YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	GOVT. COLLEGE SERAJ AT LAMBATHACH
• Name of the Head of the institution	VIKRAM SINGH THAKUR
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01907292707
• Mobile No:	7018469299
• Registered e-mail	gcseraj-hp@nic.in
• Alternate e-mail	dalip80singh@gmail.com
• Address	GC Seraj at Lambathach Post Office 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		Sardar Patel University Mandi H.P.
• Name of the IQAC Coordinator		Dr. Dalip Singh
• Phone No.		7018243223
• Alternate phone No.		
• Mobile		9418476165
• IQAC e-mail address		gcseraj-hp@nic.in
• Alternate e-mail address		dalip80singh@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/2024/12/Academic-Calender.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	2023	337933
Govt. College Seraj at Lambathach	Travel Expenses (TE)	State Government	2023	18585
Govt. College Seraj at Lambathach	Medical Reimbursement (MR)	State Government	2023	40219
Govt. College Seraj at Lambathach	HPU & SPU Exam Remuneration	State Government	2023	183003
Govt. College Seraj at Lambathach	funded for Road Safety Club/ Red Ribbon Club	State Government	2023	37500

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	5	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• 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)

1. The intercollegiate women's Kho-Kho championship was held. 2. The IQAC, in collaboration with the local government, was instrumental in the restoration of the college campus following flood damage in Bakhli Khad. 3. A blood donation drive was conducted. 4. A two-day educational tour was organized. 5. An alumni association was registered, and a commemorative function was held.

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 organise an Inter College Championship.	Done
To organise a blood donation camp.	Done
To organise an educational tour.	Done
To register the Old Student Association.	Done
To Continue the English, Employment and Entrepreneur vocational cource.	Done
To restore the college campus after the havoc made in the monsoon by the Bakhali Khad.	Partially Done
To conduct extra classes to help the students to get better grades.	Done. 1. One student got 2nd position in BSc Non-Med. in the state), 2. Two students got 3rd and 9th position in the Arts Stream in the state and 3. Total 16 students of the college were in top 100 in the state.

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

Year	Date of Submission
2022-23	29/02/2024

15.Multidisciplinary / interdisciplinary

The National Education Policy 2020 (NEP-2020) emphasizes the importance of inter-disciplinary education as a comprehensive strategy to ensure the integrity and harmony of knowledge across all disciplines. Education has the power to transform the world, and it plays a vital role in human life. The overarching goal of NEP-2020 is to make education more effective, multidisciplinary, holistic, and accessible. In today's postmodern society, multidisciplinary education is crucial for the 21st century. As our college prepares to introduce more multidisciplinary programs, we are working to establish program learning goals, course outcomes, and unit learning outcomes. These outcomes specify the knowledge, skills, attitudes, and values that students will acquire. While doing so, we adhere to the curriculum design of State Private Universities (SPU). We are aware that our university plans to implement the National Education Policy 2020 in the near future.

16.Academic bank of credits (ABC):

The National Education Policy (NEP) 2020 introduced the Academic Bank of Credits (ABC), a digital repository that stores the comprehensive credit records of individual students throughout their academic journey. This centralized repository enables students to track their progress and earn credits that can be redeemed in the future. Before implementing the Academic Bank of Credits, our institution awaits approval from the academic council of Himachal Pradesh University (HPU) and State Private Universities (SPU). Our college prioritizes student-centric teaching approaches, empowering faculties to adopt innovative pedagogical philosophies such as constructivist, inquiry-based, reflective, collaborative, and integrative methods. To assess student learning outcomes, we employ a combination of summative and formative assignments and

evaluations.

17.Skill development:

At our college, we strive to foster a culture of happiness among our students, aligning with our mission to provide Value-Based Quality Education. To enhance soft skills and employability, we offer specialized courses in English, Employability, and Entrepreneurship (EEE) and Merchandise. We take pride in celebrating national holidays such as Republic Day and Independence Day, as well as organizing events like Constitution Day, World AIDS Awareness Day, NSS, NCC, and Hindi Day. We also commemorate the birthdays and death anniversaries of our nation's leaders, aiming to instill values and virtues in our students. To support our students' academic and professional growth, we employ a mentoring system. This personalized approach enables students to maximize their educational experience and explore career opportunities beyond graduation.

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

In line with the national objective of promoting Indian languages, our college offers undergraduate degree programs in Hindi and Sanskrit. As part of our strategic plan, we aim to preserve and promote our rich linguistic heritage, ensuring the continued relevance and vibrancy of Indian languages for future generations.

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

The College endeavors to foster positive attitudes and essential life skills in students, empowering them to lead successful lives. We also instill in them the understanding that pursuing knowledge is a lifelong pursuit. One of the primary curriculum outcomes for our students is the development of responsibility and effective citizenship, achieved through the application of critical thinking skills, including interpretation, analysis, evaluation, and application.

20.Distance education/online education:

In addition to our existing programs, the college plans to introduce IGNOU's Open Distance Learning program in the near future, expanding our reach and providing more flexible learning options for students. To enhance the learning experience, our institution has adopted various blended learning initiatives. These include the utilization of digital platforms such as Google Classroom, the Teachmint app, and educational videos on YouTube, which serve as valuable teaching and learning aids.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**3**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**502**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**217**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**134**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**10**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	0

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**17**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**617240**
4.3 Total number of computers on campus for academic purposes	**38**

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

Our institution follows the curriculum designed by Sardar Patel University (SPU) for all courses and subjects. While SPU prescribes the curriculum, some of our faculty members participate in the Board of Studies and contribute to curriculum design.

To ensure a structured academic year, we follow an Academic Calendar that outlines working days, holidays, and examination schedules. Our institution publishes an annual prospectus detailing courses, mark distributions, and credit systems. We also create a comprehensive timetable before the commencement of classes.

To facilitate a smooth transition for new students, our faculty members guide and orient them on the Choice-Based Credit System (CBCS). Regular staff meetings are conducted to encourage innovative teaching methods, such as presentations, assignments, discussions, and seminars, in addition to traditional teaching approaches.

To monitor student progress, we administer periodic class tests, mid-

term examinations, and Continuous Comprehensive Assessment Evaluations. This evaluation system emphasizes program structure, grading, and the overall assessment process.

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)

Our college is affiliated with Sardar Patel University, which implements the curriculum designed by the university's Board of Studies. To ensure effective curriculum implementation, our institute has established a structured and documented process, outlined below:

1. Prior to the commencement of each new academic session, we prepare a comprehensive academic calendar in accordance with the guidelines set by Himachal Pradesh University and Sardar Patel University.

2. The academic calendar outlines key dates for internal examinations, seminars, workshops, and co-curricular activities.

3. Respective departments create class timetables and define course outcomes for the academic session. The course plan is made available on the college website for student reference.

4. To cater to diverse learning needs, we provide additional resources, such as relevant websites and e-resources, for advanced learners and conduct remedial classes for students requiring extra support.

5. The Internal Quality Assurance Cell (IQAC) regularly monitors and evaluates the coverage of syllabi, quality of question papers and assignments, progress of laboratory sessions, and other aspects to ensure the highest standards of academic quality.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	https://gcseraj.ac.in/wp-content/uploads/2024/12/Academic-Calender-2023-24-1.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	**D. Any 1 of the above**

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

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)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

30

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

30

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

Our institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment, and Sustainability into the curriculum. The curriculum is thoughtfully designed to address the pressing concerns of the modern world.

As a co-educational institution, we prioritize gender equity and nurture it through our policies and activities. Our curriculum incorporates gender issues, and most of our programs focus on addressing gender discrimination and promoting gender equity to create a healthy and harmonious society.

To sensitize our students to these critical issues, we regularly

organize programs on human rights and gender equity, as well as student seminars on women empowerment and gender sensitization.

Furthermore, our curriculum emphasizes environmental preservation. Environmental sciences is a compulsory subject for all students, regardless of their stream. Our programs aim to instill social activism and raise awareness among students to protect the environment.

At our institution, we uphold a tradition of imparting inclusive education with a strong emphasis on ethical and moral principles. We strive to instill human values in our students through both curricular 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

1

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

1

File Description	Documents
Any additional information	View File
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	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
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/wp-content/uploads/2024/12/Students-Feedback-2023-24-2.pdf

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

217

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 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
502	10

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

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

Embracing Blended Learning and ICT-Enabled Services

Our institution has informally adopted blended teaching-learning methods, covering parts of the syllabus online. This approach aligns with the National Education Policy 2020's objectives.

Faculty-Led Initiatives

Most faculty members utilize ICT-enabled services and tools, incorporating student-centric practices like:

- Classroom discussions - Assignments - Quizzes and tests - Mind maps and flow charts - E-resources and e-books

Faculty Support through Digital Platforms

- Audio-visual lectures on YouTube - Study materials shared in PDF format - WhatsApp groups for each course, sharing learning materials and responding to queries

ICT-Enabled Infrastructure

1. Smart classrooms with projectors 2. Virtual classrooms 3. Computer labs with internet facilities 4. Digital boards in smart classrooms 5. E-library on the college website 6. Inflibnet facility in the 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

10

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

10

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

5

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

41

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 uphold complete transparency in the continuous and comprehensive internal assessment of both our undergraduate and postgraduate students. As a government institution, we strictly adhere to the criteria established by our affiliated institution, HPU Shimla. Prior to the commencement of each academic session, students are provided with a clear and comprehensive explanation of the parameters and mechanisms involved. The breakdown of internal assessment marks is explicitly detailed in the prospectus, which can be conveniently accessed through the "Downloads" section of our website (https://www.gchamirpur.org). In undergraduate (UG) courses, Internal Assessment (IA) contributes 30% of the total 100 marks for each course. Our assessment approach considers not only the

aforementioned factors, but also encompasses behavioral traits, self-directed learning capabilities, and communication skills. To foster student satisfaction and promote self-evaluation, the rubrics, and the assessment evaluation method is discussed and shared with the students through various platforms like classes, notice boards, class WhatsApp groups for easy access and inquiry

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

To address matters related to internal examination, the College Advisory, Examination committee, PTA, and IQAC-NAAC meetings serve as platforms for resolution. Our administration is dedicated to swiftly addressing any concerns or grievances raised by our students. If a student is unable to attend an exam due to legitimate reasons, such as medical issues, they are granted the opportunity to retake the exam during the designated house examination period.

To ensure impartiality and consistency, decisions made by the house-examination committee require prior approval from the Principal. Furthermore, students who wish to appeal low results must adhere to established procedures. Those dissatisfied with their internal assessment scores have the option to approach the concerned teacher or HOD. To ensure transparency, a student's performance is also displayed on the notice board. All concerns regarding evaluation, including internal assessment marks, are diligently addressed at both the college and university levels. These applications are then reevaluated by the respective teacher.

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.

This meticulous process involves extensive collaboration among

faculty members and stakeholders, ensuring a unified consensus. In interactions with students, a persistent endeavor is made to instill awareness about Program Outcome and Course Outcomes right from the beginning of each academic session. This awareness campaign extends across a spectrum of stakeholders in the academic journey, faculty members, class teachers, mentors, program coordinators, and course co-ordinators. This concerted effort ensures that each student is well informed and attuned to the overarching objectives and outcomes. Once achieved, these outcomes are prominently showcased across various platforms including the Institutional Website, curriculum materials, textbooks, departmental notice boards, laboratories, and the Library. Their importance is highlighted during pivotal events such as student induction programs. This dedicated online space ensures accessible information for all stakeholders, facilitating a thorough understanding of these outcomes.

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 educational institution adopts a multi-dimensional approach to assess program outcomes and course outcomes, emphasizing holistic student development. At the session's commencement, students are familiarized with POs/COs and indicators of attainment. Course outcomes are ensured through timely syllabus completion and a rigorous evaluation process. Attendance, contributing to internal assessments, is mandatory, with a 75% minimum requirement for final examination eligibility. Continuous evaluation involves mid-term exams, assignments (quizzes, projects), and end-of-term exams. Practical courses and skill enhancement courses contribute to experiential learning and pragmatic skill development. Formal assessments include class discussions, tests, exams, assignments, and projects. Informal evaluations consider participation in cultural, NSS, NCC, and co-curricular activities. The performance of the students is recognized by giving prizes, medals and certificates. The results of learning outcomes are used to improve

the potency of academic programs and activities. Co-curricular activities like youth festivals, sports events, and literary pursuits complement the academic curriculum. The institution tracks the validation of outcomes through students' progression, including higher-class enrollment, entrance into premier institutions, success in sports and cultural activities, and job placements. In essence, the institution focuses on comprehensive student development, integrating academic and practical skills, and continually refines its approach based on learning outcome

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

128

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/2024/12/ANNUAL-REPORT-2023-24.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/2024/12/sss.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

7

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

0

File Description	Documents
Any additional information	**No File Uploaded**
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

Extension activities in the neighborhood community are a vital part of education, aiming to sensitize students to social issues, foster their holistic development, and create a positive community impact.

These initiatives enhance students' awareness of societal challenges, encouraging critical thinking and empathy. They also develop communication and interpersonal skills, promoting teamwork and collaboration while instilling a sense of civic responsibility and community engagement. Moreover, these activities provide practical exposure, bridging the gap between theoretical knowledge and real-world application.

The range of extension activities is diverse, including community service projects like cleanliness drives, tree planting, and donation campaigns, which encourage environmental stewardship and social responsibility. Awareness campaigns on health, hygiene, gender equality, and substance abuse tackle pressing societal concerns. Health and wellness initiatives, such as free health camps and blood donation drives, contribute to community well-being. These programs collectively create opportunities for student growth and societal improvement.

The primary goals are to nurture intellectual, emotional, and ethical development while building leadership, teamwork, and problem-solving skills. By promoting a habit of giving back to society, these activities shape conscientious and proactive citizens, ultimately bridging academic learning with societal needs for sustainable community development.

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

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

2

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

11

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

1610

File Description	Documents
Report of the event	View File
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

1

File Description	Documents
e-copies of linkage related Document	View File
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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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 offers a comprehensive range of facilities to support student learning and development:

- **Academic Facilities:**
    - **12 classrooms**
    - **1 Conference Hall-cum-Seminar Hall**

- o **4 Smart Classrooms**
- o **1 Video Conference Room**
- o **1 Multi-Purpose Hall with projector(capacity: 300)**
- o **Laboratories for Geography, ICT, Botany, Chemistry, Physics, and Zoology**
- o **Well-equipped Computer Lab**
- o **Career Counseling and Guidance Lab**
- o **Language Lab**
- o **E-library inflibnet**
- o **New Science Block (under construction)**

- **Student Support Services:**

  - o **NSS Room**
  - o **Rover-Ranger, NCC Room**
  - o **Faculty Cabins**
  - o **IQAC Cell**
  - o **Eco Club**
  - o **SPARSH Cell**
  - o **Road Safety Club**
  - o **Office Cabins**
  - o **Registration Cabin**

- **Recreational Facilities:**

  - o **Sports-cum-Gymnasium**
  - o **Playground**

- **Additional Amenities:**

  - o **Spacious Parking Zone**
  - o **Drinking Water Facilities (including hot water dispensers in winter)**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gcseraj.ac.in/facilities/

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

The college is dedicated to nurturing well-rounded students and offers a variety of opportunities to foster both physical and artistic development. The campus boasts ample space for outdoor sports, including volleyball, kabaddi (with a dedicated mat), badminton, and Kho-Kho. For indoor activities, a multi-purpose hall hosts games like carrom, chess, and table tennis. The college also maintains a sports complex equipped with basic gym facilities, and yoga is integrated into the physical education curriculum.

The Department of Music is well-equipped with state-of-the-art sound systems and a range of instruments. Students are provided with traditional attire for performances, fostering a deeper connection to the cultural heritage of music. To cultivate theatrical talent, the Seraj Theatre Club organizes workshops that introduce aspiring actors to the fundamentals of stagecraft. The Natraj Kala Manch also conducts workshops to inspire and guide enthusiastic students. Both clubs collaborate to host the "Cultural Fiesta," a vibrant event showcasing the diverse talents of students. Additionally, the annual CSCA Cultural Function provides a platform for budding artists to shine. Throughout the year, various clubs and societies organize activities that enable students to explore and express their creative abilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gcseraj.ac.in/facilities/

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

07

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)

36118 rupees only

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 boasts a well-equipped library with ample seating for seventy individuals. The library houses an impressive collection of 5000 books, along with subscriptions to three newspapers, four magazines, and three journals. To enhance accessibility and efficiency, the library is equipped with Wi-Fi connectivity and utilizes the CAMPUS WIZ 2.03 library management software, implemented in 2021. Additionally, an e-library section, powered by INFLIBNET, provides digital resources to students and faculty.

To cater to the needs of its users, the library maintains convenient visiting hours from 9 AM to 5 PM. During these hours, students and faculty can access the library's physical resources, including books, magazines, and newspapers. To ensure the security of both library materials and personal belongings, the library is monitored

by CCTV cameras.

The library's operations are overseen by a dedicated library advisory committee. This committee plays a crucial role in allocating the library's budget, selecting new books for purchase, and renewing magazine subscriptions. Faculty members are actively involved in recommending new books to be added to the collection. In the recent academic session we have sent a proposal to the director of higher education regarding library books approximately 5 lakhs.

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)

45,430 Rupees

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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

35

File Description	Documents
Any additional information	**No File Uploaded**
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 25 computers in the college IT lab. Fifteen new computers (computers for e-library, computer for Career Counseling and Placement Cell and 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). Students, teachers and the office staff are availing computer/internet use regularly. There has been a quantitative and qualitative improvement in the use of computers. Maximum departments are connected with the available computer networks. The institution frequently updates its IT facilities with Wi-Fi connections

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

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)

36118 Ruppes Only.

File Description	Documents
Upload any additional information	View File
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. Daily cleaning and maintenance of classrooms, laboratories, College ground, washrooms are done by the sweepers. The purchase committee purchases equipment for laboratories and sports departments according to the requirements given by departments. The library is

annually upgraded by the Library committee in consultation with the Principal of the College and the advisory committee and books of all the subjects are purchased as per the requirement given by various departments. All the equipment and instruments are purchased according to the requirements and are entered in the Stock registers of the concerned departments. All the stocks are annually verified by the Stock verification committee formed by the Principal 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. 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

58

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
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	https://gcseraj.ac.in/photo/
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

`24`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`24`

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 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

`B. Any 3 of the above`

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

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

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

19

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

3

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.

2

File Description	Documents
e-copies of award letters and certificates	View File
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)

Our institution ensures active student participation through various platforms. The College Students Central Association (CSCA) works for student welfare. Students are part of administrative bodies like IQAC, ICC, and committees, fostering democratic decision-making. Co-curricular and extracurricular activities promote holistic development. Effective communication channels and feedback mechanisms empower students. Departmental societies enable students to develop administrative and managerial skills.

Students participate in decision-making processes through representation in significant committees. The institution encourages students to take ownership of their learning and development. Regular meetings, feedback sessions, and open forums provide opportunities for students to express their views and receive updates on institutional matters. This inclusive approach fosters a sense of belonging and responsibility among students, preparing them for future leadership roles.

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

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

4

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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

The college's alumni association, which is recognized by the Societies Registration Act of 2006, makes a major contribution to the advancement of the institution. The Centre of Old Students' Association (OSA), an alumni association, currently has 45 members; the number of members is constantly increasing. The OSA's constitution states that the President, Vice President, Secretary, Joint Secretary, Treasurer, and eight executive members make up the executive committee, with the Principal of the College serving as the Patron.

Old Students' Association (OSA) is the backbone of any institution. The need for such an association was realized for active participation of the students for the 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, 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	View File

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 contribute to society and the nation.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 by this mission by providing education for all students from different strata of society with a rural backdrop and creating an amiable & amp; conducive environment for learning.
- We endeavor 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 the fair functioning of the college for different exercises for the working of the institution. The college management carefully considers

recommendations made by the OSA members for the betterment of the institution. The dearth of teachers in sciences has been addressed with the consent of the college PTA body by arranging respective subject teachers on temporary 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 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 about disciple are always taken after discussion with campus leaders.

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 under 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 Educations plans and strategies under 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 under 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 regularly, 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	View File

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 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. and opportunities for those who wish to advance their qualifications under 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 of 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

05

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 under 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), which is based on the UGC and state government guidelines. The institution's Principal evaluates the ACR of the teachingstaff, 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. A performance appraisal system is also in place for the college's non-teaching staff.

Teachers 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 regularly.

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 regularly 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 auditor's 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)

00

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 student's 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 under the college's vision and mission. The IQAC has made a concerted effort to introduce the most recent technology to the college to modernize its operations. The inclusion of student representatives in academics, administration, cultural, and other co-curricular activities validates the student's 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 regularly 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 feasibility study report before 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.**
- **College provides a relaxing atmosphere. Aside from this, many additional co-curricular events are conducted in the college, in which all of the College staff members avidly participate.**

File Description	Documents
Paste link for additional information	<u>Nil</u>
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 recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gcseraj.ac.in/wp-content/uploads/2024/12/ANNUAL-REPORT-2023-24.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

The college is committed to creating a safe and inclusive environment for its female students. To address concerns and promote gender awareness, the institution has established a Sexual Harassment and Grievances Cell. This body actively works to resolve issues and raise awareness about gender equality and safety.

In compliance with UGC guidelines, an Anti-Ragging Committee has been formed to prevent any instances of ragging on campus. To enhance overall security, CCTV cameras are installed throughout the campus, and entry is controlled via a locked gate, restricting access to unauthorized vehicles.

For the personal hygiene needs of female students, the college has installed a sanitary napkin vending machine on campus. In addition, students benefit from regular counseling sessions, which provide guidance on personal and academic issues.

The Women's Cell organizes various programs focusing on:

- **Women's empowerment**
- **Girl education**
- **Women's safety**
- **Self-defense training**
- **Teenage issues and health awareness**

To provide a comfortable space for relaxation, the college offers a dedicated common room for female students, along with separate

restrooms to ensure privacy and convenience.

Through these initiatives, the college strives to create a supportive and secure environment where female students can thrive both academically and personally.

File Description	Documents
Annual gender sensitization action plan	https://gcseraj.ac.in/wp-content/uploads/2024/12/Sparsh-Cell-2023-24PDF.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	B. Any 3 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

Effective Waste Management Practices

Our college prioritizes waste management, adopting a comprehensive approach to handle both liquid and solid waste. We maintain separate bins for biodegradable and non-biodegradable materials across the campus.

Biodegradable Waste Management

Biodegradable waste is collected and disposed of in a designated pit, producing manure that is utilized for gardening purposes.

Non-Biodegradable Waste Management

Non-biodegradable waste, including paper and plastic materials, is sorted, recycled, and sold. Hazardous materials from science labs are minimized, and broken equipment is disposed of securely. Laser printer cartridges are refilled, and suppliers recharge, repair, and replace USB batteries.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
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

C. Any 2 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**

B. Any 3 of the above

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

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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
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 foster a holistic environment, Govt College Seraj at Lambathach brings professors and students together through various events that celebrate national days, commemorate notable personalities, and mark other significant occasions. These initiatives promote harmony and respect for the college's linguistic, cultural, religious, and social diversity.

Key highlights include:

Annual Award Ceremony: Organized each year to recognize and inspire students for their future endeavors. Motivational Addresses: Delivered by dignitaries to encourage and guide students. The entire college community, including faculty, staff, and students, actively contributes to these events, reinforcing their commitment to national and social causes.

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

Diversity, Equity, and Inclusion

Our institution embraces India's diverse population, regardless of

caste, religion, color, or sexual orientation. Our community comprises individuals from various cultural, social, economic, linguistic, and ethnic backgrounds.

Inclusive Learning Environment

We provide a productive, compassionate, secure, accessible, and affordable environment to equip students with the knowledge, skills, and values necessary for their growth. By bringing together teachers and students from diverse backgrounds, we incorporate these ideals into our college community.

Promoting Constitutional Values

Through various programs organized by NCC, NSS, Rovers & Rangers, Eco-club, and Red-Ribbon Club, we inspire students to engage with culture, customs, values, obligations, and responsibilities. We also participate in cleanliness awareness campaigns, Swachh Bharat, and other initiatives.

Code of Conduct

Students and staff are expected to adhere to the guidelines outlined in our code of conduct.

Curriculum

Our affiliated universities, Himachal Pradesh University Shimla and Sardar Patel University Mandi, incorporate required courses like Professional Ethics & Human Values, Constitution of India, and Essence of Indian Traditional Knowledge to promote constitutional values.

Celebrating National Days

We celebrate Constitution Day and National Days of India to foster constitutional values, patriotism, and community engagement.

Environmental Conservation

Through guest lectures, seminars, and special class presentations, we promote environmental conservation, ethics, values, and duties.

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**

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

The college is committed to inspiring students by celebrating the legacies of great Indian leaders such as Mahatma Gandhi, Dr. Bhimrao Ambedkar, and Dr. Sarvepalli Radhakrishnan. Their unparalleled contributions to India's development are recognized through events held on national holidays, cultural festivals, and the anniversaries of their births and passing.

Key celebrations include:

February 28: National Science Day, commemorating India's achievements in science and technology. April 14: Dr. Bhimrao Ambedkar Jayanti, honoring the architect of the Indian Constitution.

September 5: Teacher's Day, in tribute to Dr. Sarvepalli Radhakrishnan's birthday. September 14: Hindi Diwas, celebrating the significance of Hindi as India's official language. September 24: NSS Day, recognizing the spirit of social service. October 2: Mahatma Gandhi Jayanti, marked with Swachhata Abhiyan (Cleanliness Drive). November 26: Constitution Day, celebrating India's democratic framework. December 1: AIDS Awareness Day, promoting health education. December 10: World Human Rights Day, reaffirming the importance of human rights globally. In addition, the college celebrates:

August 15: Independence Day, instilling patriotism and national pride. January 26: Republic Day, where NCC cadets actively participate in celebrations organized by the local government. The institution also observes the 12th January birth anniversary of Swami Vivekananda, a source of inspiration for youth.

Through these events, the college nurtures a deep appreciation for India's heritage, culture, and constitutional values, encouraging students to emulate the ideals and virtues of these visionary leaders.

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: Student Welfare Initiatives

Our institution has established the Student Welfare Fund to support students from disadvantaged backgrounds. Faculty members contribute to this fund, providing financial assistance for fees and educational materials. We also operate a Book Bank, collecting and distributing textbooks to needy students. Additionally, scholarships are awarded to meritorious students who rank among the top ten statewide. The prestigious Serigaurav Award is bestowed upon the college's outstanding student.

Best Practice 2: Community Interface

Our institution fosters community service among students through various platforms like NSS, NCC, and clubs. This has led to improved student behavior, campus cleanliness, and community engagement.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Eco-Friendly Initiatives and Environmental Awareness

Our college emphasizes environmental awareness and eco-sensitivity among students. We encourage them to protect plants and animals on campus and beyond.

Campus and Location

Nestled amidst breathtaking scenery, our college is 83 km from the district office. Most students come from rural backgrounds, living in agricultural societies.

Tree Plantation and Environmental Responsibility

We inspire students to preserve, protect, and expand forest cover using local cultural concepts. Our campus boasts diverse tree species, including Taxus, Prunus, Oak, Walnut, and Deodar.

Student Engagement and Outreach

We distribute plants to students to foster environmental responsibility. Surviving plants have grown at a healthy rate. Students enthusiastically participate in tree planting, successfully replicating this initiative in 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

1. To start the admission process for the next academic year.
2. To organise an orientation programme for students.
3. Timetable preparation and Implementation.
4. To provide free coaching classes for the students.
5. To start a mentor-mentee system to enhance a friendly environment of learning.
6. To promote the extension activities with the collaboration of local bodies through NCC, NSS, R&R and other clubs and societies of the college.
7. The college will execute memoranda of understanding with various educational institutions to facilitate collaborative development.
8. The college desires to organise an international conference.
9. The college will encourage the students to participate in sports and co-curricular activities so that the college will be able to participate in inter-college sports and cultural competitions.
10. The college will organise a blood donation camp.
11. 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.
12. Feedback from the students, teachers and alumni.