 2.03 software in the year 2021 for Library Management. There is also an e- library section INFLIBNET in the library. The students are allowed to access the library during visiting hours i.e. from 9AM to 5PM and they are provided with the facility to read the books, magazines and newspapers during the visiting hours. The CCTV Cameras have been installed in the library for the security of library resources as well as personal property of the students and the staff members. The College has a library advisory committee which ensures the effective functioning of the Library. The committee also looks after budget allocation, purchase of new books and subscription of magazines. Books are purchased on the recommendation of faculty members. 150 new books were purchased during the academic session.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

95,694

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has a well-established Computer Lab (ICT Lab for the benefit of the students. There are fifteen computers in the college IT lab. Fifteen new computers (5 computers for e-library, five for Career Counseling and Placement Cell and five for Language Lab). The college uses LCD projectors and ICT enabled classrooms for teaching. The students from various faculties are using ICT Lab and are being benefited out of it. ICT Lab College has internet connection provided by BSNL fiber with 200mbps speed. The college has a Career counseling Lab including five computers and relevant software (for understanding reasoning and mathematical problems).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcseraj.ac.in/facilities/

4.3.2 - Number of Computers**38**

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****8,41,258**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The grant received by the college from the government and the funds available in the college are utilized for new construction, renovation and for upkeep of all the infrastructure of the college. The construction and major maintenance is carried out by

the Himachal Pradesh Public Works Departments (HPPWD) which is the executive agency of infrastructure development of higher education, whereas the minor maintenance is done by the Building Fund Committee from time-to-time. To ensure the safety of the students, CCTV cameras are fixed at certain points. The Laboratories of the Faculty of Science, Department of Geography, IT Lab are well-maintained with the latest techniques. Smart Classrooms, Video Conferencing Room are used by the faculty and departments as per their need.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcseraj.ac.in/facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

47

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
56	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
56	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	C. Any 2 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

16

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

- **Student Council and Representation:** Establishing a student council is a common way for students to have a formal platform for representation. The council typically consists of elected student leaders who voice the concerns and interests of the student body to the administration. These representatives may be involved in decision-making processes that impact students.
- **Participation in Administrative Bodies:** The involvement of students in various administrative bodies ensures that they have a say in policies and procedures. This could include representation in academic committees, disciplinary committees, and other decision-making bodies within the institution.
- **Co-Curricular and Extracurricular Activities:** Beyond formal representation, institutions can encourage students to participate in co-curricular and extracurricular activities. This includes clubs, sports, cultural events, and community service initiatives. These activities contribute to a well-rounded educational experience and help students develop leadership and teamwork skills.
- **Communication Channels:** Effective communication channels between students and the administration are crucial. Regular meetings, feedback sessions, and open forums provide opportunities for students to express their views, ask questions, and receive updates on institutional matters.
- **Feedback Mechanisms:** Establishing mechanisms for students to provide feedback on various aspects of the institution ensures that their opinions are considered in the decision-making process. This can include surveys, suggestion boxes, or focus group discussions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

28

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Old Students' Association (OSA) is the backbone of any institution. The college has an Old Students of GOVT.COLLEGESERAJ AT LAMBATHACH Association is formed in every academic session. The need of such an association was realized for active participation of the students for progression of the institution through financial as well as non financial sources. The members of OSA give objective feedback on various aspects of the college for its betterment. Although they have not contributed anything financially yet, but they are a source of inspiration for the students as they remain consistently concerned for the improvement, and advancement of the institution.

File Description	Documents
Paste link for additional information	https://gcseraj.ac.in/alumni/
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our vision is to focus on character development and enable students to make a contribution to society and the nation at large. The mission of the institution is to:

- Aim for the holistic development of students through education, transforming them into responsible citizens with global proficiency and cultural awareness.
- We abide this mission by providing education for all the students coming from different strata of society with a rural backdrop and creating an amiable & conducive environment for learning.
- Our endeavour is to develop learners with leadership skills, foster community-interface responsibility, and translate their learning into a lifelong commitment to society.
- We cater to the needs of our students by providing resources such as libraries and laboratories, as well as career counseling for a brighter future.
- This makes our students proud and respected human resources for building a constructive society, instilling values such as self-discipline, simplicity, sincerity, and humility in them.

A reasonable portrayal of faculties such as humanities, sciences, and commerce is assured while comprising committees for different activities related to fair functioning of the college for

different exercises with respect to the working of the institution. Recommendations made by the OSA members for the betterment of the institution are carefully considered by the college management. The dearth of teachers in sciences has been addressed with the consent of college PTA body by arranging respective subject teachers on temporarily basis.

File Description	Documents
Paste link for additional information	https://gcseraj.ac.in/vision-mission/
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institution has adopted decentralization and participative management in the process of academic administration. The college functions with the collaborative efforts of the Head of the Institution and all other stakeholders like students, employees (teaching, administrative, ministerial staff), Alumni, PTA and community representatives. The smooth running of the college is ensured by the formation of various committees, the appointment of a bursar and the formation of a staff council. No administrative decisions are made by the principal without consultation with the committees. Committees that are crucial to student welfare have adequate student representation. Examples of such committees are: IQAC, Anti-ragging committee, Women's Cell, Committee for prevention of sexual harassment etc. All decisions made by these committees took into consideration, the opinions, suggestions, and complaints of the students. Student representatives were invited to all meetings of the IQAC. Most suggestions regarding seating in the Canteen, repair of mirrors in the washrooms, and student activities came from the students, were approved by the IQAC and communicated to the concerned committees. Though political activity is officially discouraged as a practice in colleges, we still have student organizations from diverse ideologies. Decisions pertaining to discipline are always taken after discussion with campus leaders of the three prominent

File Description	Documents
Paste link for additional information	https://gcseraj.ac.in/committees/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes, the Institution has a plan for improvement of college in accordance with the Vision and mission statement of purpose of the college. The institution is expected to improve its administrative operations for the benefit of its students.

The college's perspective/strategic approach includes various components such as the establishment of classrooms and laboratories, the acquisition of cutting-edge laboratory equipment, and the upgrading of the library and learning resources.

The college has established an IT Lab with thirty desktop computers running Windows and Linux to help students improve their computer skills. Wi-Fi is available in both Labs. A projector is available in the IT lab. All students have free and easy access to the IT lab.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://gcseraj.ac.in/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The principal is in charge of the college's budgetary and managerial issues. Various committees are formed to carry out the Department of Education's plans and strategies in accordance with the rules issued by the Principal Secretary of Education. The principal serves as an administrator and supporter to various committees and bodies that discharge their duties in accordance

with the state government's instruction strategy. The principal makes all

purchases after consulting with the college purchase committee and following the tenets and guidelines established by the government. Although the Principal is responsible for budgetary planning and decision-making, different committees are formed to hold meetings and forward proposals that are ratified by the Principal. As the college is represented by the HP Government, the enlistment, advancement, and administration rules are determined by the government. The HP government hires teachers through the HP Public Services Commission in an open national competition. The college is not authorized to hire teachers on a regular basis, but some temporary arrangements are made at the institutional level through the PTA. The college has established a system for handling complaints. There is a Grievance Redressal Cell that consistently does its job.

File Description	Documents
Paste link for additional information	https://gcseraj.ac.in/
Link to Organogram of the Institution webpage	https://gcseraj.ac.in/committees/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The strength of any institution is its teaching and non-teaching staff. These are the pillars upon which all of the institution's ambitions are built. The college administration is genuinely concerned about the professional development of its teaching and non-teaching staff.

The following are the various approaches used by the Institution for faculty development through training and motivation:

Assistance of faculty involvement programs for professional development planned by other organizations such as the Government College of Teacher Education, the HP Institute of Public Administration, and the UGC Academic Staff Colleges, among others.

Job advancement benefits those with higher qualifications such as M. Phil. and Ph.D., as well as opportunities for those who wish to advance their qualifications in accordance with Himachal Pradesh government regulations.

According to Himachal Pradesh government regulations, the college provides all welfare schemes for both teaching and non-teaching staff. These are some examples:

NPS Gratuity and Provident Fund, Protection of earned leave and other benefits upon retirement.

GIS provides insurance benefits.

Provision for drawing a GPF/CPF advance

Medical Assistance

(26 weeks) maternity leave

2 weeks paternity leave

Duty leave to allow for attendance at conferences/seminars

Allowance for Study Leave and House Rent.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

5

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

As a government institution, all faculty members are appointed by the Principal Secretary, Higher Education, Government of Himachal Pradesh, Shimla through the HPPSC salary grades, and other emoluments are granted in accordance with UGC pay commission

recommendations adopted by the state government.

The professional performance and achievements of teaching and non-teaching staff are monitored and evaluated through the API/ACR (Annual Confidential Report) based on the UGC and state government guidelines. The institution's principal evaluates the ACR of the teaching and non-teaching staff, marks his/her opinion, and forwards it to the Director of Higher Education for further action. Teachers complete API templates and send them to the Director of Higher Education. There is also a performance appraisal system in place for the college's non-teaching staff. Teachers' and non-teaching staff's ACR is also communicated to their peers in the Department of Higher Education and is reviewed for career advancement.

The feedback form includes a well-defined set of questions that allow students to rate teachers based on their knowledge, communication skills, punctuality, discipline, and teaching ability. The Principal evaluates student feedback and distributes it individually. The college administration, on behalf of the Directorate of Higher Education, monitors the professional behaviour and attitude of both teaching and non-teaching staff. The institution keeps track of student feedback on teachers on a regular basis.

File Description	Documents
Paste link for additional information	https://education.hp.gov.in/?q=notice_board&tid=6
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal and external financial audits are performed on a regular basis by the institution. The college bursar serves as the institution's internal check on financial propriety and discipline. In March 2017, the Himachal Pradesh government's local audit department audited student funds and submitted its report. The college resolved the auditors' audit objections by producing supporting documents and making the necessary recoveries.

The Department of Higher Education allocates budget based on college requests and demand. Salaries and payments are made through the government treasury after the treasury officer passes the bills. The payments are credited directly to the accounts of the employees involved. Challans are used to collect tuition fees and deposit them into the Government Account. All government financial transactions are conducted online, making them transparent. Auditors from the Office of the Accountant General of Himachal Pradesh audit the receipts and payments books. The student amalgamated fund (AF) and the PTA fund are both available resources for resource mobilization. This money is used for the college's development activities. Funds are sought from the Directorate of Higher Education for other developmental activities such as infrastructure development, library book requirements, computer lab establishment, and so on. These funds are then allocated based on their availability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

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File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Directorate of Higher Education, the state government, developmental grants collected from students, and PTA funds collected from parents are the primary sources of funds for the

college. The college does not have its own Resource Mobilization Policy. The students AF is another source of funding for student welfare projects. During the academic year, money from these funds is used for a variety of activities such as sending teams to sports events, youth festivals, and organizing cultural activities in the college. The money for the expenditure is approved or disapproved by the Principal and the Bursar. Following expenditure, the convener of the relevant committee submits a utilization certificate.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

For the past five years, our college has had an active IQAC. With the overall success of the institution in mind, the IQAC has been continuously involved in planning and providing track to the many characteristics of advancement in the college. The IQAC has been unwaveringly committed to creating an environment that assists the college in achieving its goals in accordance with the college's vision and mission. The IQAC has made a concerted effort to introduce the most recent technology to the college in order to modernize its operations. The inclusion of student representatives in academics, administration, cultural, and other co-curricular activities validates the students' commitment to quality improvement. The IQAC contributes to quality improvement by: disseminating information on the various quality factors of higher education among faculty and students, making recommendations for introducing new programs to enrich quality in all aspects of the curriculum, and endorsing the use of technology for enhanced teaching-learning. To build communication with the students, the instructional usage of social media (WhatsApp, Google Meet, etc.) has also been used.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution assesses its teaching-learning process on a regular basis by:

- Presenting advanced academic reform, primarily through the Choice Based Credit System of teaching-learning-evaluation, which has been in place since 2013. Preparation of the department's feasibility study report prior to the launch of new courses/programs.
- Regularly assessing the teaching-learning method based on student input, bearing in mind the breadth and scope of courses as well as the perceived needs of students, while preserving parity with other institutes of higher learning in the state.
- Establishing guidelines for formative and summative assessment.
- Incorporation of Extension Service into Academic Curriculum.
- the college provides a relaxing atmosphere.
- Aside from this, many additional co-curricular events are conducted in the college, in which all of the college's staff members avidly participate.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit

C. Any 2 of the above

recognized by state, national or international agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	https://gcseraj.ac.in/wp-content/uploads/2023/12/ANNUAL-REPORT-2022-23-2.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File
INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>For the protection of its female students, the college set up a Sexual Harassment and Grievances Cell. The organization is dedicated to addressing any instances of harassment and encouraging gender awareness. Furthermore, following UGC norms, an Anti-Ragging Committee has been established. CCTV cameras have been placed across the campus to improve student safety, and the site is guarded by a locked gate that keeps out unwanted vehicles. On campus, there is a sanitary napkin vending machine to accommodate female students' personal hygiene needs. Students have access to regular counselling sessions as part of their education in the classroom. Programs on women's empowerment, girl education, women's safety, self-defence, and teenage issues are organized by the Women's Cell. The college has a common room where females can hang out and unwind. There are also separate restrooms for female pupils.</p>	

File Description	Documents
Annual gender sensitization action plan	https://gcseraj.ac.in/wp-content/uploads/2023/12/sparsh-pdf.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college takes waste management—both liquid and solid—very seriously. On campus, there are distinct trash cans for biodegradable and nonbiodegradable materials. Biodegradable garbage is collected and disposed of in a pit on the college campus to produce manure. After that, the manure is used for gardening. The college sorts and resells non-biodegradable garbage, including paper and plastic materials. The departments that are concerned are creating very little hazardous material from the science labs. The other broken equipment and extra parts for the non-functioning computer are disposed of securely. Outside of college campuses, laser printer cartridges are refilled. Suppliers recharge, repair, and swap out USB batteries.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

To create a holistic environment by uniting professors and students on one platform, Govt College Seraj at Lambathach

organizes a number of events to commemorate national days, notable personae days, and other occasions. These roles support the growth of concord with regard to various linguistic, cultural, religious, social, and other diversity. Every year, an award celebration is held, which aids in inspiring the students for their future. Every member of the faculty, staff, and students contributes to the national cause. Dignitaries provide motivational speeches.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Regardless of caste, religion, colour, or sexual orientation, India's diverse population is regulated and guided by the Constitution. This includes people from different cultural, social, economic, linguistic, and ethnic origins. In order to give students the information, abilities, and morals they need, the institution offers an environment that is productive, compassionate, secure, reachable, and reasonably priced. By uniting teachers and students from many backgrounds on one platform, these ideals are incorporated into the college community's system. Engaging in numerous programs on culture, customs, values, obligations, and responsibilities that are arranged by NCC, NSS, Rovers & Rangers, Eco-club, and Red-Ribbon Club—all of which invite competent individuals—inspires the students. The college engaged students in cleanliness awareness campaigns, Swachh Bharat, and other initiatives. Students and staff are expected to abide by the guidelines outlined in the code of conduct. In order to further help students develop constitutional values, the affiliated Himachal Pradesh University Shimla and Sardar Patel University Mandi curriculum include required courses like Professional Ethics & Human Values, Constitution of India, and Essence of Indian Traditional Knowledge. The college celebrates Constitution Day and the National Days of India to promote constitutional values and patriotism among students, teachers and society. To safeguard the environment and to give lectures on ethics, values, and duties, the college hosts guest lectures, seminars, and even special class presentations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals
<p>In order to encourage students to emulate the qualities of great Indian leaders like Mahatma Gandhi, Bhimrao Ramji Ambedkar, and S. Radha Krishnan, as well as to recognize their contributions to the development of India, the college celebrates national holidays, festivals, and the anniversaries of their births and deaths. Among these are the events on February 28th, Science Day, the 12th anniversary of Swami Vivekanand's birth, and the NCC cadets taking part in the Republic Day celebration hosted by the local government. April 14th is Bhimrao Ambedkar's birth anniversary; August 15th is Independence Day; September 5th is Teacher's Day</p>

and Dr. Radha Krishanan's birthday; September 14th is Hindi Diwas; September 24th is NSS Day; October 2nd is Mahatma Gandhi's Birth Anniversary as Swachhata Abhiyan; November 26th is Constitution Day, 1st December Aids Awareness Day and 10th December World Human Rights Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice-1

Title of the practice: The Student Welfare Fund and the Book Bank.

The objective of the practice: To help needy students for their education.

The Context: Many students of the college are from poor financial backgrounds and are not able to bear their educational expenses like paying fees and buying books. Therefore, the teachers of the college have raised The Student Welfare Fund to provide financial help for the poor students. All teachers collect many books on their subject and distribute them among the needy students every year.

The Practice Evidence of Success: The required document is attached.

Challenges Faced and Material Needed: Due to the fewer teaching staff the collected amount of the student welfare fund and the number of collected and distributed books are less.

Best Practice-2 Title of the practice: Community Interface

Objective of the practice: To foster the spirit of community service among the students.

Context of the practice: It provides ample opportunities for them to engage in extension and outreach activities via NSS, NCC, Rovers and Rangers, Eco Club, Red Ribbon Club, etc.

Evidence of Success: There has been a positive and visible improvement in the student's behaviour and activities and the cleanliness of the college campus and surrounding area is improved.

Problems encountered and Resources required: There is a need to provide sufficient funds and ample opportunities for employability in community services.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college has always made an effort to instil in its students an awareness of the environment and an eco-sensitivity. Students are encouraged by the college to protect the plants and animals that are present on campus as well as elsewhere. The college is situated amidst breathtaking scenery. The distance from the district office is 76 kilometres. Most of the pupils come from rural backgrounds and live in agricultural societies. Students are inspired and encouraged to preserve, safeguard, and expand the forest cover through the usage of this cultural notion. The college is home to a diverse range of trees, including Taxus, Prunus, Oak, Walnut, and Deodar species. The college students are given the plants in an effort to foster an awareness of environmental responsibility. The plants that have survived have expanded at a healthy rate. These are activities that the students are quite interested in, and they have planted trees successfully around their homes and villages.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To start the admission process for the next academic year.
- To organise an orientation programme for students.
- Time table preparation and Implementation.
- To provide free coaching classes for the students.
- To start a mentor-mentee system to enhance a friendly environment of learning.
- To promote the extension activities with the collaboration of local bodies through NCC, NSS, R&R and other clubs and societies of the college.
- The college desires to conduct any university-level championship in the upcoming year.
- The college try to promote sports culture among students.
- The college will keep trying to establish IGNOU centre.
- Installation of the solar panels to promote the use of renewable energy sources.
- To motivate the club and societies of the college for beautification through a plantation of local plants and ornamental plants in the surrounding of the college campus.
- Feedback from the students and teachers.