



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT.COLLEGE SERAJ AT LAMBATHACH

PO LAMBATHACH TEHSIL THUNAG DISTT. MANDI

175048

www.gclambathach.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The beautiful hilly terrain of **Lambathach-Seraj** (Latitude 31.5580 degree N, Longitude 77.1912 degree E) is located in the middle of snow-capped mountains, amidst dense Pine & Deodar trees at the confluence of **Bhakhli and Chetali rivulets** at an elevation of 2150 m above the sea level. It is about 25 km away from the famous **Shikari Devi Temple**, which is believed to be in existence from the time of the Pandavas as per mythology. Moreover, college is accessible from all the major feeding areas i.e. Janjehli, Cheuni, Baga-Chanougi, Thunag, Bagsiad, etc. The college was established in July 2007, vide Government of Himachal Pradesh notification no **EDN-A (Kha) (16)-10/95** dated **27th June 2007** and is affiliated to HPU vide letter no **1-390/200/-HPU (Acad)-2197** dated **15th May 2008** as a co-educational institution. The college is bestowed with approximately 20 bighas of land.

The college has grown over the last decade, despite the presence of difficult topographic and weather constraints. At present, the college has **400 students** on its roll. The college has succeeded in bringing global awareness among local people. It motivates them for innovation by considering the unique socio-cultural environment of the valley. The college has special facilities for girls, and has been attempting in improving the status of women in the region. **The college offers courses in 15 programmes in the faculties of Humanities, Commerce, and Sciences.** Moreover, the college aims at the overall development of the personality of the students by encouraging them to participate in the activities of Sports, Culture, NSS, Rovers & Rangers, Eco club, and Red Ribbon club. The college emphasizes on integrating tradition and values with pragmatic life concerns.

Vision

To contribute in building knowledgeable and resourceful society through education.

A foundation must be laid for **inclusive growth**. We have approached the new era with the hope of an impartial, peace-loving, and cultured society. As an institution of higher learning, we have the responsibility to foster nation-building spirit among learners.

Our vision is to concentrate on **character building** and **enable students to contribute towards society and nation at large**. The institution envisions the learners with inquiring minds, exploring new vistas, and thus making them the future leader in the global world. Our vision is designed to empower young minds with **scientific temperament, environment awareness, cultural consciousness, and self-affirmation**.

Mission

To aim at wholesome development of students through education and making them responsible citizens with global proficiency & cultural cognizance.

The institution abides that mission by **providing education to all the students** coming from different stratas of society **with a rural backdrop** and creating an amiable & conducive environment for learning.

Our endeavor is to equip the learners with **leadership qualities, to foster community-interface responsibility, and translate their learning into a lifelong commitment towards society**. We cater to the needs of our students by providing them resources such as library & laboratories, and by arranging career counselling for their better future.

This makes our students a proud, and respected human resource to build a constructive society, and inbuilt in them **values like self-discipline, simplicity, sincerity, and humility**.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Meditative and conducive learning environment
- Rich blend of curricular, and co-curricular activities
- Transparent and inclusive admission process
- An efficient, dedicated, and competent leadership & staff
- Emphasis on the promotion of human values and academic excellence
- CCTV Monitoring
- Green and eco-friendly campus
- Various societies & clubs for social welfare and environmental protection, i.e. NSS, Rovers & Rangers, Eco club, Red Ribbon cell, Women cell, Disaster Management cell
- Integration of cross-cutting issues like the environment, gender, human rights, etc. in the teaching-learning process

Institutional Weakness

- Limited availability of learning resources
- No campus placement
- Paucity of funds
- Limited research and consultancy services
- Poor network connectivity during snowfall and rainy season
- No canteen facility
- Minimal gymnasium facilities
- Poor transport facilities

Institutional Opportunity

- Provide more financial assistance to deserving students
- Increase in the inter-institutional interactions
- Technological up-gradation
- Scope of enhancing the research & consultancy services
- Extension of ICT enabled teaching-learning
- To begin collaborations with higher education institutions
- To start skill-based and job oriented courses
- To start PG classes

- To establish an IGNOU center

Institutional Challenge

- Topography and climatic conditions
- Uncertain HP University policies
- To provide high bandwidth uninterrupted internet facility
- To start staff and student exchange programmes
- Faculty retention due to locational disadvantages

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

HP University designs the curriculum of all the courses/subjects, which is further prescribed to all its affiliated colleges, accordingly, the same is followed by this institution. However, some faculty members get the opportunity to be a part of the Board of Studies/faculty, in different subjects and contribute in designing the curriculum. **The goals and objectives of the curriculum are transmitted to the students by the faculty through teaching/interaction in and outside the classrooms.** The college offers UG Programmes in 15 subjects in Arts, Commerce and Science under the Choice Based Credit System (CBCS). The college provides diverse and flexible programmes of study as envisaged in CBCS guidelines. Due to a large number of seats available and less strength, all students get admission, but strictly according to the norms of Himachal Pradesh University. The college ensures **quality education through Comprehensive Continuous Assessment/Evaluation** of students. In order to refine their skills students are offered skill enhancement courses in their respective disciplines. The institution believes strongly in the inculcation of human values, gender equity, professional ethics, and promotion of environmental awareness among students. **With a view to strengthen the curricular aspect of the college, feedback from the teachers, and students is obtained and analyzed.**

Teaching-learning and Evaluation

The data reveals that there has been a consistent increase in the number of students admitted to the first semester since 2014. There are no students from other states and countries. Out of total percentage of reserve categories seats, which is 35.5 percent, **22.10 percent seats** have been filled by the mentioned category students during the last five years. **The reason for the minimum enrollment of reserve category students is comparatively less ratio of the mentioned category in this valley. The student-teacher ratio is 27:1 for the session 2018-2019. 29.55 percent of teachers have PhD degrees** and their average teaching experience is more than five years. All the posts of teachers sanctioned by the government for the college are filled up except Sanskrit and Mathematics. The college faculty uses the **student-centric practices for teaching-learning** such as **classroom discussions, mind maps, flow charts, quizzes, class tests, and assignments.** Moreover, they also rely on a series of sources that include ICT, digital media, and internet facilities. **The college follows the system of Continuous Comprehensive Assessment (CCA) with the weightage of 30 percent** of the total marks since academic session 2013-14. The college adheres to the HP University academic calendar. Courses are prescribed by Himachal Pradesh University, Shimla which are further communicated to the students by the teachers. Different teaching methods such as classroom teaching, seminars, interactive sessions, quiz

competitions, mid-term tests, and end-semester examinations are the parameters to evaluate the programme, and course-specific outcomes. The curriculum and the syllabi of the academic programmes offered in this college are smeared in such a way that the objectives are recognized after the successful completion of the programme. **Students acquire self-reliance, communication skills, academic & technical writing skills, presentation skills, planning, and management through these programmes.**

Research, Innovations and Extension

Although the institution has not constituted any formal research committee to promote the research activities, still the faculty of the college is putting their best efforts at the individual level **by publishing research papers in reputed & refereed journals, presenting papers in seminars & conferences, and attending training programmes & workshops.** At present, four faculty members hold PhD degree and three are pursuing PhD in their respective fields. Most of the faculty members are appointed by the state government on a contractual basis, therefore, they are not eligible to initiate any kind of major and minor research project as per norms. Various clubs/committees/societies of the college and a team of committed faculty members engage students in the innumerable community development programmes. Extension work is carried out under the umbrella of various **schemes and programmes** for which societies have been formed such as **NSS, Rovers & Rangers, Eco club, Red Ribbon club, Women cell, and Disaster management cell.** These societies and clubs with other social organizations play an important role in promoting social awareness among students, teachers, and the neighbouring community. Students participate in various extension activities, and campaigns on various health, gender, cleanliness, and environmental issues to help them in responding to the needs of the society. They also help to develop soft skills, life skills, organizational & managerial skills, and talent among the different stakeholders. The lectures/workshops/seminars are organized by these clubs to make the students aware and responsible towards society. Being a UG college, the institution does not have sufficient research facilities specially in science streams. **The institution has applied for affiliation from UGC under 2 (f) and 12 (b).**

Infrastructure and Learning Resources

The institution is affiliated to Himachal Pradesh University. The college ensures optimum utilization of its infrastructural facilities by providing space for Principal Office, Administrative Office, Staff Room, Library, Conference Hall, Smart Classroom, Multipurpose Hall, ICT lab, Music Room, Geography Lab, Science Labs (Botany, Chemistry, ???Physics and Zoology each), NSS Room, Rover & Ranger Room, Sports-cum-Gymnasium Room, and a spacious Parking Zone. All the classrooms are well maintained and ventilated. There is adequate provision for power and water supply in the campus, and each floor is facilitated with a lavatory facility.

Besides these, the college has three playgrounds for sports. There is one multipurpose hall which is used alternatively for academic, indoor sports, and cultural activities. The college has a library having 1537 books, subscriptions to 3 magazines, and 4 newspapers. **The college library remains open from 10 A.M to 4.30 P.M on all working days.** It is maintained by an Advisory Committee of the college. Even though the Librarian post is vacant, the library is managed by the Assistant Librarian. **The college has 22 computers, 15 of them are installed in the ICT lab.** The college has enabled CCTV surveillance. It also has installed **44 fire extinguishers in the building.** In order to encourage hygiene among girl students, the Women Cell has installed a **Sanitary Napkin Vending Machine** and an **Incinerator** in the wash room.

The college has constituted different committees i.e. Purchase Committee, Campus Beautification Committee, College Development & Maintenance Committee, and Library Advisory Committee for the maintenance of infrastructure, academic, and support facilities. The minor repair and maintenance of physical, academic, and support facilities are being met out from various college funds like Building fund, Amalgamated fund, IT fund, Library fund, and PTA fund. Maintenance of the institution is done through private labourers, and experts as per the nature of maintenance. Maintenance of sensitive types of equipment is done by the respective suppliers.

Student Support and Progression

The college caters to the educational needs of the inhabitants from rustic backgrounds, especially living in remote geographical locations. As the institution does not wish any of its students to leave their studies, it pays special attention to the disbursement of various government scholarships to needy and deserving students, and **puts special efforts in liaising and managing private firms or organizations to sponsor scholarships to the meritorious students. The college concentrates on the all-round development of the students**, and in order to realize it, students are motivated to participate in distinct co-curricular activities like sports, culture, and join clubs/societies and cells of the college, apart from performing well in the academics. Accordingly, students represent their college in various inter-college events scheduled as per the affiliating University calendar. Consequently, virtues like discipline, self-reliance, dignity, honesty, sincerity, truthfulness, cooperation, teamwork, adaptability, leadership, respect for their indigenous culture, and rational-outlook towards their nation are instilled into their personalities during the three year UG programme. They are also sensitized about their duties as the citizens of a nation, and are transformed into reasonable human beings. The college has a Yoga and Spirituality Cell to meet the physical as well as the spiritual needs of the students. The faculty appropriately counsels the students during the times of psychological as well as emotional crisis, and in stress, besides acquainting them with numerous career opportunities. **The college forms College Students Central Association (CSCA)** at the beginning of every year as per the norms of affiliating University. CSCA functions as a voice of the students, and serves as a link between the students and the college administration. It contributes significantly in resolving the issues of the college by managing the positive nods of the representatives of the government in times. Besides CSCA, **the college has formed an Old Students Association in the month of April 2018**, which is equally concerned for the growth, and betterment of the institution. Hopefully, it would prove the backbone of the institution in a time to come.

Governance, Leadership and Management

The institution aims at the wholesome development of students through education, making them responsible citizens with global proficiency, and cultural cognizance. It abides the mission by providing education to all the students coming from different strata of society with a rural backdrop, and creating an amiable & conducive environment for learning. It endeavours to equip the learners with leadership qualities, to foster community-interface responsibility, and translate their learning into a lifelong commitment towards society. Under the guidelines and the academic roadmap of our affiliating University, the college administration inspires stakeholders, teaching, non-teaching staff, students, and the community to contribute in achieving the goals. **To ensure a decentralized, transparent and accountable functioning of the institution, it has different bodies like Old Students Association, Parents & Teachers Association, Clubs & Societies, and various Committees.** They not only help in accomplishing the milestones in the academic, sports, and cultural calendar, but also help us to go beyond & contribute to comprehensive education, gender equivalence,

social responsibility, and in making students the global leaders. As per the University norms, all welfare facilities are available, and the appraisal system is followed for all permanent teaching & non-teaching staff. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making and policy formulation for the betterment of the institution. Teachers are permitted leaves to attend conferences, orientation programmes, refresher courses to excel in teaching and learning along with their personal & professional growth. The college conducts internal and external audits and prepares an annual budget in consultation with Directorate of Higher Education. **IQAC is established for the overall progress of the college**, it has regularly been involved in planning and providing track to different features of improvement in the college.

Institutional Values and Best Practices

The institution has always shown commitment to values and best practices. Some of the initiatives taken by the college to inculcate values among the students are:

- Conduction of gender equality promotion programmes
- Making the college campus polythene free
- Special facilities for the girl students
- Code of conduct
- Transparent mechanism
- Celebration/commemoration of birth/death anniversaries of national personalities
- Active NSS and R & R unit as parts of social extension programmes
- Formation of committees for the smooth functioning of the college
- Inculcating spiritual values

The institution emphasizes gender equity by promoting girl education, women empowerment, self-protection, and personal hygiene. Students from the college visit the neighbouring villages to spread awareness about gender sensitivity. The college has a girls' common room. **The girls' common room is provided with a First-Aid Box.** The **Sanitary napkin vending machine** is also installed in the washroom for their convenience.

The college has prepared a handbook of code of conduct for the staff and students as well. The institution maintains complete transparency in its financial, academic, and auxiliary functions by a participative mechanism. The students participate in celebrating the birth anniversaries of national personalities such as Mohan Das Karam Chand Gandhi, Dr. Saravpalli Radha Krishnan, and Dr. Bhimrao Ramji Ambedkar, which gives them opportunities to reflect on their legacy. The college organizes activities such as Swachh Bharat Abhiyan, International Women's Day, Blood Donation Camps, etc. for the promotion of universal values, and national integration. Apart from these, the presence of various cells, and committees like Internal Complaint Committee, Grievance Redressal Cell, Career Counselling Cell, and Parents & Teachers Association remain parts of other best practices of the college. All these Bodies/Cells aim at addressing students' needs and grievances.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT.COLLEGE SERAJ AT LAMBATHACH
Address	PO Lambathach Tehsil Thunag Distt. Mandi
City	Thunag Mandi
State	Himachal pradesh
Pin	175048
Website	www.gclambathach.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Y.p. Sharma	01907-256681	9418144474	01907-256682	gcseraj-hp@nic.in
IQAC / CIQA coordinator	Khyal Chand	01907-256525	8894930726	01907-256526	ypsharma44474@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	27-06-2007

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Himachal pradesh	Himachal Pradesh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	PO Lambathach Tehsil Thunag Distt. Mandi	Rural	7.662	4535.06

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Chemistry,	36	Ten Plus Two	English	240	39
UG	BA,Economics,	36	Ten Plus Two	Hindi	240	20
UG	BA,Hindi,	36	Ten Plus Two	Hindi	240	127
UG	BA,English,	36	Ten Plus Two	English	240	13
UG	BA,History,	36	Ten Plus Two	Hindi	240	138
UG	BA,Political Science,	36	Ten Plus Two	Hindi	240	114
UG	BA,Sociology,	36	Ten Plus Two	Hindi	240	108
UG	BCom,Commerce,	36	Ten Plus Two	English,Hindi	240	36
UG	BA,Music,	36	Ten Plus Two	Hindi	240	6
UG	BA,Physical Education,	36	Ten Plus Two	Hindi	240	7
UG	BA,Geography,	36	Ten Plus Two	Hindi	240	46
UG	BSc,Botany,	36	Ten Plus Two	English	240	32
UG	BSc,Zoology ,	36	Ten Plus Two	English	240	32
UG	BSc,Physics,	36	Ten Plus Two	English	240	7
UG	BSc,Maths,	36	Ten Plus Two	English	240	8

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				18			
Recruited	0	0	0	0	0	0	0	0	13	2	0	15
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				19
Recruited	8	5	0	13
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	0	0	4
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	0	0	0	7	0	0	7
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	140	0	0	0	140
	Female	260	0	0	0	260
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	65	94	67	72
	Female	49	61	50	67
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	7	9	9	7
	Female	9	7	6	10
	Others	0	0	0	0
General	Male	96	85	64	73
	Female	137	159	168	181
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		363	415	364	410

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 223

File Description	Document
Institutional Data in Prescribed Format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	8	8	7	7

2 Students

2.1

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
410	364	415	363	314

File Description	Document
Institutional Data in Prescribed Format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
710	653	625	596	596

File Description	Document
Institutional Data in Prescribed Format	View Document

2.3**Number of outgoing / final year students year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
117	106	103	103	61
File Description		Document		
Institutional Data in Prescribed Format		View Document		

3 Teachers**3.1****Number of full time teachers year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
15	8	7	5	5
File Description		Document		
Institutional Data in Prescribed Format		View Document		

3.2**Number of sanctioned posts year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
18	15	15	13	13
File Description		Document		
Institutional Data in Prescribed Format		View Document		

4 Institution**4.1****Total number of classrooms and seminar halls****Response: 13****4.2****Number of computers**

Response: 15

4.3

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
23.42	1.23	26.89	20.88	1.51

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The institution is committed to the effective delivery of curriculum in a well planned and documented way. In order to ensure the effective implementation of the curriculum the institution has taken the following steps:

- Preparation of academic calendar
- Publication of prospectus
- Preparation of time-table
- Orientation programme for freshers
- Maintenance of attendance and CCA registers
- Regular staff meetings
- Class seminars and assignments
- Class tests and Mid-term examinations
- Smooth conduct of End-term examinations

The Academic Calendar mentions the number of working days, list of holidays, and the tentative schedule of the college & university examinations. The institution publishes its prospectus every year that gives the detail of courses and distribution of marks/credits to be earned in a semester/year. The college drafts a planned and proportionate time table well ahead of the commencement of the classes. Freshers, in each academic year, are guided and oriented regarding CBCS by faculty members and head of the institution. Attendance and CCA registers have been prepared and maintained by the individual teachers. The college conducts regular meetings of the staff members, and teachers are encouraged to implement the curriculum through innovative teaching methods such as presentations, assignments, discussions, and seminars apart from traditional teaching methods. The members of various teaching faculties regularly conduct their own meetings and discussions about teaching strategies & plans keeping in view the number of working days available. The syllabi are divided into units which are to be finished by a given deadline by following the time-table framed by the institution. The extent of the syllabus taught is tested through various class tests and mid-term examinations. The mid-term tests are conducted in each academic semester/year to test the learning level of the students and to orient them for the end-term examinations conducted by Himachal Pradesh University, Shimla. Continuous Comprehensive Assessment Evaluation (CCA) has also been introduced with special focus on the programme structure, evaluation, grading system vis-à-vis the emphasis given to each component in the overall evaluation system.

The curriculum is prepared by the Himachal Pradesh University, Shimla, to which the college is affiliated. It is prepared and implemented after serious deliberations by the concerned subject experts. The Himachal Pradesh University regularly organizes refresher courses, orientation programmes, and workshops to keep the knowledge & teaching aptitude of the teachers updated.

The college provides the faculty and students with ICT resources. The teachers are encouraged to take up a number of activities like seminars/presentation, quizzes, and power-point presentations to make the delivery and assimilation of the course content both comprehensive and learner-centric. Efforts are also made to ensure that classroom teaching is integrated with practical and field activities, wherever possible, to make it relevant for the students in a larger personal and social context.

File Description	Document
Any additional information	View Document

1.1.2

Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3

Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 12.5

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1

Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 58.74

1.2.1.1 How many new courses are introduced within the last five years

Response: 131

File Description	Document
Details of the new courses introduced	View Document

1.2.2

Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 15

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3

Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1

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

Response:

The curriculum integrates the cross-cutting issues:

- Gender equity
- Environmental awareness
- Human values
- Class consciousness
- Professional ethics

The cross-cutting issues like Gender, Climate Change, Environment Education, Human Values, etc., find ample space in the curriculum. The overall curriculum is designed in such a manner that it addresses the issues relevant in the modern world. Our college is a co-educational institution where gender equity is given priority and is nurtured at every step of policies and activities. As far as the promotion of education among girl students is concerned, the Government of Himachal Pradesh has waived tuition fee for all bonafide girl students. An additional seat in each course has also been reserved for the single girl child. The College admits girls in large numbers to its different programmes who often outnumber the boys. In addition to that, the institution has incorporated gender issues in the curriculum. The curriculum of most of the programmes addresses the problems of gender discrimination and how gender equity can be enhanced to form a healthy and harmonious society. The college regularly organizes programmes on human rights and gender equity to sensitize students about these pressing contemporary issues along with student seminars on women empowerment and gender sensitization.

The curriculum also advocates the preservation of the environment. **The subject of environmental sciences is a part of the college curriculum.** It is compulsory for all the students, irrespective of any

stream, to undertake the course in environmental sciences. The curriculum of most of the programmes coalesce social activism and imbibes an awareness among the students to protect the environment. Besides, highlighting the efficacy and essence of extension activities merged with the learning, NSS, Rover & Rangers, Eco club also show active participation in programmes related to environmental issues. The college has joined hands in promoting *Swachh Bharat Abhiyan* to keep the campus of the college green, clean, and plastic-free.

Being an institution of rural backdrop, the students need additional support and counselling. The college maintains a tradition of imparting inclusive education to its students with an emphasis on ethical and moral principles. The curriculum of some of the courses advocates ethical thinking and professional ethics. The college staff demonstrates integrity, impartiality, dedication and ethical behaviour in classrooms & their conduct with the staff members and parents.

The institution instils human values among the students through the curriculum and co-curricular activities. The curriculum of certain courses deals with the cross-cutting issues like class consciousness, the futility of war, caste system, gender issues, human rights, environment, other relevant issues, and tries to educate the students about the same by making them aware about it. Supplementary activities like blood donation, cleanliness drives, health education are regularly taken up by various units of the college to instil human values and awareness among students.

File Description	Document
Any Additional Information	View Document

1.3.2

Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3

Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1

Structured feedback received from

1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: C. Any 2 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2

Feedback processes of the institution may be classified as follows:

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2

Average Enrollment percentage

(Average of last five years)

Response: 20.83

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
410	364	415	363	314

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2000	1840	1760	1680	1680

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3

Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 22.1

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
156	132	171	130	114

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1**

The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

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 counselled at the time of admission by faculty regarding scopes, and opportunities of different courses. Courses are offered in both mediums i.e. Hindi/English. **The advanced and slow learners are distinguished on the basis of their performance in different activities like academics, sports, and culture.** They are also encouraged to participate at district, state, and national level events, which help them to augment their confidence. Remedial classes are planned for the welfares of students. The teachers interact with students and motivate them to clear their doubts by providing good learning environment.

Advanced Learners: They are encouraged to participate in:

- State-level events
- National level events
- Additional courses like English Speaking Training Course
- Project work such as field research work
- Extra assignments i.e.
- Encouraged to sum up class discussion
- Peer teaching
- Co-curricular activities

Slow Learners: Their involvement is assured in discussions related to the subject matter which encourage them to:

- Repeat the important conceptual points
- Ask questions related to their subject matter
- Give the answer with reasoning
- Learn subject matter through audio, visual aids such as power-point presentation, movies and pictorial quiz on laptop/computer
- Summarize the main points of the chapter
- Get benefitted from remedial classes

2.2.2

Student - Full time teacher ratio

Response: 27.33

File Description	Document
Any additional information	View Document

2.2.3

Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

In the modern world, education has become a global phenomenon. It makes higher education easily accessible, improves the quality, and promotes the innovative teaching methods. Some of these methods are:

- **Experimental learning:** It plays an important role in knowledge enhancement. Experimental teaching-learning processes include:

1. Accumulation and analysis of survey data
2. Investigation of practical done in the lab
3. Discussing a documentary/performance

- **Participative learning:** The college constitutes various Clubs/Cells which help students' smooth transition into a new learning environment in different fields like sports, academics, and culture:

1. Academic activities such as class assignments, group discussions, seminars, and other interdisciplinary activities
2. Co-curricular activities organized by various Clubs/Societies like Cultural club, Sports club, NSS, Red Ribbon club, Eco club, College Magazine, CSCA, and Rovers & Rangers
3. Value education and spiritual awakening programmes
4. Extension programmes

- **Problem Solving Methodologies:** Students are engaged in problem-solving puzzles/learning through:

1. Continuous meeting with challenging issues of our nation and the world such as environmental, educational, and professional
2. Inviting students to solve a problem which involves critical thinking and links theory with practical

These activities encourage students' creativity, innovation, and adaptability to meet the challenges of contemporary society.

The college has developed several support systems for the personal and professional development of the students and teachers that expand the learning environment in college such as a library, computer resource center, laboratories, etc. The college has its own Internal Quality Assurance Cell (IQAC) which conducts regular meetings in the college related to pertinent issues about college excellence. The cell contributes to developing teacher learning process by reviewing, analyzing, discussing the issues, and implements them for the academic acceleration of the institution. The faculty members of the college expand their interdisciplinary communication, increase the ability to achieve educational goals, develop new ideas in the concerned fields of study by participating in national and international level seminars, organized by a different organization.

File Description	Document
Any additional information	View Document

2.3.2

Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 46.67

2.3.2.1 Number of teachers using ICT

Response: 7

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3

Ratio of students to mentor for academic and stress related issues

Response: 410

2.3.3.1 Number of mentors

Response: 1

2.3.4

Innovation and creativity in teaching-learning

Response:

Creativity and innovation are becoming increasingly significant for the improvement of society. It stresses the need to inspire the development of students' creative and innovative potential due to the expansion of new technologies which contribute to formal and informal learning and helps to learn the interdisciplinary skill. Creative learning requires innovative teaching. It is possible through factors likes:

- Communication in the mother tongue and foreign language
- Basic competences in science and technology
- Social competences and cultural awareness

Teachers are important figures in constructing a creative environment. To make it a reality, faculty need to have a clear vision, awareness, and understanding of what creativity is and how it can be enhanced. Curriculum and assessment are key areas to allow creativity in the classroom. So, Himachal Pradesh

University developed a curriculum for college giving equal importance to every subject, allowing freedom and time for discovery, and taking learners' interest in the account. In addition to this, the curriculum is planned in such a way to complement with practical understanding along with theoretical knowledge. Moreover, the assessment also contributes to creative and innovative learning by the development of knowledge attainment and skill development in students.

Scientific technologies play a crucial role by offering a variety of opportunities for constructive change in HEIs. The college faculty uses student-centric practices for teaching-learning along with conventional chalk & talk method such as:

- Classroom discussions
- Assignments
- Quizzes & Tests
- Mind maps & Flow charts
- Sources like ICT, Digital, and Internet facilities

Teachings have been modified over time to facilitate innovations. Innovations are conceived in such a way that they help in sustainable and inclusive growth of students' learning and creativity.

Students are encouraged to think critically which develop innovative and creative ideas in their assignments, projects, and other tasks assigned to them. Students are encouraged to make judicious use of natural resources and they are taught how to make new products from sustainable and eco-friendly materials. Creative academic and co-curricular activities are organized in college for the development of analytical skills, reflective thinking, creative, and innovative thinking of the students.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Average percentage of full time teachers against sanctioned posts during the last five years

Response: 52.05

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2**Average percentage of full time teachers with Ph.D. during the last five years****Response:** 29.55**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	1	2	2	2

File Description**Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)

Any additional information

[View Document](#)**2.4.3****Teaching experience per full time teacher in number of years****Response:** 3.87**2.4.3.1 Total experience of full-time teachers**

Response: 58

File Description**Document**

Any additional information

[View Document](#)**2.4.4****Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5

Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms**2.5.1**

Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The students and faculty members are well aware of the evaluation process. Continuous Internal Evaluation (CIE) System is an integral part of CBCS, which is prescribed by Himachal Pradesh University. Choice Based Credit System-CBCS emphasizes on comprehensive continuous assessment (Assignments/Quizzes/Seminars/Mid-Term Examinations) which is designed at the college level, and End-Term Examinations are set and evaluated at the university level.

College Level:

CCA for Arts and Commerce student (30 marks)

1. Assignment/Quiz/Seminar----- 10 marks
2. Mid-Term Examination----- 15 marks
3. Attendance----- 5 marks

CCA for Science student (30 marks)

1. Assignment/Quiz/Seminar/Mid-Term Examination--- 15 marks
2. Attendance----- 5 marks
3. Lab Seminar/Lab CCA----- 10 marks

Practical for Science, Geography, and Commerce student (20 marks)

Evaluation in a continuous mode has improved students' regular participation in class attendance, and in completing assignments. Students, who miss the assignments due to ill health or participation in co-curricular activities, are given an extra opportunity on alternate dates. The evaluation of CCA is uploaded from college on the university website.

University Level:**End-Term exam for Arts, Maths, Geography, and Commerce student (70 marks)****End-Term exam for Science, Commerce, and Geography student (50 marks)**

The evaluation of End-Term Examinations is carried out at different evaluation centers in the state and final results are uploaded on its website by the university.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2**Mechanism of internal assessment is transparent and robust in terms of frequency and variety****Response:**

The institution ensures that the students are aware of the evaluation process through the college prospectus and orientation programme held at the beginning of every academic year. The transparency in internal assessment has been maintained according to specific parameters fixed by the Himachal Pradesh University while assigning internal assessment. These parameters are uniform for all affiliated colleges in the state. Continuous Comprehensive Assessment has weightage around 30%-50% depending upon course. The constructive and collective assessment has been completed on the basis of the following criteria:

- Conducting class tests regularly
- Regular assignments are given to the students by the course teachers
- Conducting seminars, and presentations
- Ensuring students' active participation in the class

- Conducting question-answer sessions regularly in the class
- Organizing tutorial sessions
- Maintenance of CCA register

2.5.3

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

Response:

All grievances related to the evaluation has administered by Himachal Pradesh University through a special committee constituted for this purpose. **The students have free access to RUSA Co-ordinator regarding any grievances about examinations and results.** This process is also available on the university website. **The college has also constituted a student grievances & redressal cell, headed by senior teachers which address grievances of student-related to internal assessment awards.** The internal awards are scrutinized by the cell before sending to the university. The university offers a chance to the students about their answer scripts re-checked within a stipulated time.

File Description	Document
Any additional information	View Document

2.5.4

The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic calendar is designed by the parent university and this college implements the same in the institution. The academic calendar and evaluation schedule is provided by the university to all affiliated colleges in the state. College adheres to these strictly whereas teaching/examination schedule gets prepared at the college level and is followed in each semester/session. Index of academic calendar contains commencement & end of teaching, theory/practical examination dates, result declaration, and holidays.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college website, prospectus, and annual report state the mission & objectives of all departments in the college. These media also highlight the achievements of the students. The learning outcomes are communicated to the students from beginning of the academic programmes during the counselling and orientation sessions. A unique set of learning outcomes has been defined for each course offered by the college, which helps in academic excellence, personality development, and social commitment of students. **The curriculum and the syllabi of the academic programmes offered in this college are smeared in such a way that these objectives are recognized after the successful completion of the programmes.** Students acquire self-reliance, communication skills, academic writing skills, presentation skills, planning, and management skills through these programmes.

File Description	Document
Any additional information	View Document

2.6.2

Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institution observes the performance of the students through class tests, students' participation in discussions, mid-term tests, presentations, quizzes, attendance, participation of students in co-curricular activities such as cultural, sports, NSS, and rovers & rangers etc. Continuous assessment provides feedback on the efficacy of the teaching learning process in each course. As per the schedule issued by the university, the data of students' record is collected from the college office, and used for further planning, and overcoming the barriers of learning.

File Description	Document
Any additional information	View Document

2.6.3

Average pass percentage of Students

Response: 87.18

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 102

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 117

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.3

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2

Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Yes. Although the institution has not constituted any formal research committee to promote the research activities, still the faculty of the college is putting their best efforts at the individual level by publishing

research papers, participating in seminars, conferences, training programmes, and workshops. Some faculty members have published their research papers in some world-class journal like **Chemistry-A European Journal, Organic Letters, Journal of Experimental Botany, and Science Reports**. At present, four faculty members hold a PhD degree and three are pursuing PhD in their respective fields. IQAC has recommended the formation of research cell to boost up research in the institution. Being a UG college, the institution does not have sufficient research facilities, particularly in the science stream. The college has applied for affiliation from UGC under 2 (f) and 12 (b).

3.2.2

Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1

The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2

The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3

Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.12

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	2

File Description

List of research papers by title, author, department, name and year of publication

Document

[View Document](#)

3.3.4

Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.38

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1	2

File Description

List books and chapters in edited volumes / books published

Document

[View Document](#)

3.4 Extension Activities**3.4.1**

Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Various clubs/committees/societies of the college and a team of committed faculty members engage students in the innumerable community development programmes. Extension work is carried out under the umbrella of various schemes and programmes for which special societies have been formed such as NSS, Rovers & Rangers, Eco Club, Red Ribbon Club, Women Cell and Disaster Management Cell. These societies and clubs with other social organizations play an important role in promoting social awareness among students, teachers, and neighbouring community. Students participate in various extension activities, campaigns on various issues like health, gender, cleanliness and environmental to cater the needs of the society. They also help in developing soft skills, life skills, organizational and managerial skills among the different stakeholders. The lectures/workshops/seminars organized by these clubs make the students aware and responsible towards the society.

Major extension activities carried out through NSS, Rovers & Rangers, Eco club, Red Ribbon club and Women cell during the period 2014- 2019 are:

- Cleanliness drive (Swacch Bharat Abhiyan)
- Camps in the adopted villages
- Promoting the use of eco-friendly products
- Nutrition awareness campaigns
- Blood donation
- Tree plantation
- AIDS Awareness programmes
- Rallies on various social issues
- Celebration of Independence Day, Republic Day, Women's Day, Yoga Day, etc.
- Gender sensitization programmes
- Election awareness campaign

File Description	Document
Any additional information	View Document

3.4.2

Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3

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 last five years

Response: 53

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	12	10	5	6

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4

Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 40.88

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
367	148	62	65	130

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1

Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2

Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institution is affiliated to Himachal Pradesh University. The basic infrastructure has been provided by the government of Himachal Pradesh as per the requirement and students' strength. The newly constructed building of the college was handed over by PWD, Government of Himachal Pradesh on October 2016. The college makes efforts for the optimal use of existing infrastructure. **Presently, the college infrastructure comprises of Principal Office, Staff Room, Administrative Office, Conference Hall cum Seminar Hall, 12 Class Rooms, a Smart Class Room cum Video Conferencing Hall, a Multi-Purpose Hall with the seating capacity of 150 students, a Geography Lab, an ICT Lab, a Music Room, a Sports-cum-Gymnasium Room, a NSS Room, and a Rover-Ranger Room.** It also has a spacious parking zone for vehicles.

As the **science classes have commenced from the academic session 2018-19**, there is partially equipped laboratories in each subject, i.e. Botany, Chemistry, Physics, and Zoology. There is a lavatory facility on each floor for the students. For the convenience of specially-abled/PwDs students, separate lavatory facility is provided in the college. The staff of the institution is also provided with such facility adjacent to their staff room.

The proposal to construct a new science block, administrative block, and an auditorium has been approved by the State Education Department and the requisite formalities are under process in this regard. An amount of Rs 7,57,63,300/- has been estimated by the Superintending Engineer, PWD, Mandi [HP] for the construction of new Science block-cum-Multipurpose hall.

Besides these, the college has three playgrounds for sports. CCTV surveillance has been enabled in the institution to ensure the safety and security of students as well as of college property. It also provides safe drinking water. Forty-four fire-extinguishers have been installed at the strategic points including an emergency door on each floor. Students are provided with bench facilities in corridors and in the college playground. A transformer of 100KV has been installed in the campus to ensure uninterrupted power supply.

The college has adopted e-governance in administration to disburse salaries, scholarships, to maintain employee's record through PIMS, and official communication through e-mail with a view to making administration transparent and efficient.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2

The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

Sports and games are means of mental and physical health as they offer us a change from the monotonous routine life. We have developed a sports environment for our students by making optimal use of existing infrastructure and management. There are multiple sports facilities that keep our students energetic and physically fit.

The college has spacious playgrounds for different sports activities like volleyball, kabaddi, shuttle-badminton, and kho-kho. The institution has a multi-purpose hall to organize indoor sports events like carrom board, chess, and table tennis. The students participate in different inter-college tournaments and championships organized by HPU, and are given sports kits, travelling and refreshment allowance as per norms. We are proud to have state and national players in our college. The college has a sport-cum-gymnasium room with the basic facilities. Apart from these, Yoga is being taught as a part of physical education.

The affiliating University decides its annual sports calendar in consultation with the sports council of the university, having representation from the colleges of the state. The college has got honour to host the following two inter-college championships:

- 1.Inter-College Kho-Kho (Women) Championship w.e.f. 7th to 9th October 2018
- 2.45th Inter-College (Men-Women) Cross Country Championship held on 6th September 2019

The college organizes various socio-cultural activities in the campus with the help of volunteers of NSS, Rover-Ranger, Eco-club, and CSCA throughout the year. The institution has a multi-purpose hall to conduct all types of cultural activities.

The Music department is facilitated with a separate music room, music/sound system, tablas, harmonium, electric tanpura and traditional cultural dresses for the cultural activities and to enhance student's interest in music. The college participates in different cultural activities every year. Activities like quiz, debate, declamation, folk dance competition are organized by the college from time to time in order to motivate and promote the participation of students. The efforts are being made to channelize the energy of the students, so that they could bring laurels to the college, state, and nation.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.3

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

Response: 15.38

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4

Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 58.07

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
22.51	0.00	25.76	20.55	0.00

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated using Integrated Library Management System (ILMS)

Response:

The library was established with the inception of the college in July 2007. The institution has a spacious library with the seating capacity of seventy people, and is equipped with **1537 books, four newspapers, and has subscription to three magazines.** All the students having college identity card are allowed to visit library. Library cards are issued in beginning of the academic session. The students are allowed to access library during visiting hours i.e. from 9AM to 5PM. They have been provided the facility to read the books, magazines and newspapers during visiting hours. The students are also allowed to issue the limited number of books for a week. The library staff helps the students in searching books, course materials, syllabus and previous year question papers. **The CCTV cameras have been installed in the library for the security of library resources as well as personal property of the staff members & the students.** The issue registers have been maintained as per library norms. The library has its separate notice board, where notices are displayed regularly. The college has a library advisory committee which ensures the effective functioning of library. The committee also looks after budget allocation, purchase of new books and subscription of magazines. Books are purchased on the recommendations of the faculty members. The college library does not have any Wi-Fi connectivity and integrated Library Management System (ILMS) but is planning to purchase ILMS software in near future.

4.2.2

Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Since the college is still evolving and our main thrust is to provide the different text books to the students so, the college library has no collection of rare books, manuscripts, special reports or any other specific knowledge resources presently. Due to lack of funds college is not in condition to have such kind of specific documents. The college uses different funds like PTA funds and fine funds to fulfill the basic requirements of library. It also seeks the financial help/ book donation from other resources.

4.2.3

Does the institution have the following:

1.e-journals

2.e-ShodhSindhu**3.Shodhganga Membership****4.e-books****5.Databases****Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4**Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)****Response:** 0.26**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0.65	0	0.439	0.0557	0.144

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5**Availability of remote access to e-resources of the library****Response:** No**4.2.6****Percentage per day usage of library by teachers and students****Response:** 7.06

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 30

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities including Wi-Fi**Response:**

The college strongly believes that students are the biggest assets of the college. For their convenience, **computer lab (ICT lab) has been established**, where students can learn as per their need and interest. Fifteen new computers have been purchased in the academic session 2018-19. The students from various streams are using ICT lab and are being benefitted out of it. **There are twenty two computers in the college.** Four of them are installed in office, one in the principal office, one in the staffroom, and one in the library and rest fifteen are in the ICT lab. In office, the college is using **BSNL broad band connectivity** with the speed of 10Mbps, and in the ICT lab, the college is using **JIO Wi-Fi hotspot** to ensure internet access to the students. **The student computer ratio is 19:1.** Efforts are being made to connect each computer with high speed internet connection in the upcoming session.

File Description	Document
Any additional information	View Document

4.3.2

Student - Computer ratio

Response: 18.64

4.3.3

Available bandwidth of internet connection in the Institution (Lease line)

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4

Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 100

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
23.42	1.23	26.89	20.88	1.51

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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.

Response:

The institution has succeeded in making optimal use of the existing classrooms/ lecture theaters, avoiding overlapping the schedule of classes. While preparing time-table, a special attention is given to the

allotment of classes according to the availability of the classrooms. Smart classroom-cum-video conferencing room is used by the faculty members as per their requirement. The college has three playgrounds which are alternatively used to play different games, and to conduct cultural activities. The institution has one multipurpose hall, which is used for different activities like indoor games, co-curricular activities, mid-term and end-term examinations. The science departments having practical component of inter-disciplinary nature, use the facilities of one-another interchangeably as required. The students are provided with college identity-cum-library card to access library. The institution has fixed the maximum number and days of issuing books to ensure proper circulation of books for a better utilization of learning resources. There is a well maintained register in ICT lab for its better and proportionate use. To facilitate students, a printer-cum-scanner is also available in the lab.

Maintenance:

The newly constructed building of the college has been handed over to the college in the year 2016, and the furniture for students, faculty, and office is new, and presently there is no major repair and maintenance required. The college has constituted different committees like Purchase Committee, Campus Beautification Committee, Library Advisory Committee, College Development and Maintenance Committee to inspect, look after, and maintain infrastructure, academic, and support facilities. **The minor repair and maintenance of physical, academic, and support facilities are being met out, on the basis of physical inspection and verification made by the various committees from various college funds like Building fund, AF, IT fund, Library fund, and PTA fund.** The college constitutes committees, which maintain electrical and water system in the campus when required. **A transformer of 100KV has been installed in the campus to ensure uninterrupted power supply and to avoid possible damages to the electrical gadgets.** The college has hired a housekeeper/sweeper for day to day care of premises on PTA basis. Maintenance is done through private laborers and experts as per the nature of maintenance. The maintenance of sensitive pieces of equipments is done by the suppliers. Major repairs are outsourced by following the procedure of the institution. Stock verification is done accordingly by the faculty members from other departments and the report of the same is submitted to the Principal. Services of a professional IT company have been used for maintenance, and regular up-gradation of college website. The college has installed a hand pump and four taps in the college campus in order to provide students fresh drinking water. CCTV, ICT labs, seminar hall, and smart class room cum video-conferencing hall are located at appropriate locations with prior consultation with the technical experts, and responsibilities are distributed accordingly among staff members. In order to encourage hygiene among girl students, the Women cell has installed a Sanitary Vending Machine and an Incinerator in the girl toilet. There are forty-four fire extinguishers installed in the college building. The college has an accessible complaint box. It also has a suggestion box to receive students' valuable feedback.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 22.71

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	19	109	187	96

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2

Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.98

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3**Number of capability enhancement and development schemes –****1.For competitive examinations****2.Career counselling****3.Soft skill development****4.Remedial coaching****5.Language lab****6.Bridge courses****7.Yoga and meditation****8.Personal Counselling****Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4**Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years****Response:** 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5

Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benefited by VET	View Document

5.1.6

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

5.2.1

Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2

Percentage of student progression to higher education (previous graduating batch)

Response: 10.26

5.2.2.1 Number of outgoing students progressing to higher education

Response: 12

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3

Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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) year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2

Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**Response:**

The college has a College Students Central Association (CSCA) working for the welfare of students. In the academic session 2014 -15, Himachal Pradesh University Executive Council decided that formation of CSCA would be on nomination basis, vide letter No.3-1/80-HPU (Genl.) Vol. XII dated 22 Aug. 2015, before academic session 2014-15, CSCA was elected on the basis of direct voting system. This institution adheres to the norms, and guidelines of Himachal Pradesh University for the formation of CSCA. The Principal of the college is the Principal Advisor of the College Students Central Association, and it's Executive Committee. **The Executive Committee consists of a President, a Vice President, a Secretary, and a Joint Secretary.** They are elected on the basis of merit in the previous academic session. One Class Representative is nominated from each stream available in the college for each class. Besides these nominated members, two students are nominated as Office Bearers to various academic and administrative bodies/clubs/committees from amongst outstanding students excelling in each co-curricular activity like culture, sports, NSS, and Rovers and Rangers, Eco club, and Red Ribbon club. The nominated CSCA and the above mentioned committees help in maintaining discipline in the college campus. They remain an integral part of each committee constituted for the smooth conduction of the college functions and events. They motivate students to participate in academic as well as various co-curricular activities held at the college level, inter-college level and inter-university level events. It is the responsibility of CSCA to report the Head of the institution regarding any indiscipline in the college campus. **A formal CSCA function is organized in the college towards the end of every academic session in which students present various cultural items, and participate in several competitive activities like declamation, quiz competition, poetry recitation, slogan writing competition, painting competition, poster making competition, mehendi, and rangoli competition.**

Apart from these, students are screened, and selected as Student Editors for the various sections of college magazine every year.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3**Average number of sports and cultural activities/ competitions organised at the institution level per year**

Response: 10.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	16	11	6	8

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1

The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Old Students' Association (OSA) is the back bone of any institution. **The college has an Old Students Association which was formed on 8th April 2019.** The need of such an association was realized for active participation of the students for progression of the institution through financial as well as non-financial sources. The members of OSA give objective feedback on various aspects of the college for its betterment. Although they have not contributed anything financially yet, but they are a source of inspiration for the students as they remain consistently concerned for the improvement, and advancement of the institution.

File Description	Document
Link for Additional Information	View Document

5.4.2

Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3

Number of Alumni Association / Chapters meetings held during the last five years**Response: 1****5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The college administration is devoted to guaranteeing the successful and proficient administration of the institution as far as the educating learning procedure is concerned. The participation in co-curricular exercises is energized by motivating students, and the official work is done on schedule. Our undertaking is to confer the best training to the students of the institution. Different committees are comprised of senior members as the conveners. Feedback is taken from the staff members at regular intervals. To guarantee the responsibility of the staff, the Principal assesses their performance through ACRs.

The general administration of the college is conferred with the State Government. At the institutional level, the **Principal is the in-charge of the day to day administration of the college. The bursar maintains the financial record of the college** and, keeps an eye on the college/student funds on a regular basis. To meet the vision, the classes are taken constantly according to the timetable, and the institutional annual schedule is abided by the college academic calendar.

A reasonable portrayal of faculties like humanities, sciences, and commerce is assured while comprising committees for different activities related to the fair functioning of the college for different exercises with respect to the working of the institution. Recommendations given by the OSA members for the betterment of the institution are considered properly by the college management. The dearth of teachers in science streams has been sorted out with the consent of the college PTA body, arranging respective subject teachers on a temporary basis. Students are assessed on a regular basis through classroom interaction, class tests, and mid-term examinations thereafter required reinforcement is given accordingly.

File Description	Document
Link for Additional Information	View Document

6.1.2

The institution practices decentralization and participative management

Response:

The institution puts into practice the culture of participative administration by including staff members in a number of administrative roles. **The two significant processes undertaken by our institution are academics and co-curricular activities.** These activities are accordingly managed by the college in a

decentralized and participative mode. As far as the academic aspect is concerned, admission and examination are the two decentralized practices of the institution. The admissions to different Under Graduate subjects/courses of study are made purely on merit basis. Several admission committees are constituted at the commencement of each academic session to manage and regulate admissions to different classes. These committees are mentioned in the college prospectus and on the institutional web site for the convenience of the students. Similarly, the process of internal examination/mid-term tests is also accomplished in a decentralized manner. The dates for these tests are decided at the meeting of the staff council. The question papers for mid-term exams are submitted to the controller of examination (mid-term) by the concerned teachers within a given time period. The Examination committee then ensures timely printing of the question papers and other examination material. Teachers are put on invigilation duty during the actual conduct of these examinations, and the non-teaching staff is also assigned various duties. The faculty and the non-teaching staff also help the students in filling up their examination forms for the End-semester Exams/Annual Exams conducted by the university. The teaching and non-teaching staff are allocated several duties as per the university norms for the smooth conduct of these exams.

The same decentralized and participative practice of governance is also adopted to accomplish co-curricular affairs of the college i.e. sports, culture, NSS, Rovers & Rangers, Eco-club, and Red Ribbon club. In order to organize sports as well as cultural events various committees are constituted by the organizing secretary under the guidance of the head of the institution. While organizing annual sports meet, and other inter-college championships, the college adopts the practice of decentralization and participative management. A similar pattern of decentralization is followed while organizing cultural events like CSCA, and annual prize distribution function. Respective committees accomplish their assignment/roles diligently. Besides, the In-charge of various college clubs/units like NSS, Rovers & Rangers, Eco-club, and Red Ribbon club distributes the different assignments among volunteers to train them in participative management and sharing responsibility.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Yes, the institution has a plan for the improvement of the college in accordance with the vision and mission statement of the college. The institution is expected to improve the official affairs for the welfare of the students.

The perspective/strategic approach of the college includes various components like the establishment of

classrooms and laboratories, procurement of the latest laboratory equipment, and upgrading of the library and learning resources.

The college has established its IT lab, and it is also used as a GIS lab by geography students. It has fifteen desktop computers operating on Windows for boosting up computer knowledge among its students. **The IT Lab is Wi-Fi enabled** and free access to the IT lab is provided to all students.

6.2.2

Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Principal is the in-charge of the budgetary as well as managerial issues of the college. Different committees are constituted to execute the arrangements and approaches of the Department of Higher Education according to rules issued by Principal Secretary of Education. The Principal acts as an administrator and supporter to different committees and bodies, which release their duties as per the instructional strategy of state government. The Principal makes all the purchases by discussing with the college purchase committee as per the directions laid down by the Government. The planning and decision making in case of budgetary issues despite the fact that rests with the Principal, however, different committees formed hold meetings and forward proposals which are approved by the Principal. As the college is represented by HP Govt. an enlistment, advancement, and administration rules are chosen by the government. **The recruitment of teachers is done by HP Government through HP Public Services Commission in open national level competition.** The college is not authorized to recruit teachers on a regular basis but rather some gap arrangements are made at the institutional level through PTA on a temporary basis. The college has set up a system for redressal of complaints. There is a Grievance & Redressal Cell, which performs its duty diligently.

File Description	Document
Link for Additional Information	View Document

6.2.3

Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**

5.Examination

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4

Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

All managerial and budgetary issues of the institution are discussed in informal meetings and are approved with consensus. Formal notifications are issued for meetings, and minutes of the meetings remain accessible with the Staff Secretary. The Principal holds meetings of the staff council to discuss the issues regarding scholastics, co-curricular exercises, and students. The requirements, issues, recommendations for educational reforms, and infrastructural enhancements are forwarded by respective co-ordinator & committee members to the Principal.

The Principal holds a meeting at regular intervals with the stakeholders for the creation and improvement of institutional framework.

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

The teaching and non-teaching staff are the strength of any Institution. These are the pillars on which, all ambitions of the institution can be transformed into realities. The college administration is fully compassionate in every way to improve the professional growth of its teaching and non-teaching staff.

The various approaches implemented by the Institution for faculty development through training, and motivation are:

- Assistance of faculty involvement programmes for professional development planned by the other organizations such as Government College of Teacher Education, HP Institute of Public Administration, UGC Academic Staff colleges etc.

- Job advancement profits for those with higher qualifications such as MPhil and PhD as well as opportunities for those who wish to advance their qualifications as per the Government of Himachal Pradesh rules

The college offers all the welfare schemes to teaching and non- teaching staff as per the rules of the Government of Himachal Pradesh. These include:

- 1.Provident Fund and NPS
- 2.Gratitude, Encasement of earned leave and other benefits at the time of retirement
- 3.Insurance benefits under GIS
- 4.Provision to draw an advance from the GPF/CPF
- 5.Medical Reimbursement
- 6.Maternity leave. (26 weeks)
- 7.Paternity Leave. (2 weeks)
- 8.Duty leave to facilitate participation in conferences/ seminars
- 9.Study Leave
- 10.House Rent Allowance
- 11.House building Loan/ Vehicle purchase Loan by the Government
- 12.Special Leaves are granted for attending sports meets, association meetings, seminar and workshops.
- 13.All the employees recruited before 2004 are eligible to avail pension.

In addition to this, the college has a well-equipped staff room with a computer system installed for the use of the faculty members. The college provides automated salary transfer to its employees. Ward quota in admission is available as per university norms. The Sexual Harassment Cell of the institution prevents any gender based harassment in the institution.

6.3.2

Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3

Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4

Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 40.17

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	7	0	2	2

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

As the college is a government institution, all the faculty members are appointed by Principal Secretary, Higher Education, Govt. of Himachal Pradesh, Shimla through the HPPSC. Salary grades and other emoluments are granted as per 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 ACR (Annual Confidential Report) based on the performance appraisal system as per the guidelines of UGC and the state government. The Principal of the institution evaluates ACR of teaching and non-teaching staff, marks his/her opinion and sends them to the Director of Higher Education for further actions. Teachers fill up API formats and forward them to the Director of Higher Education. There is also a system of performance appraisal for the non-teaching staff of the college. **The ACR of teachers/non-teaching staff is also communicated to the peers in the Department of Higher Education, which is reviewed for career enhancement.**

The feedback form has a well defined set up of questions that helps the students to evaluate the teachers on the basis of their knowledge, communication skill, punctuality, discipline, and teaching skill. The Principal analyses students feedback and shares it individually. The college administration on behalf of Directorate of Higher Education keeps a vigil on the professional behaviour and attitude of members of the teaching as well non- teaching staff. Periodical student feedback on teachers is maintained by the institution.

6.4 Financial Management and Resource Mobilization

6.4.1

Institution conducts internal and external financial audits regularly

Response:

The institution conducts internal and external financial audits regularly. The college bursar is the institution's internal mechanism for ensuring financial propriety and discipline. **The local audit Department of the Government of Himachal Pradesh conducted an audit in March 2017 of the**

student funds and submitted its report. The college has settled the audit objections of the auditors by producing the supportive documents and by making recoveries as pointed out.

The Department of Higher Education allocates budget on request and demand from the college. Salaries and payments are made through government treasury after passing the bills by the treasury officer. The payments are directly credited in the accounts of concerned employees. The tuition fee is collected and deposited in the Government Account through challans. **All Government financial transaction are online, and thus transparent.** Receipts and payments books are audited by auditors of the office of the Accountant General Himachal Pradesh. Available sources of resource mobilization are the student's amalgamated fund (AF) and PTA fund. This money is used for the developmental activities of the college. For other developmental activities like infrastructural development, requirements of books for library, establishment of computer lab etc., funds are sought from the Directorate of Higher Education, which in turn are allocated depending on their availability.

6.4.2

Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0.25

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.25	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

6.4.3

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Principle sources of funds for the college are allotment from the Directorate of Higher Education, the state government, Developmental grants collected from the students, and PTA fund collected from the parents. The college does not have any Resource Mobilization Policy of its own. The students' AF is another source for expenditure related to student welfare projects. Money from these funds is used for

various activities in the course of the academic year like:

- Sending teams for sports activities
- Youth festivals
- Organizing cultural activities in the college

The Principal and the bursar approve or disapprove the money for the expenditure accordingly. A utilization certificate is submitted by the convener of the concerned committee after expenditure.

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

Response:

Our college has an active IQAC for the last five years. Keeping in mind the overall progress of the college, the IQAC has regularly been involved in planning and providing track to the different features of improvement in the college. The IQAC has been constantly betrothed in crafting an environment that helps the college to achieve its objectives in accordance with the vision and mission of the college. It has been a constant effort on the part of the IQAC to bring the latest technology to the college in order to update its functioning. The contribution of the students in improving quality is confirmed by including student representatives in academics, administration, and co-curricular activities. The IQAC plays an important part in quality improvement by:

- Distributing information on the various quality factors of higher education among faculty and the students
- Providing recommendations for introducing new programmes for enrichment of quality in all aspects of the curriculum
- Endorsing the use of technology for enhanced teaching-learning aspect

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

Response:

The institution regularly reviews its teaching-learning process by:

- Presenting advanced academic change through mainly the Choice Based Credit System of teaching-learning-evaluation which has been a continuing process since 2013
- Preparation of feasibility study report of the department before the introduction of new

courses/programme

- Estimating teaching-learning procedure regularly through student feedback, keeping in mind the range and extent of courses and the felt needs of the student, while maintaining parity with other institutes of higher learning in the state
- Providing guidelines for formative and summative evaluation
- Integration of extension service with the academic curriculum
- 1:27 is the mentor-student ratio in the college which facilitate the students to address their grievances comfortably and squarely.
- Apart from these, many other co-curricular activities are organized in the college in which all the staff members of the college take part enthusiastically.
- Proposal for NCC sub-unit

6.5.3

Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	1	0	1	0

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

6.5.4

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**

5.NBA or any other quality audit**Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5**Incremental improvements made during the preceding five years (*in case of first cycle*)****Post accreditation quality initiatives (*second and subsequent cycles*)****Response:**

The college since its inception has always tried its best to work hard to upgrade itself and give new & modern facilities of teaching and learning to the students. IQAC cell has made many progressive initiatives which include:

Infra-structural initiatives:

- 1.Transfer of 10 bighas of forest land to higher education was initiated and the proposal finally submitted.
- 2.Work on the construction of college boundary likely to start at the beginning of next month since the government has sanctioned 1.5 crores
- 3.Water supply connection
- 4.Proposal for construction of girls hostel
- 5.Acceptance of preliminary estimate for Science Block-cum-Multipurpose Hall [Rs 7,57,63,300/-]
- 6.Providing furniture for the new building
- 7.Shifting to the new building
- 8.Dismantling of old college buildings
- 9.Installation of CCTV cameras
- 10.Installation of iron benches in the campus
- 11.Maintenance of college ground

Academic initiative:

- 1.Started BCom classes
- 2.Started BSc classes
- 3.Proposal for IGNOU classes
- 4.Proposal for NCC subunit (28th June 2014)
- 5.Proposal for NCC girls subunit (20th Aug 2018)

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Number of gender equity promotion programs organized by the institution during the last five years

Response: 7

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	1	0	0

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security

2. Counselling

3. Common Room

Response:

The college ensures to provide the following facilities to the students:

- Sexual Harassment and Grievances Redressal Cell [Women Cell]
- Anti-Ragging Committee
- CCTV Cameras
- Vending Machine
- First-Aid Box
- Personal guidance to the students
- Programmes on gender equity

- Common Room

SAFETY AND SECURITY:

The college has constituted a Sexual Harassment and Grievances Redressal Cell [Women] for the safety and security of girl students. The institution is always ready to deal with the matters pertaining to any kind of harassment and gender sensitivity. In addition to it, the Anti-Ragging Committee is also formed as per the UGC guidelines. The committee makes sure that there is no instance of ragging, and anti-ragging signboards are displayed on the college campus. It is noted to all the students that ragging is an offence and it is strictly prohibited in the college. The campus is made secure by locking the gate so that no vehicles can enter without permission. CCTV cameras are installed in different locations on the college building for the safety and security of students. To facilitate girl students with personal hygiene, sanitary napkin vending machine is installed in the college. Students are also provided with the First-Aid facility.

COUNSELLING:

The college ensures regular counselling of the students through classroom teaching. The Women Cell counsels and sensitizes the girls' students from time to time. Various programmes are organized by Women Cell related to topics like women empowerment, girl education, women safety, self-defense, and adolescent problems.

COMMON ROOM:

The college has the facility of Common Room for girls where they can sit and relax. Separate lavatory facilities for girl students is also available.

File Description	Document
Any additional information	View Document

7.1.3

Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4**Percentage of annual lighting power requirements met through LED bulbs****Response:** 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 25186

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5**Waste Management steps including:**

- Solid waste management
- Liquid waste management
- E-waste management

Response:

The college pays special attention to manage solid, liquid, and e-waste. The campus is neat and clean under the guidance of the in-charges of NSS and Rovers & Rangers, who organize cleanliness camps from time to time in the college. Solid waste generated from the campus is subjected to:

- Segregation of waste
- Disposal of waste

Separate dustbins for bio-degradable and non-bio-degradable waste are placed in the campus. **A pit is formed in the college premises where bio-degradable waste is collected and dumped for manure production.** The manure produced is thereafter used for gardening. Nonbiodegradable waste such as plastic and paper material is segregated and resold by the college. The science laboratories are producing negligible hazardous material and the concerned departments. The departments opt appropriate safety steps while disposing off the materials generated in the labs according to the procedures and guidelines. The nonworking computer's spare parts and other nonworking equipment are safely disposed off. The

cartridge of laser printers is refilled outside the college campus. USB Batteries are recharged /repaired/exchanged by suppliers.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6

Rain water harvesting structures and utilization in the campus

Response:

The college doesn't have any rainwater harvesting system in the campus. The major reason for such a system not being in place is the availability of water resources in abundance in the valley. Lambathach is nested in the hills with an adequate forest cover which holds a vast amount of underground water emerging in the form of perennial streams and rivulets, which is tapped by the State Public Health & Irrigation Department, and properly stored & distributed. The college has adequate storage capacity for water so that there is hardly any scarcity thereof. **Although, the institution has requested the Higher Education Department to sanction the funds for the rain harvesting system.**

File Description	Document
Any additional information	View Document

7.1.7

Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

The institution encourages Green Practices by using:

- Bicycles

- Public transports
- Shared vehicles
- Preferred to walk
- Prohibiting polythene use
- Attempting to minimize the use of paper for official works
- Encouraging plantation

Green Practices used by students and staff:

Bicycles are used by a few students because of the hilly terrain. Staff members and students use public transport as this facility is easily available here. The lush green forest makes the area pollution-free. There are minimum traffic problems. Some of the staff members are using share vehicles and those who are staying nearby prefer to walk. The college promotes the dictum of **Eco-friendly Campus** by organizing plantation drives and various Eco-friendly campaigns.

As the Government of Himachal Pradesh has banned the use of plastic materials, the campus is plastic free as it follows the guidelines of Government. In order to preserve the papers, most of the official work is paperless. The college under the banner of Eco - club, NSS, and Rovers & Rangers organizes activities such as Swachh Bharat Abhiyan and plantation drives.

7.1.8

Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)

7.1.9

Differently abled (Divyangjan) Friendliness Resources available in the institution:

1.Physical facilities

- 2.Provision for lift
- 3.Ramp / Rails
- 4.Braille Software/facilities
- 5.Rest Rooms
- 6.Scribes for examination
- 7.Special skill development for differently abled students
- 8.Any other similar facility (Specify)

Response: E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 7

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	2	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11

Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 0

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document

7.1.13

Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14

The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15

The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16

The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17

Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 6

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	0	0	0

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18

Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Yes, the college organizes the national days, festivals, the birth & death anniversaries of the great Indian personalities like Mahatma Gandhi, Bhimrao Ramji Ambedkar, and S. Radha Krishnan to inspire the students to imbibe the qualities and to acknowledge the contribution rendered by them in shaping India. Some of them are:

- 12th January, The Birth Anniversary of Swami Vivekanand
- 14th April, The Birth Anniversary of Bhimrao Ambedkar
- 15th August, Independence Day
- 5th September, Dr. Radha Krishanan birthday as teacher's day
- 2nd October, The Birth Anniversary of Mahatma Gandhi as Swachhata Abhiyan

7.1.19

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Yes, the informations about the college are available on the college website. Financial audited statements are available to statutory stakeholders for inspection according to their need and desire. All the current events and their processes including admission, examinations are displayed on the Notice Board and posted on the college website. The admission process is absolutely transparent and follows all the norms, and procedures laid down by the HP University. At the commencement of every academic year, the college forms various academic and administrative committees for smooth conduct of academic and administrative functions. The nature of committees' work is well defined through the minutes of the meeting, and the transparency in the functions of various committees is maintained. The recruitment and promotion of teaching and non-teaching staff are made according to the rules and regulations laid down by state government and UGC.

File Description	Document
Any additional information	View Document

7.2 Best Practices**7.2.1**

Describe at least two institutional best practices (as per NAAC Format)

Response:**Best Practice -1**

Title of the practice: To develop environmental awareness

Objective of the practice:

- To inculcate eco-sensitivity among students
- To imbue the students with the spirit of environmental consciousness
- To motivate students to conserve the flora and fauna
- To boost up afforestation
- To reach out the society through students

Context of the practice:

The college is located in the lap of nature. It is 76 km away from the district headquarter. Majority of the students belong to the rural background and are a part of an agrarian society. Adjoining the college campus there is a temple of local deity **“Goddess Mahamaya”**. Because of the unshakable faith of the locality in the deity, hunting and deforestation are strictly prohibited in the vicinity of the temple. This cultural belief is used to motivate and encourage the students to save, protect and grow the forest cover. A variety of trees like Deodar, Walnut, Oak, Taxus, and Prunus species have been planted in the college campus since its establishment in 2007 but the increased volume of water due to seasonal heavy rainfall; most of the trees get uprooted. However, the institution organizes plantation drives at regular intervals and takes care of the surviving plants. The survival of these trees require high altitude, cool, sloppy terrain, and cloudy weather which is present in the area. Beds for tree saplings are prepared by the students at regular intervals and manure is added at a regular interval, which is prepared in the compost pit made in the campus. The tree saplings are watered and nurtured by students regularly.

Evidence of Success:

Nearly 20 percent of the trees planted over last five years have survived. The plants are distributed among the college students to develop a sense of responsibility towards the environment. The surviving plants have grown at a healthy rate. The students take a keen interest in these activities and have successfully planted trees around their homes and villages.

Problems and Resources Required:

Proper care of planted trees is not possible due to the paucity of funds. As the institution is situated on the bank of the river, the plants are under the constant threat of flood in the rainy season that causes maximum damage to the trees. In addition to this, the building of the college is located in the shadow zone, and the area receives maximum snowfall in the Winter. The survival rate of plants is declined due to heavy rainfall. As trees need a lot of care, and protection in their infancy, their survival and growth is not an easy task in this inclement weather. The institution is attempting in each possible way to overcome these problems. The college is trying to build a retaining wall along the bank of the stream to minimize the damage. It requires financial help to deal with the hurdles imposed by inclement weather conditions.

Best Practice -2

Title of the practice: Promoting learning resources

The objective of Practice:

- To resolve the scarcity of books in a rural locale
- To provide easy accessibility of digital learning recourses
- To increase the number of hard copies of books by donation in the college library by faculty
- To acquaint the students with the newer spheres of life
- To equip the students with the study materials for competitive examinations
- To provide access to e-newspapers and e-magazines

The Context:

As the college is located in a remote locale, there are no bookstores which can cater to the educational needs of students. Nearest bookstores to the college are about 80 km, to visit and purchase books from such distant stores remain a challenge for the students. Due to the paucity of funds, the college library does not have sufficient number of books. Besides this, the institution also doesn't have e-library because of the lack of funds. In order to overcome the dearth of e-learning resources and to provide the students with a common platform, the institution attempts to ensure the availability of the same. With the advancement of technology, we wish our students to explore the world through e-learning resources.

The Practice:

Realizing the ground realities, the faculty has unanimously decided to donate books, so that the students can be provided with the maximum number of books. In order to overcome the scarcity of learning resources, we have facilitated the students with digital libraries. Official websites and links of varied digital libraries or learning resources or texts have been given on the institution's official website. It also provides them with the access of e-newspapers and e-magazines. The institution has an ICT lab, which provides free Wi-Fi facility to students, where they can have easy access to learning resources.

Evidence of Success:

The faculty members have initiated donating books to the college library, and about 200 books have been contributed till date. In addition to it, the students access ICT lab and visit various digital libraries mentioned in the college website. They download soft copies of the required texts, and read as per their convenience. Students explore new worlds through such resources.

The Problems and Sources Required:

The library has not enough number of books and learning resources due to paucity of funds. To overcome the dearth of books, the institution has taken the steps to provide e-libraries on the college website. As the college is located in a rural backdrop, the LAN connectivity and internet facilities are not up to the mark. Moreover, students are not acquainted with the use of internet facilities. The institution needs network connectivity with high speed so that the students can avail the uninterrupted internet facilities. The college requires an efficient human resource, infrastructure, and financial assistance for the successful execution of the practice.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1

Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Social responsibility is an ethical framework, and suggests that an entity, be it an organization or individual, has an obligation to act for the welfare of society at large. Education plays an important role in inculcating these values among the youth. The college strongly focuses on encouraging students to participate in social activities. It is committed to reach out the large underprivileged sections of society, contributing to the student's skills, and knowledge for their betterment. The main objectives of this practice are:

- Awareness regarding various issues prevalent in the society
- Motivate students to be responsible citizens
- To develop team spirit and to reach out the weaker sections of the society

A number of activities are conducted every year such as tree plantation drives, blood donation camps, cleanliness campaigns in the college campus and in the village of Lambathach under the Swatch Bharat Mission. Awareness programmes are also organized regarding various diseases like AIDS and other communicable diseases. The annual NSS camp is a special feature of the colleges' social responsibility programme. During the seven days, camp volunteers participate in the campus cleanliness and plantation drive. They plant Deodar trees in the surrounding area of the college campus. Some of the distinctive activities/programmes of the institution are:

- Blood donation camps which are organized in collaboration with Zonal-Hospital Mandi, HP. The NSS, Rovers-Rangers and other students generously donate their blood.
- Volunteer services in the general election (The Rovers & Rangers of this college offered their volunteer services in the general election on 19th May 2019 at the different polling station of Seraj constituency)

With the spread of AIDS worldwide, every educational institution is obliged to make its students aware of the issues related to the communicable disease. Students are informed about the transmission, symptoms, and preventive measures of AIDS & various misbeliefs related to it through PPTs and seminars. College commemorates World AIDS Day every year by organizing various activities like poster making, slogan writing, declamation, and poetic recitation.

The practice of female foeticide, which is illegal, is prevalent in our society. The institution ensures to motivate the young minds to overcome this social evil by informing them about the ill effects of female foeticide. The programmes like '**Beti Bachao & Beti Padhao**' is celebrated in the college and various activities like poster making, painting competition, and declamation are organized on this day.

The students have largely benefited from these practices. These programmes have inculcated a sense of responsibility towards society among the students. NSS volunteers have participated in an awareness

campaign organized by Nehru Yuva Kendra, a government organization, and made the people aware of cleanliness, AIDS, and female foeticide.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

During the history of the last 12 years, the college has never deviated from its declared vision and mission. It has tried best at its level to impart quality education to the students despite facing problems of infrastructure and learning sources. **The college is located in the lap of the mid-Himalayan range having severe climatic conditions during the winter season**, and sparsely distributed population, which ultimately leads to administrative and political ignorance regarding the development of this institution. **Faculty retention is a major problem faced by the institution since its inception, which is the result of geographical isolation, and its backward location.** The journey of the college has not been easy as it has consistently faced financial and infrastructural problems. The automation of the library, modernization of conventional classrooms, and construction of science block are underway. **An amount of Rs 7,57,63,300/- has been estimated by the Superintending Engineer, PWD, Mandi [HP] for the construction of new Science block-cum-Multipurpose Hall.** The eco-friendly nature of the college campus is something special in terms of air and water quality. There is a lot of vegetation around the campus, which provides congenial ambience for qualitative learning, which ultimately leads to environment-based activities to create holistic consciousness among the students and staff. After facing many hurdles the institution has contributed many illustrious citizens to this rural society. Prominently, girl students outnumber in this institution, most of the girls who have weak economic status would have been deprived of higher education if the college would not have been established in this valley.

Concluding Remarks :

The institution is located in a rural area, and it embraces in its reach the far-flung region of Seraj Valley of Himachal Pradesh. The majority of people are backward socially, economically, and geographically. The establishment of this institution in 2007 has kindled the expectations of deprived strata of society. The institution has strengthened its bond with the community, and student service has improved in number and quality. The progression of students is significant; not a single teaching day has been wasted due to students' agitation; rather the number of working days has been maximized. **The institution follows and implements the curriculum designed and prescribed by Himachal Pradesh University** in an efficient manner. Student-centric teaching methods are used to meet out the desired outcomes. A plethora of extension activities are put into practices through co-curricular activities organized by various clubs and societies i.e. NSS, Rovers & Rangers, Red Ribbon club, and Eco club of the institution. Although the college does not have a separate science block, library, and auditorium still it is catering to the educational needs of students in a newly constructed Arts block which provides facilities like science lab, ICT lab, library, free Wi-Fi access to all students, CCTV surveillance enabled campus, sufficient sports facilities, and other basic facilities. As the institution does not wish any of its students to leave their studies, it pays special attention to facilitate needy and deserving students with scholarships offered by the government schemes and by private sponsors. **CSCA, as well as OSA, are an integral part of the institution as they consistently remain active for the betterment of the college.** In order to make students good human beings and citizens, the institution has focused on practices like environmental consciousness and social responsibility by organizing environmental and social awareness camps & campaigns. The institution aims at broadening the boundaries of knowledge by opening new vistas of learning, reshaping academic experiences, and creating solutions through innovation, teaching, learning, and research.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>Answer before DVV Verification : 35</p> <p>Answer after DVV Verification: 0</p> <p>Remark : As clarified by HEI</p>																				
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website</p> <p>Answer After DVV Verification: C. Feedback collected and analysed</p>																				
2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors</p> <p>Answer before DVV Verification : 15</p> <p>Answer after DVV Verification: 1</p> <p>Remark : As clarified by HEI</p>																				
3.3.3	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>4</td><td>0</td><td>2</td><td>0</td><td>3</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>1</td><td>0</td><td>1</td><td>0</td><td>2</td></tr></table> <p>Remark : REvised as per available journals</p>	2018-19	2017-18	2016-17	2015-16	2014-15	4	0	2	0	3	2018-19	2017-18	2016-17	2015-16	2014-15	1	0	1	0	2
2018-19	2017-18	2016-17	2015-16	2014-15																	
4	0	2	0	3																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	0	1	0	2																	
3.4.2	<p>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years</p> <p>3.4.2.1. Total number of awards and recognition received for extension activities from</p>																				

Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	1	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.4.3 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 last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
22	14	10	5	6

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
20	12	10	5	6

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
22.51050	0	25.76543	20.55428	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
22.51	0.00	25.76	20.55	0.00

Remark : Revised as per supporting details of allocation. However, neither CA certified statement of accounts nor finance officer signed document provided

4.4.1	<p>Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years</p> <p>4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>23.42492</td><td>1.23815</td><td>26.89267</td><td>20.88996</td><td>1.51295</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>23.42</td><td>1.23</td><td>26.89</td><td>20.88</td><td>1.51</td></tr></table> <p>Remark : Converted to lakh</p>	2018-19	2017-18	2016-17	2015-16	2014-15	23.42492	1.23815	26.89267	20.88996	1.51295	2018-19	2017-18	2016-17	2015-16	2014-15	23.42	1.23	26.89	20.88	1.51
2018-19	2017-18	2016-17	2015-16	2014-15																	
23.42492	1.23815	26.89267	20.88996	1.51295																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
23.42	1.23	26.89	20.88	1.51																	
5.1.3	<p>Number of capability enhancement and development schemes –</p> <ol style="list-style-type: none">1. For competitive examinations2. Career counselling3. Soft skill development4. Remedial coaching5. Language lab6. Bridge courses7. Yoga and meditation8. Personal Counselling <p>Answer before DVV Verification : C. Any 5 of the above</p> <p>Answer After DVV Verification: E. 3 or less of the above</p>																				
5.1.6	<p>The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <p>Answer before DVV Verification : Yes</p> <p>Answer After DVV Verification: Yes</p>																				
5.3.3	<p>Average number of sports and cultural activities/ competitions organised at the institution level per year</p> <p>5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level</p>																				

year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
17	23	13	9	9

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
13	16	11	6	8

6.5.3

Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12	4	3	2	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
7	1	0	1	0

7.1.1

Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	1	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	1	0	0

7.1.11

Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7	4	3	1	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

7.1.12	<p>Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
7.1.13	<p>Display of core values in the institution and on its website</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
7.1.15	<p>The institution offers a course on Human Values and professional ethics</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : Links not opening</p>																				
7.1.17	<p>Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</p> <p>7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>4</td><td>4</td><td>3</td><td>3</td><td>3</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>4</td><td>2</td><td>0</td><td>0</td><td>0</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	4	4	3	3	3	2018-19	2017-18	2016-17	2015-16	2014-15	4	2	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
4	4	3	3	3																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
4	2	0	0	0																	

2.Extended Profile Deviations

ID	Extended Questions
1.2	Number of computers

Answer before DVV Verification : 22

Answer after DVV Verification : 15

1.3 Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
23.42492	1.23815	26.89267	20.88996	1.51295

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
23.42	1.23	26.89	20.88	1.51