



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GOVT. COLLEGE SANGRAH**

GOVT. COLLEGE SANGRAH P.O SANGRAH TEHSIL SANGRAH DIST.

SIRMOUR HP 173023

173023

[www.gcsangrah.in](http://www.gcsangrah.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The College was set up in the year 2006 with the objective to provide all the students with healthy learning and study in a conducive environment supported by well-defined curriculum and personalized learning. The college focuses on its Mission and Vision with utmost sincerity. Despite of various difficulties including hard area, lack of transport facilities etc. the college has managed to provide its best to the students especially for those who came from rural areas and from economically weaker section of the society. The college has played a major role in the reduction of drop outs at school level. The majority of strength of the college consists of Girl Students which clearly indicates the efforts of the college fraternity to provide higher education to the Girls students of the area who might have otherwise dropped out at school level.

### Vision

- Vision of Government College, Sangrah, is to provide multi-dimensional education to all not only through classroom instruction in different courses of study, but also education in its full scope which leads to the enhancement of intellectual as well as human dimensions of the students in a holistic manner and to create respect for our traditional and cultural values and a vision about the future.
- Our vision is not merely to prepare students to earn degrees but to cultivate self knowledge & self realization to make them responsible citizens of the nation. The institute always strives hard to instill in its students the best amalgamation of modernity besides to take a pride in the rich and diverse culture of their area.

### Mission

- Mission of the college is to provide qualitative education, quantitative expansion of programmes and infrastructure. Our goal is to equip all the students with the wisdom to lead their lives in a righteous and responsible manner.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The college is situated in a lush green environment which provides an opportunity to the students to study in the lap of nature along with healthy environment.
- The college have ample infrastructural as well as physical facilities.
- The available faculty members are well qualified and experienced which provides the students to learn and develop in every sphere of life.

### Institutional Weakness

- The college is situated in the Hard/remote area of the state of Himachal Pradesh due to which it becomes difficult to retain the eminent faculties in the college.
- The lack of transportation facilities leads to the less number of students in the college.
- The number of students is very less in Commerce as well as Science stream due to lack of feeding category i.e., local schools which does not have sufficient teachers in the schools
- The majority of students falls from rural background and they don't have the clarity of basics of subjects especially in English.

### **Institutional Opportunity**

- The college is provided with smart class rooms and seminar Hall cum video conferencing Hall and language lab which will be utilised for the overall development of the Students.
- Availability of infrastructures, availability of teaching faculty and ministerial staff, easy approach to the institution with good road connectivity from all corners of the surrounding are as are mainly the institutional opportunities to the learners.

### **Institutional Challenge**

- There are two more colleges opened in the surrounding areas due to which it is difficult to increase the strength of the college.
- The lack of transportation facilities and lack of book shops in the area is a big problem for the students of the college as they have to buy the books from Nahan which is far away from this place.
- We have managed to reduce the drop out of students especially girl students at school level. We have tried to start post graduation courses in the college for the last few years but still our efforts are not bearing any fruits.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

- Since the college is an affiliated college, it does not have the freedom to develop its own curriculum for regular courses. However, efforts are made, within the limitations of the prescribed framework, to complement the curriculum wherever felt to be necessary. This task is left to the initiative of departments. The college develops action plans for effective implementation of the curriculum at the beginning of the session. At the beginning of each session, a staff meeting is convened where effective strategies are devised, keeping in view the staff and infrastructural constraints, for the implementation of the curriculum. The teachers are motivated to complete the curriculum within the stipulated time. Each teacher individually prepares the course-wise plan also taking into account the college activities calendar and the HP University calendar. However, the effective working days under the new RUSA (CBCS) have been drastically reduced which puts undue pressure on the teacher to finish the curriculum within the stipulated time frame. After deliberations, each Department through its HOD distributes the courses and classes among the staff including practical and intimates the Principal and the timetable committee. The timetable committee frames

the timetable as per work distribution by the concerned HODs, making best efforts to comply with the UGC norms for each semester. The timetable committee generally consists of one member from each faculty.

### Teaching-learning and Evaluation

- **Academic Calendar:** Academic calendar is prepared and published before the beginning of every academic year. It provides the plan for the academic year to students, teachers and parents. It is published in the Prospectus/Handbook of Information and also posted on the college website. A copy is also issued to all Heads of Departments and coordinators. Students are communicated through notice board and website.
- **Teaching Plan:** Teaching plan is prepared and submitted to the Heads of various Departments at the beginning of every academic session, for various subjects and by subject teachers. It is submitted within seven days of the beginning of the academic session.
- **Time Table** (for regular theory classes & Practical): Time table for regular theory classes of different classes for the academic year is prepared and displayed on the notice board. This helps to ensure that the lectures start on the very first day of the academic year. Each lab in charge is given an advance copy of the time-table, so that the equipments, material etc. are checked and made available to the students.
- **Portion Completion Certificate:** In the beginning of the academic year itself the total number of lectures available during the semester is calculated on the basis of academic calendar and examination schedule. Accordingly teaching plans are prepared and portion completion dates are announced and intimated to the H.O.D. In case a teacher needs additional lectures, special lectures are allotted during vacation.
- **Examination Schedule:** Examination schedule is notified well in advance. The college notifies the schedule of House Examinations and that of University Examinations both annual as well semester as notified by the H.P. University

### Research, Innovations and Extension

- The institution has constituted the Internal Quality Assurance Cell (IQAC), which is the core institutional body to guide, coordinate and assist the institution. Its primary task is to develop a system for consistent quality improvement in the overall performance of the institution in both teaching and research.
- **Interactive Sessions:** The faculty makes consistent efforts to keep the students updated with the current economic events through lectures, informal discussions, and industry based projects.
- **Special Honours (Gaurav Puraskar):** The Gaurav Puraskar for the best all round students are given to the final Year/Semester students
- The college through its women cell and the extension works through NSS have been targeting dissemination of information specific to menstrual hygiene that can create awareness and break the stigma and silence around menstruation. The college has installed a sanitary pads vending machine in the campus. Rovers and Rangers units are also very active. About hundred students of the college are enrolled as Rovers and Rangers.

### Infrastructure and Learning Resources

- The college has sufficient class rooms (12) and (6) lecture theatre with a seating capacity of more than 100 students. Classrooms are spacious and have natural light. Classrooms have sufficient number of lights and fans. Each bench has a desk that provides space for keeping bags and books. All classrooms are fitted with large boards. We have one smart class room with large flat interactive display unit and one with e podium LCD projectors . The Institution has one computer lab connected with broadband facility and 1 Seminar hall cum conference room.
- Laboratories : Botany and Zoology : 1 lab with a Capacity of 30 students Chemistry 2 labs with Present capacity of 30 students each , Physics 2 labs with a Capacity of 30 students each Geography: 1 lab which includes e-Podium with a Capacity of 30 students. Music Instrumental 1 lab with a Capacity of 5 students Music Vocal 1 lab with a Capacity of 20 students. Zoology Museum which has a good stock of invertebrate and vertebrate specimens. The campus is equipped with electronic board for display of information.
- Wifi facility is also available at some places in the campus The entire campus has recently been brought under CCTV surveillance by installing 26 CCTV cameras in the college campus at strategic locations with control room in the Principal's office.
- Outdoor Games There is a playground in campus for outdoor games. However its boundaries yet to be fenced properly. For athletics meet 6 lane of 100 meter track is usually prepared in the playground. Volleyball: A part of the playground is used as separate volleyball court. Badminton: Since there is no indoor facility for badminton as of now, an outdoor badminton court has been prepared. Indoor games including Table Tennis:, Chess, Carom Boards etc. Gymnasium: The college has a multi-station gym, which was set up in the year 2015-16.
- The purified drinking water is provided to the students and staff members for which filters are installed at the top of the building.
- The college also have Girls Hostel with adequate accommodation with all basic facilities, Tata Sky, Generator set, Faculty rooms , Principal & Staff residences( under construction), Canteen with modular furniture.

### Student Support and Progression

- The college publishes the brochure for the prospective students and their parents, which carries details of the college and other information like Profile of the Institution, Principal's Message, Faculty Profile, Annual Schedule of Extra Curricular Activities, and College Calendar for the session, Admission details, Fee Structure and warning against Ragging etc.
- Different Committees of the teaching and non-teaching for the session are also given in the prospectus. The institution ensures the implementation of the things through the staff members by fixing responsibilities of everyone. There are about 65% women students in the institution and the Govt. of Himachal Pradesh waived off the tuition fees of these students. About 126 students were given the financial assistance in terms of SC,ST,OBC/ EBC minority scholarships during the session 2016-17. Relaxation in eligibility and reservation as per roster in accordance with state government rules as applicable. . Financial aid, fee concessions and scholarships are provided to the destitute students A Grievances Redressal Committee to Prevent Caste Discrimination has been constituted to prevent caste discrimination and promote equality among students. Infrastructural facilities such as ramps have been provided to physically challenged students. Three percent (3%) seats in all undergraduate courses are reserved for candidates with physical disabilities (not less than 40% of disability). No discrimination on grounds of disability.

## Governance, Leadership and Management

- Government College Sangrah is affiliated to H.P. University, Shimla. Presently Dr. Dinesh Kumar Bhardwaj is the principal of the college. He is assisted by different constituted committees of the college. The Conveners of different committee and coordinators work in association with other teaching staff of the department. The non-teaching staff contributes equally at all level to ensure smooth functioning of the institution. Office staff takes care of routine administrative activities and also assists the principal in overall administration of the institute. Academic and Administrative Committees: The college has constituted different committees for the smooth functioning of the college activities. These committees are headed by senior and experienced teachers of the college. These academic and administrative committees implement and execute the plan of the institution. Such committees are also specifically mentioned in the prospectus of the college. Responsibilities of every staff member are communicated to them through notices, meetings, and circulars clearly defining their role in the implementation of any given assignment. Besides they are also informally counseled so as to make them aware of their duties. Head of the institution ensure that adequate information on various aspects of management is obtained through regular staff meetings, meetings with conveners of different committees. Academic audit: Principal conducts regular, formal and informal, interaction with the student community. All decisions relating to management are generated through feedback from the above sources. Activities are reviewed on daily basis and correction if needed is undertaken immediately. Academic calendar of activities for the session is provided in the handbook of information each year. Action plans are formulated as per the direction of the government,affiliating university and according to the suggestions of stakeholders like PTA, OSA, CSCA, Teachers, Students etc. The faculty members are provided opportunities to lead as teacher-in-charge, convener and co-coordinator of different assignments of academic nature. This throws an opportunity to develop themselves as leaders by undertaking academic and non-academic assignments. **Faculty members are appointed as Coordinator of IQAC, Bursar, RUSA Coordinator , Presidents of different societies/ cells,Mentors for students,Examination superintendents, Secretary of staff council, Convenor of various committees.**

## Institutional Values and Best Practices

- The college always focuses on improving its functioning based on the experience of earlier times. In Meetings, discussions are held about the implementation of best practices and valuable inputs given by the teachers and Student's representatives, are implemented. The students of this college touch the feet of their teachers adhering to the old age Guru-Shiyshya Parampara. Thus, finally we, at Govt College, Sangrah, try to teach student to become a better human being. The college has a perspective plan for institutional development in which various Committee members, Faculty members and Students' Representatives are involved in decision making. Sustaining a friendly and non-hierarchical atmosphere, all people feel that they are heard and their views are respected. Class Tests are based on competitive exam pattern to equip students to cater to need of the hour. The members of faculty are selected by the state government through HPPSC . However, to cope with the requirements of teachers on account of vacant posts, teachers are engaged on local PTA basis , so that the students do not suffer. Lectures are taken using audio-video aid and Power-Point Presentation. Internet is provided for further learning. Through tutorial sessions, the students are given an opportunity to work out the assignments and problems in the classrooms. The slow learners are treated at personal level by the teachers. Sometimes, advanced learners of final year are given a chance to teach junior classes ( in case of the absence of the teacher)

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. COLLEGE SANGRAH
Address	Govt. College Sangrah P.O Sangrah Tehsil Sangrah Dist. Sirmour HP 173023
City	Sangrah
State	Himachal pradesh
Pin	173023
Website	<a href="http://www.gcsangrah.in">www.gcsangrah.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	D.K Bhardwaj	01702-248006	8894016995	01702-24821 6	pcgcsangrah191@ gmail.com
IQAC Coordinator	Ved Prakash	01702-248316	9459793023	01702-	vtp754@gmail.co m

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-2006



**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	<a href="#">View Document</a>

**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	Govt. College Sangrah P.O Sangrah Tehsil Sangrah Dist. Sirmour HP 173023	Rural	6.57	1700

## 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	BA,English	36	Plus Two	English	80	6
UG	BA,Hindi	36	Plus Two	Hindi	80	40
UG	BA,Sanskrit	36	Plus Two	Hindi	80	0
UG	BA,Polscience	36	Plus Two	Hindi	80	47
UG	BA,History	36	Plus Two	Hindi	80	64
UG	BA,Geography	36	Plus Two	Hindi	80	12
UG	BA,Economics	36	Plus Two	Hindi	80	5
UG	BA,Physical Education	36	Plus Two	Hindi	80	10
UG	BA,Music V	36	Plus Two	Hindi	80	2
UG	BA,Music Instrumental	36	Plus Two	Hindi	80	4
UG	BSc,Physics	36	Plus Two	English	80	6
UG	BSc,Chemistry	36	Plus Two	English	80	3
UG	BSc,Botany	36	Plus Two	English	80	2
UG	BSc,Zoology	36	Plus Two	English	80	2
UG	BSc,Mathematics	36	Plus Two	English	80	5
UG	BCom,Commerce	36	Plus Two	Hindi	80	6

### 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				21			
Recruited	0	0	0	0	0	0	0	0	13	1	0	14
Yet to Recruit	0				0				7			
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				26
Recruited	11	5	0	16
Yet to Recruit				10
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	4	0	0	5
M.Phil.	0	0	0	0	0	0	3	0	0	3
PG	0	0	0	0	0	0	4	1	0	5

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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	1	1	0	2
PG	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	

**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	182	0	0	0	182
	Female	341	0	0	0	341
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	37	55	66	67
	Female	36	73	93	109
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	38	56	63	57
	Female	82	106	111	122
	Others	0	0	0	0
General	Male	24	39	54	58
	Female	54	91	111	110
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		271	420	498	523

### 3. Extended Profile

#### 3.1 Program

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

Response: 3

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	1	1	1

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
500	421	289	222	200

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
175	147	109	78	70

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
114	83	43	56	60



File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	10	10	7	6

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
22	22	20	18	17

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 18**

#### Number of computers

**Response: 48**

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

2017-18	2016-17	2015-16	2014-15	2013-14
11.49	70.27	100.92	30.50	1.0

## 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:**

Since the college is an affiliated college, it does not have the freedom to develop its own curriculum for regular courses.

However, efforts are made, within the limitations of the prescribed framework, to complement the curriculum wherever felt to be necessary. This task is left to the initiative of departments.

The college develops action plans for effective implementation of the curriculum at the beginning of the session. At the beginning of each session, a staff meeting is convened where effective strategies are devised, keeping in view the staff and infrastructural constraints, for the implementation of the curriculum. The teachers are motivated to complete the curriculum within the stipulated time.

Each teacher individually prepares the course-wise plan also taking into account the college activities calendar and the HP University calendar. However, the effective working days under the new RUSA (CBCS) have been drastically reduced which puts undue pressure on the teacher to finish the curriculum within the stipulated timeframe.

After deliberations, each Department through its HOD distributes the courses and classes among the staff including practical and intimates the Principal and the timetable committee.

The timetable committee frames the timetable as per work distribution by the concerned HODs, making best efforts to comply with the UGC norms for each semester. The timetable committee generally consists of one member from each faculty.

File Description	Document
Any additional information	<a href="#">View Document</a>

**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**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 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:** 31.91

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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:** 66.67

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

**Response:** 2

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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 programs in which CBCS/ Elective course system implemented.

**Response:** 3

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 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:**

- **Gender:** The Women Grievances Redressal Cell has organized debates, quizzes and MCQ tests on gender sensitization. The entire campus has recently been brought under CCTV surveillance by installing 26 CCTV cameras in the college campus at strategic locations with control room in the Principal's office. This shall act as a deterrent to any sexual harassment within the college campus. The students and the faculty shall be sensitised about the possible trade-off between the issues of invasion of privacy and violation of the right to privacy; and safety and security of women. The college authorities ensure that the CCTV footages are not misused in any manner.
- **Climate Change and Environmental Education** Under the CBCS system introduced by Himachal Pradesh University, Environmental Science is a compulsory pass course, which has to be passed for completion of the degree.
- Every year, plantation and beautification of the campus are carried out by **NSS& ECO CLUB** volunteers in close collaboration with the Forest Department.
- **Human Rights Legal Awareness Campaign** including issues of human rights etc. has been conducted in the college. For dealing with any human rights violations within the college campus, the college has formed various committees including discipline action taken committee, anti-

- ragging committee, women grievances redressal cell, committee on caste-based discrimination, etc.
- **ICT:** Some teachers have been using ICT to deliver lectures. Some courses like B.A. and B.Sc. have some computer-related papers in their curriculum prescribed by the University. ICT lab is also used by the teachers to make them see various documentaries and videos of their syllabus.
  - **HIV/AIDS Awareness** the awareness campaigns regarding HIV/AIDS are regularly conducted by Red Ribbon Club and NSS.

File Description	Document
Any Additional Information	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>

## 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**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** D. Any 1 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** E. Feedback not collected

## 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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 35.49

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

2017-18	2016-17	2015-16	2014-15	2013-14
500	421	289	222	200

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

2017-18	2016-17	2015-16	2014-15	2013-14
1040	1040	800	800	800

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 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:** 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
175	147	109	78	70

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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:**

- In order to assess the students needs and standards in terms of knowledge and skills the institution organizes counseling and induction programmes to counsel the incoming students about the course chosen, the examination pattern and the marking pattern. Strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice.
- Tutorial classes are organized in which the students of different streams and subjects are grouped. In such classes students are provoked to interact on different topics related with value education, burning and current social issues, competitive examinations and remedial courses. Such classes reduce the gap between teachers and students
- Remedial classes are conducted especially for the students belonging to economically weaker sections of society such as Sc, ST, OBC. Students admitted to remedial classes if require additional knowledge and learning in the particular subjects and topics, are given special lectures.
- Special lectures are also organized in which experts having expertise and knowledge in fields such as GeneralAdministration, Defense, Human Rights, Environment,Governance, RTI, Police Administration, Family Education etc. are invited to interact with students and such session clear their doubts.
- Wherever a needy learner is identified, a counselor teacher is deputed to help him/her with counseling and intensive coaching. Personality enrichment of such students is ensured through active participation in co-curricular and extra- curricular activities like NSS, cultural events and sports and to orient them towards an innovative and creative mind-set. Besides, activities like career and job counselling activities are encouraged in this regard.



File Description	Document
Any additional information	<a href="#">View Document</a>

**2.2.2 Student - Full time teacher ratio****Response:** 35.71

File Description	Document
Any additional information	<a href="#">View Document</a>

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0.8**2.2.3.1 Number of differently abled students on rolls****Response:** 4

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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:**

- Advanced and quick learners are identified on the basis of their performance in academics, class discussions, cultural competitions, sports etc. activities. Such learners are given additional work, references and guidance.
- Meritorious students of the college are encouraged to solve university question papers and these are evaluated by the concerned subject teachers. The meritorious students in the fields of academic, sports, cultural and social are awarded prizes in cash and kind during Annual Prize Distribution Function.
- To encourage advanced reading and referencing and ensure optimum library utilization, the meritorious students are encouraged to take maximum possible advantages of internet connectivity in the college.
- The advanced learners are treated at personal level by the teachers with extra care by providing

extra material and suggesting books on the curriculum.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 28.57

#### 2.3.2.1 Number of teachers using ICT

Response: 4

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 0

#### 2.3.3.1 Number of mentors

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

- **Student Centric Learning:** Student centric learning is focused on the needs of students, their abilities, interests and learning styles where the teacher acts as a facilitator. Classroom teaching is one-to-many, but to make it more student centric, various strategies are adopted by the teacher and participatory teaching-learning activities are undertaken.
- Students are exposed to latest developments in the field through extension lectures, experts in the field, brain storming sessions .
- Teaching methods are adopted as per the requirement of the prescribed curriculum. Interactive methods are used to discuss fundamental concepts and students are encouraged to ask questions.
- Students are motivated to work on their own, and prepare learning models, charts and make presentations. Small modules/ assignments are given to students for self-study.
- The introduction of Choice Based Credit System is a major step in making the curriculum student-centric. The students are given freedom to choose subject combinations of their choice subject to

the availability of faculty and infrastructure.

- Short duration projects given to UG students of Arts and Science have made learning more meaningful and have propagated enquiry based learning among the students
- Teachers have the liberty to develop their own study material to assist them to elaborate the prescribed syllabus by the university which is in the form of notes, power point presentations, sharing of e-resources/books with the students.
- The college magazine 'Renuka Dhara' is published annually which provides a good platform for the students to develop independent learning by expressing their views, and improving their writing skills.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

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

**Response:** 46.65

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 38.29

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	3	3	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 12.79

#### 2.4.3.1 Total experience of full-time teachers

Response: 179.1

#### 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

2017-18	2016-17	2015-16	2014-15	2013-14
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:** 3.02

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	1	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:**

- We have a continuous system of evaluation through House Examination Monthly Tests Interaction program Assignments and Presentations etc.
- Monitoring of attendance: The record of regular attendance of students is a part of continuous evaluation. Therefore every month, we put on the notice board (latest by 7th of every month) data of attendance of every student and follow up action is undertaken wherever necessary. 75 % attendance is compulsory for the students. If any student falls short of this attendance he or she is not allowed to take the final examination in the concerned subject . The students are encouraged from time to time to attend the classes.
- Monitoring of performance: Class tests are conducted and assessed papers are distributed to students. Whenever the performance is not satisfactory, the student is counseled and in case of necessity guardians are informed. When a student remains absent from the test because of any reason we make the student attempt the test paper on a later date. House Examinations are conducted and internal assessments given on the basis of performance in the said examinations. Marks and copy of the paper is shown individually to the students. The question paper of House Exam is discussed in the classes by the subject teacher concerned and necessary inputs are given to the students for improvement. If need arises the parents of the wards are informed either through PTA or by official communications. The IQA Cell of the campus provides the necessary inputs for quality education.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

- Formative Assessment: The College gives students an opportunity to understand and identify their strengths and weaknesses and target areas that needs improvement. It also helps faculty to recognize and understand the areas in which the students are struggling and address their problems immediately for improved performance. The formative assessment is conducted to measure students' achievements and performance following the CCA pattern, which includes attendance, assignments, group discussions, seminars, project work, paper presentations, power point, quiz, book review etc. Apart from this, the students also attend lectures by experts, seminars, etc. organised in and outside the College. Student's achievements are also measured by considering their performance and participation in sports and co-curricular activities at college, State /National levels and they are also rewarded for this in the annual function of the college.
- Summative Assessment: Summative assessment adopted helps to evaluate students' learning outcome at the end of each semester and to determine to what extent the instructional and learning goals have been met. The summative evaluation is done during terminal tests. For summative assessment, each student is subject to a mid term examination managed and conducted internally by the college. End-semester examination and practical, if applicable, as per the norms, and the schedule of the University in each academic semester. The result of the performance of the students in continuous assessment tests is shared with the students during the course of the semester. The answer sheets are shown to the students, the papers are discussed and suggestions for improvement are given by the faculty members. Weightage is given to written tests, presentations, assignments

and group discussions towards the development of the students specially in enhancing their academic and communicative skills. The CCA marks have been broken down to specific heads, which make the evaluation process rigorous. The concerned teacher ensures that the assessment and evaluation record are made available to each student. The students can check their marks and approach the concerned teacher directly in case of any clarification or discrepancy. Lists of attendance and marks scored by the students are displayed on notice boards of the college before sending it to the university. Behavioural aspects has no direct weightage as per university guidelines, however timely submission of assignment, regularity, punctuality etc are certainly noted down by teacher. Thus, although there is no definite mechanism to give weightage for behaviour aspects but students gets due credit in internal assessment for good behaviour. Independent learning and communication skills are given weightage during presentations, group discussions, and the class and assignment, debates, etc.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### Response:

- Redressal of Grievances with Reference to Evaluation at College Level: The answer scripts of the Mid-Term Exam (Minor Test, 15 marks) which is part of the CCA, are shown to the students in the class. If they find any discrepancy, it is dealt immediately on the spot by the concerned teacher. Attendance (which has five marks) is displayed on notice board from time to time and the teachers announce the lectures attended in the class too. The students of the college have right to make appeal against any component of evaluation if it does not get settled at departmental level. He/she can do so by submitting a written appeal to the college RUSA Grievances Redressal Cell.
- Redressal of Grievances with Reference to Evaluation at University Level: At the University level, during evaluation of answer scripts, one head examiner is deputed for five sub-examiners in each subject. He is assigned the duty to moderate or check or crosscheck the answer scripts and in case of any discrepancy, he has the right to correct the sub-examiner. The Himachal Pradesh University also allows for re-evaluation of the answer scripts of students. The scripts are evaluated by a different examiner to rule out the possibility of any further discrepancy on the payment of a nominal fee.

File Description	Document
Any additional information	<a href="#">View Document</a>

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



**Response:**

The college adheres to the academic calendar for the conduct of examinations. The continuous evaluation system is followed by the college which includes the Class Tests, house tests, Assignments, presentations, projects works etc. The schedule is preplanned and communicated to the students well in time through prospectus as well as through the electronic notice board installed in the campus. All these activities are conducted as per the schedule. The pattern of conducting house examination is similar to the final examination pattern of the H. P. university which familiarises the students with the pattern of final examination. All the faculty members provide the detail of internal marks to the office well in time. The students failed in internal evaluation are not allowed to sit in the final examination which creates the feeling of seriousness among the students and they sincerely participate in the presentations and other academic activities..

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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 offers Three Undergraduate programs including Bachelor of Arts, Bachelor of Commerce and Bachelor of Science. The learning outcomes are clearly stated and reflected in the Annual Report of the college. The outstanding students are rewarded. Scholarships are given to the meritorious students by the institution. The names are displayed on the hon's boards. New UGCCBCS system recently introduced under RUSA, it is assumed that the student will be expert in two subject and have the knowledge of other concerned subjects also. Motivating girls from rural areas for higher education, better placements, and social responsibility; and upliftment of other weaker and marginalised section of the society. To achieve these learning outcomes SWOC analysis at the institutional and departmental levels is conducted by IQAC.

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

**Response:**

To monitor the progress and the performance of the students teachers take regular attendance, class tests & Mid Term tests. In the PTA Meeting besides other agenda study of the students especially from the result point of view is discussed. In case of slow learners, their parents/wards are invited and the problem is discussed. At end of every semester, progress report of students is communicated to their parents by post. Regular teaching work, seminar, training programmes, house tests, internal

assessment, tutorial classes, remedial classes, guest lectures, education tours, student-teacher interaction programmes, etc. all together facilitate the achievement of the intended learning outcomes. Marks obtained by students in class tests, assignments, projects, attendance etc. are compiled and subject-wise mark lists is prepared and internal assessment is calculated. Attendance registers are maintained for continuous comprehensive evaluation. The results of end semester examination help in identifying the effectiveness of the teaching learning process. The data so collected is carefully analysed through faculty meetings, meeting with the Principal and discussion with students. Counselling, remedial classes, tutorials, and extra classes are undertaken to help the slow learners. The corrective measures are undertaken in respect of the students with short attendance and the defaulting students are fined. The college ensures timely redressal of students' grievances.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 70.18

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

Response: 80

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

Response: 114

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:**



## 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)

2017-18	2016-17	2015-16	2014-15	2013-14
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

**Response:** 22

### 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:**

- The institute is located in remote area of Himachal Pradesh and it only offers basic courses i.e. B.A., B.Sc. and B.Com. The science was started from the academic session 2017-18 and commerce from 2018-19 therefore still waiting for pass out of first batch. We don't have PG classes yet therefore still lack atmosphere for research and innovation. But the students of all the streams are regularly contributing in the form of write up for the magazines and college magazines. The staff members are regularly contributing in the form of research papers and book chapters and books

hence adding new knowledge to public domain. The students are also utilizing the modern facility like computers; internet and smart class room provided by the college for learning, hence further sharpening their skill and will definitely contribute for nation building in near future by contributing in the field of research and innovation . Besides this we have taken some relevant initiatives for the same which are as follows:

- **Internet-Based Services :** The College provides round the clock secured access Wi-Fi facility to all its students and staff members. Campus is partially wifi enabled.
- A fully functional and user-friendly website is comprehensive containing all the important information. The website is continuously updated with notices and relevant information promptly put up on the website to enable students and staff to have information on real time basis.
- **Interactive Sessions:** The faculty makes consistent efforts to keep the students updated with the current economic events through lectures and informal discussions.
- **Special Honours (GaurvaPurskaar):** The Gaurav Purskaar for the best all round student is given to the final Year/Semester students on the basis of overall performance in the three years of their stay in the institution. The deserving students are identified on the basis of their performance in all the three facets of a student life namely academics, sports and co-curricular fields.
- **Menstrual Hygiene Management (MHM):** Menstrual hygiene management (MHM) relates to how girls and women manage their monthly period, and require access to information about menstruation, clean and safe menstrual absorbents, and amenities and facilities such as toilets and water, and waste management to maintain hygiene. The college through its women cell and the extension works through NSS have been targeting dissemination of information specific to menstrual hygiene that can create awareness and break the stigma and silence around menstruation. The college has installed a sanitary pads vending and disposal machine in the campus.

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>

**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:** 0.46**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
4	8	5	5	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

**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:** 0.53**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**

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	2	1	0

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 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:

- Extension activities provide a platform to students for supplementing their theoretical knowledge with field experience and practical insights. Various extension activities performed by the students help to nurture and complement their academic value addition and inculcate values and consciousness towards different facets of society. Through these activities, the College is attempting to make a difference in the lives of marginalised communities and contribute towards creating a better society. Students develop several skills like organizational skills – from planning to execution to evaluation; interpersonal skills – teamwork, cooperation; communication skills – (oral, written, report writing), and others (posters, street plays) and research skills. Universal and enduring values like democracy, peace, justice, tolerance, compassion, equality, pluralism and co-operation are inculcated through these programmes. To ensure the environment of the community in its reach out activities and contribution to the community development the college organizes various activities through NSS, Rovers & Rangers and PTA. Various programmes to spread awareness about health care, energy conservation, environmental protection, social equality, legal awareness campaign etc. contribute to the community development. Students are encouraged to work in the extension activities and various agencies are involved frequently with these activities (like; election campaign, Swachh Bharat Abhiyaan, environmental issues, Female Foeticide, Gender Equality etc.) The College has forged constructive relationship with a number of institutions and Social organisations. Various outreach and extension activities have been organized as a result of this relationship. NSS unit of college along with election department assists in spreading voter's awareness among college students as well as the public. NSS volunteers also regularly participate in activities of blood donations, tree plantations, Medical camps, awareness programs, vaccination camps, eye checkup, attending to village needs such as road construction, cleaning of surroundings. HIV-AIDS awareness campaigns and programmes are organised in collaboration with HP State AIDS Control Society (HPSACS) and the District AIDS Control Officer (DACO).

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 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:** 46

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	11	11	9	3

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 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:** 53.76

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

2017-18	2016-17	2015-16	2014-15	2013-14
250	350	97	200	24

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 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: 1**

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 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)

2017-18	2016-17	2015-16	2014-15	2013-14
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	<a href="#">View Document</a>

NAAC



## 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:**

- **Classrooms:** The college has sufficient class rooms (12) and (6) lecture theatre with a seating capacity of more than 100 students. Classrooms are spacious and have natural light. Classrooms have sufficient number of lights and fans. Every Classroom has a dais for the teacher. Classrooms have comfortable seating arrangement. Each bench has a desk that provides space for keeping bags and books. All classrooms are fitted with large boards.
- **Computer Laboratory:** The Institution has one computer lab connected with broadband facility. Up-gradation and maintenance of lab is done by the institute as required. Computer lab is open on all working days. Seminar Hall cum vide conferencing hall is fully equipped for 24 delegates has been made functional and can be used as language lab after procurement of language lab software which is under process.
- **Laboratories:**
  - Botany 1 lab with Capacity of 30 students
  - Zoology 1 lab with capacity of 30 students
  - Chemistry 2 labs - Present capacity of 30 students each
  - Physics 2 labs with a Capacity of 30 students
  - Geography 1 lab which includes e-Podium & Capacity of 30 students
  - Music Instrumental 1 lab with a Capacity of 5 students
  - Music Vocal 1 lab with a Capacity of 20 students
- The campus is equipped with electronic board for display of information. The campus is partially Wi-Fi enabled. The entire campus has recently been brought under CCTV surveillance by installing 26 CCTV cameras in the college campus at strategic locations with control room in the Principal's office.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:**

- Extra-curricular activities including Sports, Outdoor Games, Playground: There is a playground in campus for outdoor games. However its boundaries yet to be fenced properly
- Athletics: For athletics meet 6 lane of 100 meter track is usually prepared in the playground.
- Volleyball: A part of the playground is used as separate volleyball court.
- Badminton: Since there is no indoor facility for badminton as of now, an outdoor badminton court



has been prepared. However, a blue print for the indoor badminton court has been carved out.

- Indoor games : Table Tennis: The indoor facility for table tennis is available.
- Chess: Chessboards and chess clocks are available.
- Carrom Board: Five Carrom Boards are available.
- Gymnasium: The college has a multi-station gym, which was set up in the year 2015-16 and further upgraded in the year 2017.
- NSS has a small room allotted in the campus for day-to-day functioning. Activities of the members of the NSS are held in the classrooms and outdoors. The college does not have a NCC unit. Requests for activation of NCC units have been submitted over the years and reminders sent, but it is yet to be materialised.
- Cultural activities: The music rooms (vocal and instrumental) are used by students for practice before participation in cultural activities at the college level or for inter college competition. The college has a whole range of musical instruments, from modern music instruments to classical and traditional musical instruments. Public address system.
- In Smart Classroom: 1 e-Podium + one touch screen flat display unit 65 inches.
- In Music Department: 2 amplifier, 2 horn, 4 speakers (large size), 2 small 8 mics
- The college has a language lab which is not fully operational yet as the requisite software are in the final stage of installation. The communication skill development is achieved through traditional methods. The students write articles for the college magazine. Intra and inter college competitions in essay and slogan writing and debate and declamation contests are organized in the college throughout the year.
- Yoga, Health and Hygiene etc.
- Yoga is also taught as a subject by the department of physical education .
- Gymnasium facility for physical fitness.
- First aid facility for emergencies is available in the college. During tournaments, the services of para-medical and medical staff of State Health Department are solicited. For health related services the facilities at Government Hospital situated at a distance of about 3 km are available.
- Hygiene: Adequate number of washrooms are located at suitable places.
- Though the government does not provide regular cleaning staff. The cleaning staff are hired/appointed on temporary basis through Parent Teachers Association (PTA) or under Amalgamated Fund for regular cleanliness and maintenance. The Women's cell takes care of gender specific needs of the girl students as and when required. Vending machine to disperse and dispose off the sanitary pads for the girls students has been installed in the campus. For potable drinking water the institute has installed four RO's at various location inside the college campus.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 11.11

##### 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	<a href="#">View Document</a>

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

Response: 43.64

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

2017-18	2016-17	2015-16	2014-15	2013-14
6.49	0	80.5	25	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

Response:

- College Library is also available inside the college campus. The Library is equipped with seating capacity of approximately 50 Students simultaneously. Library has one Reading Hall for students and one faculty room for teaching staff. Library at present is not using Integrated Library Management Software. To overcome this problem we have purchased soul 2.0 software from infibnet and we are already in the process to install the software at the earliest after completion of all required formalities and training to our librarian.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:**

- College Library was established in 2006, at Govt. College, Sangrah, Dist. Sirmour (H.P.). It contain total collection of 4197 books of various subjects, periodical 9, and newspaper 05. which to be made online for the entire scope of library activities acquisition, cataloguing and circulation with provision for renewal and serial control. It includes a hall of capacity of 48 students for the study. Primary users of this library are students (Total strength 523), faculty and administrative staff of the college.
- In addition to the text books , reference books, the library also have some rare books including Ramayana , Rigveda, Samveda and Yajurveda.etc

**4.2.3 Does the institution have the following:**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)****Response:** 1.61**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
1.21	2.58	.87	0.38	3

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 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:** 5.25

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

**Response:** 27

File Description	Document
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

- In the year 2015, Computer laboratory was set up. College has two smart class room system, one computer lab and language lab. The college has a well equipped new Smart Class Rooms, which assist teaching by providing the latest interactive technology. Such steps help to create a professional atmosphere by using latest audio-visual aids like interactive meeting pads/boards, Bluetooth, light touch pen etc. The IT system was overhauled in the year 2018, and Wi-Fi cables were laid to enable internet connectivity on campus. In 2018 college buildings were made partially Wi-Fi enabled. The internet facility has been provided in college campus and is connected through optical fiber cable as well as Wi-Fi network. The entire administrative block and college premises have three Wi-Fi enabled points to students and faculty to access internet through 10 MBPS optical fiber and have 1:1 connectivity on their Laptops and other electronic gadgets sitting at some specific locations in the campus. College campus is under the surveillance of CCTV Cameras, which includes CP PLUS cameras. These systems can be remotely controlled by automation systems. The CP PLUS cameras can view the campus at 360 degree. There is a website committee who manages and looks into information sharing and uploading on college website time to time.

Govt. College Sangrah, Computer Lab is equipped with updated IT facilities. It acts as a nodal centre to support all digital needs of the college. Students can avail the facility on first cum first served basis. Computer Lab has 10 and conference room cum language lab has 24 computers. The computer lab includes latest desktops with TFT, Projectors, Printers and Scanners. The centre also

assists in data base management and provides facilities to faculty and students for word processing, data analysis, printing and scanning of material for course assignments and other related tasks. Assistance is also provided to the students if they face the problem.

Govt. College Sangrah, Computer Lab acts as a nodal centre to support all digital needs of the college. As per the course requirement, students can access regularly in the Computer Lab such as basics of computer - Microsoft office (MS Word, MS Excel and Microsoft power point etc. CL and language lab has 34 computers

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

Response: 10.42

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

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

Response: 5-20 MBPS

File Description	Document
Any additional information	<a href="#">View Document</a>

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

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility, LCS	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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:** 31.71

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)

2017-18	2016-17	2015-16	2014-15	2013-14
5	6.2	41	20	0

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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 College has an established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports, computers, classrooms etc. At the beginning of each academic year various committees are constituted and the same are published in the prospectus issued every year. The committees through its convener and members traces out the required work for the maintenance and utilisation of various facilities in the campus. In case of any repair or renovation the proposal is sent to the Bursar of the college who seeks the uprightness of the proposal and recommends it for the approval by the Principal of the college. The due repair/renovation/purchase are made after completion of all required codal formalities in this regard. The regular faculty meetings are conducted at college level under the chairmanship of the Principal of the College in which all faculty members gives their suggestions for the improvements in the facilities provided to the students in the campus. The suggestion of members of students council are also invited to make improvements in the facilities including laboratory, library, sports complex, computers, classrooms etc.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:** 34.69

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

2017-18	2016-17	2015-16	2014-15	2013-14
63	126	179	91	56

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 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

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### 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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 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:** 18.81

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

2017-18	2016-17	2015-16	2014-15	2013-14
200	0	0	120	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 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



2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 1.71

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	2	3

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 13.16**5.2.2.1 Number of outgoing students progressing to higher education****Response:** 15

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

**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: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
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**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

**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

2017-18	2016-17	2015-16	2014-15	2013-14
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	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

- The college has College Students Central Association (CSCA) which is elected once in a year following the orders of Himachal Pradesh University. The CSCA is formed in a democratic way on Merit based (President, VicePresident, Secretary, Joint Secretary & Class Representatives) and Nomination based Students' Representation (Two nominations; from NSS, Sports & Cultural and one nominations; from Rovers, Eco Club & Red Ribbon Club). Every department of the faculty has its own Class Representative.
- There are regular meetings of the council in which matter related to academics and extracurricular activities and problems of students are discussed. Proper notices are issued for meeting and minutes are maintained. Class representatives have an important role to play. They help the administration of college in maintaining the discipline and communication between staff, student and administration.

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

#### Response: 2.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	2	2	2

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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:**

The College has old students association which was formally made functional from the current academic year. In the previous years the old students contributed significantly for the development of the college by assisting in various activities conducted by the college. The students from the previous batches were also invited regularly for various academic functions organised at the college level including Annual Function, Teachers day and sports meets etc. . Presently the Old Students association has been constituted by appointing its President, Vice President, Secretary, Joint secretary and Treasurer and five nominated members alongwith two advisors from the teaching staff of the College in its meeting held on 10.04.2019.

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

**? 5 Lakhs**

**4 Lakhs - 5 Lakhs**

**3 Lakhs - 4 Lakhs**

**1 Lakh - 3 Lakhs**

**Response: <1 Lakh**

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**

**Response: 0**

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

NAAC

## 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 promotes a culture of participative management. All the college operations are managed by committees constituted for academic and non-academic activities. Major committees comprise of teachers, and some specific ones include non-teaching staff and students as well. Committees are formed democratically in the staff council meetings and each committee has a teacher convener. The staff council constitutes of chairperson (Principal), staff council secretary who is a teacher elected by all faculty members of the college. The innovative ideas, suggestions and opinions from the faculty members, staff and students are appreciated and incorporated in the decision making process. The faculty members are provided opportunities to lead as teacher-in-charge, convener and co-coordinator of different assignments of academic nature. This throws an opportunity to develop themselves as leaders by undertaking academic and non-academic assignments. The faculty is given the opportunity to lead finance, and organize key programmes of the College where their organizing and leadership abilities are reflected. Besides this, the College liberally allows its faculty to accept academic and administrative leadership assignments outside the institution. Faculty members are appointed as:

- Coordinator of IQAC
- Bursar
- RUSA Coordinator
- Presidents of different societies/ cells.
- Mentors for students
- Examination superintendents.
- Secretary of staff council
- Convenor of various committees.

College makes its efforts to groom leadership at various levels by providing opportunities to the teachers for various events management and organization. Apart from it various committees are constituted to assign a number of responsibilities to students including the following:

- Student Leaders
- Group Leaders for NSS, Rangers and rovers etc.
- Students editors for college magazine

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.1.2 The institution practices decentralization and participative management

**Response:**

- The faculty members are provided opportunities to lead as teacher-in-charge, convener and co-coordinator of different assignments of academic nature. This throws an opportunity to develop themselves as leaders by undertaking academic and non-academic assignments.
- The faculty is also given the opportunity to lead finance, and organize key programmes of the College where their organizing and leadership abilities are reflected. Besides this, the College liberally allows its faculty to accept academic and administrative leadership assignments outside the institution.
- All the administrative as well as academic related authorities and responsibilities are delegated to the faculty members being a Bursar, Convener of various committees and members of committee.
- All the decisions are taken after consultation with all the staff members through regular staff meetings held under the chairmanship of the Principal of the College.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

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

**Response:**

With the constitution of the IQAC the annual plan as well as the Perspective Plan under RUSA is prepared by the members of IQAC in accordance with the guidelines in the matter. Various techniques and methods including SWOT analysis will be employed for formulating the Perspective Plan. The various aspects to be considered are :

- Development of college infrastructure
- Enhanced ICT facility and library facility
- Promotion of research culture
- Increase in social responsibility and outreach activities
- Innovative teaching learning
- curricular and co-curricular activities
- To implement online admission system from next academic session

### 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:**

- All the policies of the education department which relates to our college are designed by the Government of Himachal Pradesh. These policies are executed by the Head of the Institution with the cooperation of the college staff. All the demands of the departments which include books, chemicals, instruments or stationary have to go through the approved codal formalities. The visits, academic tours, seminars and field programmes are arranged by the coordinators of the concerned committees after seeking the permission of the Principal. The expenses are sanctioned by the Principal on recommendation by the coordinator. There is a clear cut demarcation in the duties and account abilities between the teaching and non-teaching staff. The office staff takes care of routine administrative activities such as issuing of certificates, admission procedures, collection of fee, submission of documents to university, issuing of travel concession forms, maintenance of important files, attendance register etc.
- All administrative decisions of the institutions are taken through the consensus and discussions. Matters pertaining to each department are discussed and worked out during intradepartmental meetings. The needs and problems, suggestions for educational reforms and infrastructural improvements associated with each department are conveyed by Coordinator and department members to the Principal. Minutes of the meetings are available with the Staff Secretary. Opinions of heads, teachers, and non-teaching staff and other stakeholders are considered and valued. Decisions which involved large scale investment in terms of infrastructure are taken by the Principal after seeking the necessary approval from the higher authority like Director of Education, Government of Himachal Pradesh. Staff members can voice their opinions and can approach grievances redressal cell for any grievances. Recruitments are made through HPPSC by the State government of Himachal Pradesh. Similarly, the promotion of the Staff is governed by the State Government executed by the Directorate of higher Education.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

**Response:** B. Any 4 of the above



File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

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

##### Response:

The Principal is Head of the Institution. There are Heads of various departments. Through Staff meetings and various Committees, the institution communicates with different departments and personnel of the institution and thus the educational provisions/decisions are communicated and thereafter executed. Various officials/faculty members deal with the administrative work and help the head of institution. The College promotes a culture of participative management. All the college operations are managed by committees constituted for academic and non-academic activities. Major committees comprise of teachers, and some specific ones include non-teaching staff and students as well. Committees are formed democratically in the staff council meetings and each committee has a teacher convener. The staff council constitutes of chairperson (Principal), staff council secretary who is a teacher elected by all faculty members of the college. The innovative ideas, suggestions and opinions from the faculty members, staff and students are appreciated and incorporated in the decision making process.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

##### Response:

Being a Government College, we adopt all the facilities provided by the Government of Himachal Pradesh for the welfare of the teaching as well as non-teaching staff. The following facilities are provided to the staff members:

- Medical Reimbursement
- House Loan
- Group Insurance Scheme
- Rashtriya Swasthya Bima Yojna
- HRA
- CCA
- Residential Quarters (proposed in RUSA Plan)

- Dress Allowance (Class IV) etc.

### 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

2017-18	2016-17	2015-16	2014-15	2013-14
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	<a href="#">View Document</a>

### 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

2017-18	2016-17	2015-16	2014-15	2013-14
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	<a href="#">View Document</a>

### 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: 25.24**

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	5	0	2	2

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

**Response:**

The performance appraisal is conducted for which Well-designed ACR forms for teaching and non-teaching staff members are finalized at Government level after discussions and deliberations. The teaching staff of the college is evaluated through API (Academic Performance Index) based ACR form of the H.P Government. These forms are as per the recommendations of UGC. Through these forms, information is collected about the overall performance, results, research, academic/curricular/extra-curricular achievements. The Principal then evaluates it and on the basis of these reports, it is further reviewed by Director of Higher Education. Thereafter, various pay scales are granted. Members of non – teaching staff are also evaluated on the basis of Annual Confidential Report. Format of ACR is kept uniform throughout the state. Besides teaching, the duties which are assigned to every faculty member in curricular and co-curricular activities are evaluated by the performance/success of that activity and on the basis of results, conduct and participation in assigned activities; the evaluation of the staff is done. Teachers, Students and Administrators have a good level of coordination. Frequent meetings and regular interactions help in improving the effectiveness and efficiency of the institutional processes and for better appraisal.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

The audit of the funds is done by the government agencies i.e. Accountant General of Himachal Pradesh and by the department of Higher Education, Himachal Pradesh. Funds of HEIS, PTA, NSS and OSA are audited by the registered Chartered Accountant. Regularity in external audit The External audit is carried out under the aegis of Accountant General of Himachal Pradesh at the end of every financial year. Local Audit Department, Govt. of H.P., had conducted Audit of this College for the period 2006 to

March 2015 and there are 17 pending audit para to date. A.G. Audit had conducted Audit of this college for the period of 2006 to December, 2016 and there are 3 pending para till date.

#### **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

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

#### **6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

**Response:**

The college has adopted a transparent financial strategy for the utilisation of the funds through well planned procedures. The following points are considered for proper mobilisation and utilisation of the funds.

- Whenever any expenditure is to be made, a proper proposal, in writing is submitted by the concerned department with details of the required apparatus, equipment, etc. to the Principal of the college.
- After scrutinizing the application, the Principal grants the permission and sanctions the expenditure from a specified college fund, and directs the official/department concerned to proceed with the proposal.
- In accordance with HPFR the quotations are invited for expenditure above Rs.3,000/- and for expenditure below Rs. 3,000/-. The convener of the Purchase Committee certifies the rates.
- Proper procedure for purchases is adopted by the College. The College has formed a Purchase Committee for this purpose. The quotations are invited from reputed firms as per rules for purchase as laid down by the state government. A meeting of purchase committee is held on the receipt of the quotations; quotations are opened by the purchase committee and countersigned by the Principal. Thereafter a comparative statement of the rates quoted by various firms is prepared and the lowest rates quoted in respect of each item are selected, and the respective firms are recommended for the order to be placed. Thereafter, the supply order is placed by the Principal to the selected firm.

- All the official formalities are completed viz. preparation of purchase voucher, stock entry on the receipt of apparatus/equipment etc. and issue of cheques to the concerned party/supplier and the related records are maintained.
- Income and Expenditure are closely monitored by the Bursar and the Principal. All the college local funds are scrutinised by the Bursar.
- The audit of the funds is done by the government agencies i.e. Accountant General of Himachal Pradesh and by the department of Higher Education, Himachal Pradesh

## 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:

#### a) Conduction of regular class test, quiz and seminars

The institute is situated in one of the remote location in Himachal Pradesh. The majority of the students are from poor and socially deprived families. The basic General knowledge of the student is below the average. To improve the overall knowledge of the students and to make them fit for the challenge of life that will be faced by them in near future in their professional life. The IQAC has taken an initiative for their all-round development. In this regard the decision to conduct regular class tests, seminar and quiz competitions for the student was taken in the meeting of IQAC held on July 04, 2016. As a result a considerable improvement in the overall personality of the students was recorded.

#### b) Establishment of computer lab

In the present context the basic knowledge of computer is must. The student should have the knowledge of basic computer skills that includes MS office, Photoshop etc. The IQAC in its meeting held on dated October 26, 2016 has unanimously agreed for promotion of computer literacy among college students. In response to this the computer lab with 11 computers was established in the GC Sangrah which was made fully operational from the month of April-2017

File Description	Document
Any additional information	<a href="#">View Document</a>

### 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:

#### a) The establishment and use of Smart class rooms (ICT)

The use of black board teaching methodology is no doubt still relevant and effective. But to make teaching and learning process more effective, interesting and interactive the need of smart class room was felt. In this regard the institute has established two smart class rooms, one common and other specifically for Geography department. The class room is equipped with flat screen interactive display unit (65"). The second class room is equipped with digital podium with sound system attached, projector and white display screen. The students and faculty of the institute is regularly using the facility for lecture delivery and for conduction of seminar and for any other informative lectures. The induction of the facility has remarkably improved the process of teaching and learning and also helped in the confidence building of the students.

### b) Establishment of Language lab

Increasing competition and requirement of professionals with good communication skills and command over the language, the language English is the need of the time. Taking this in to the consideration for the overall personality development of the students, the college administration along with IQAC emphasized on the need of establishment of language lab. The lab was finally establishment in the month of April, 2019 with the facility of 24 computers and one central command unit. All the computers are equipped with headphones. Although, it is not fully functional yet, due to pending work of software installation. But IQAC in its meeting on dated December 4, 2018 has given emphasis and unanimously resolved for the timely functioning of the lab by completing the rest of the formalities as soon as possible (Purchase and installation of the software) for the benefits of the students.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 0.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### 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 feedback and shortcomings of any kind whether it is infrastructure related or other capacity building related are regularly put in front of the administration by the CSCA and students. The matters are then discussed in staff meetings and subsequently in IQAC meetings and suitable and feasible solutions are made accordingly.
- As a part of IQAC initiative, apart from prescribed curriculum, regular class test, seminars and quiz programmes are held time to time to assess the learning outcome of the students.
- In a capacity building approach and to harness the geographical conditions and in born physical strength of the students of the area. A well-equipped Gym was established in the college where students are further training their physique to make themselves fit for armed forces and police related jobs.
- The sanitary facility is up to the mark after up gradation of the toilets. Toilets are also equipped with soap dispensers. The college also has Sanitary napkin vending machine with incinerator for providing hygienic napkin to college girls at nominal price.
- The computer and language labs were established in the college for imparting IT and linguistic knowledge to the students.
- The library was further enriched with more and more purchases of the books. The library will further be equipped with INFLIBNET software which has already been purchased and is in a phase of installation
- Two interactive flat screen display as a part of ICT has already been made available for regular

class room teachings. Apart from this the college also have digital podium with sound system attached, projector and white display screen.

- To promote the local culture and values the students are encouraged to participate the cultural event of the college. This has ensured the top 3 position in last five years of the college in inter college championship.
- IQAC is doing its sincere and continuous efforts to start the PG programme in the college so that the poor and deprived students of this remote and hard area will not get deprived of from their right of higher education.
- To meet the need of the area and to facilitate the right of education of poor and socially deprived children's. A sincere effort is initiated by the IQAC regarding the establishment of the IGNOU center in the college which is still under process.

File Description	Document
Any additional information	<a href="#">View Document</a>



## 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:** 3

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

#### File Description

List of gender equity promotion programs organized by the institution

#### Document

[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:**

**1. Safety and Security:** Being a female student dominated college; a special attention is always paid for the safety and security of the students. The college has a SHAW (sexual Harassment against women) cell which looks in to the matter of any sexual discrimination or harassment against female student or staff of the college. Although till date no complaint was received by the cell. Similarly anti ragging cell is also fully functional as per the guidelines of UGC to look in to the matters related to the ragging. Once gain till date we have not received any such complaint. The campus is also under the surveillance of 24 CCTV cameras which further insure the safety and security of the students. The college have a fire extinguisher installed at various places which are vulnerable for fire incidences.

**2. Counseling:** Being a college of rural and remote area, the girl students are not fully aware about their personal hygiene and nutritional requirement. To aware them about the same, the counseling cum awareness drive was organized by the college with help of professionals (Doctor) from Health department. Similar type of exercise was also performed in the SC-ST girl Hostel which is run and administrated by the college. Being a rural area the cases of child marriage are also very common in the area. To sensitize the student about the consequences and legal action of the same the students were made aware by the Child Helpline about the process of reporting of such incidents to the authorities.

**3. Common Room:** The College has two common rooms for boys and girls separately. The rooms have adequate furniture to ensure the comfort of the students. The rooms also have indoor game facility for the students like carom board and chess.

### 7.1.3 Alternate Energy initiatives such as:

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

**Response:** 0.87

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

Response: 0.962

7.1.3.2 Total annual power requirement (in KWH)

Response: 110.962

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 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: 5.612

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

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

**Response:**

- **Solid waste management:** A negligible amount of solid waste is generated in the institution premise and

majority of the waste is paper waste. The paper waste is kept in store and auctioned from time to time in the form of raddi for recycling purpose. A small amount of waste in the form of torn and fragmented paper is also generated which is regularly dumped in the pit made outside the college premise. The excreta of wild pigeons harboring the college building is collected and used as manure in garden and potted plants.

• **Liquid waste management:** The liquid waste, usually in the form of water from toilets, canteen and laboratories is discharged in the sewage tank which is an integral part of college building.

• **E-waste management:** College doesn't have much E-waste. A small number of out of order telephone, printers and photocopiers are stored in stored room. None of these items will be discarded openly instead they will be sold to the recyclers for safe disposal after completing the certain departmental guidelines.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 7.1.6 Rain water harvesting structures and utilization in the campus

##### Response:

Water is one of the most important natural resource required for the flourishing as well as for the existence of human being. The ground water table is decreasing day by day and the availability of safe and pure drinking water is also decreasing day by day. To fulfill the social and moral responsibility of water conservation, the institute has rain water harvesting system as an integral part of its building design. The rain water gets collected in the underground pit with adequate storage capacity. The water is used for the gardening and constructional activities whenever and wherever it is found necessary

#### 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:

**Students, staff using**

**a) Bicycles:** The college is located in hilly area therefore it is not practically possible to make use of bicycle as mean of transportation. Therefore none of the college student and staff member is using bicycle as a mean of transportation

**b) Public Transport:** The public transport is the backbone of the area. Being a hilly and remote area the public transport is the sole mean of transportation for the people of the area. In continuation with this almost 100 percent of the students and 90 percent of the staff are using public transport as a mean of transportation to reach the institute.

**c) Pedestrian friendly roads:** The College has one link road which connects the college campus with the main road. The road is wide enough so that the vehicle can pass easily without any interference to free movements of pedestrians.

• **Plastic-free campus:** The Govt. of Himachal Pradesh vides its notification STE-F (4)-2/2008, dated 07th July, 2009 and Notification No. STE-F(4)- 2/2008-II, dated 19th March, 2011, and STE-F (9)-1/2018 has imposed complete ban on sale and use of plastic carry bags and disposable cup and plates made up of plastic and thermocol in Himachal Pradesh. This has significantly reduced the plastic waste production in the state. The college campus is also plastic free campus in term of plastic carry bags but a very small amount of plastic waste is generated in the canteen in the form of plastic packaging of certain food items.

• **Paperless office:** The papers are one of the essential items to carry out the day to day work and activities of any organization. We all know that the raw material for the manufacturing of the paper is obtained from the forest. Therefore by reducing the use of papers we are actually releasing the pressure from our valuable forest resources. The majority of the work is now carried in digital form by using the computers but still for the maintenance of record in hard copy and for any other unavoidable task, papers are used. The paper waste that gets piled up with the passage of time is auctioned and sent for the recycling.

• **Green landscaping with trees and plants:** The College in itself is situated in the lap of Himalaya Mountains covered with Oak, Deodar and Rhododendron trees. To make college more green and beautiful, a small garden was developed in the college premise by developing the landscape. At the same time plantation drives are carried out time to time in the college campus and vicinity by the Eco-Club and NSS. Recently more than 100 trees of *Cedrus deodara* was planted in the college surroundings as part of college beautification programme. The campus also harbor one endangered and one economically important species of the plant namely *Pittospermum eriocarpum* Royle endangered and endemic to India and *Cinnamomum camphora* belonging to families Pittosporaceae and Lauracea respectively.

File Description	Document
Any additional information	<a href="#">View Document</a>

**7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years****Response:** 0.48

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)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2.42	0	0

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

**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)

**A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 28

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

2017-18	2016-17	2015-16	2014-15	2013-14
11	8	2	3	4

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	1	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** No**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

**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:** 22

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



2017-18	2016-17	2015-16	2014-15	2013-14
6	6	8	2	0

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

##### Response:

The college organises various activities and events to celebrate the birth and death anniversaries of Great Indian personalities. 5th September is celebrated as teachers day every year to mark birth anniversary of Dr. Sarvepalli Radhakrishnan. 2nd October is celebrated as Gandhi Jayanti which is celebrated as Swachh Bharat Abhiyan with the help of NSS and Scout & Guides Units of the college. National Unity Day is also celebrated to celebrate the birth anniversary of Sardar Vallabh Bhai Patel. In addition to this various activities are also organised on 15th August & 26th January every year.

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

##### Response:

- Whenever any expenditure is to be made, a proper proposal, in writing is submitted by the concerned department with details of the required apparatus, equipment, etc. to the Principal of the college.
- After scrutiny, the proposal is sent to the Bursar who looks into uprightness of the proposal and recommends the funds for the same. The final approval is obtained from the Principal of the College and all purchases are made after completion of all required codal formalities in this regard.
- In accordance with HPFR the quotations are invited for expenditure above Rs. 3,000/- and for expenditure below Rs. 3,000/-. The convener of the Purchase Committee certifies the rates.
- Proper procedure for purchases is adopted by the College. The College has formed a Purchase Committee for this purpose. The quotations are invited from reputed firms as per rules for purchase as laid down by the state government.
- A meeting of purchase committee is held on the receipt of the quotations; quotations are opened by the purchase committee and countersigned by the Principal. Thereafter a comparative statement of the rates quoted by various firms is prepared and the lowest rates quoted in respect of each item are selected, and the respective firms are recommended for the order to be placed. Thereafter, the



supply order is placed by the Principal to the selected firm.

- All the official formalities are completed viz. preparation of purchase voucher, stock entry on the receipt of apparatus/equipment etc. and issue of cheques to the concerned party/supplier and the related records are maintained.
- Income and Expenditure are closely monitored by the Bursar and the Principal. All the college local funds are scrutinised by the Bursar.

## 7.2 Best Practices

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

**Response:**

#### **Best Practice-I: Conservation of Cultural heritage of the area**

##### **1. Title of the Practice:** Conservation of Cultural heritage of the area

##### **2. Objectives of the Practice:**

The culture of an area represents its identity and values at any platform. In this regard the institute is fully devoted for conservation and propagation of the cultural heritage of the area with following objectives:

- To inculcate the feeling of pride and honor toward local culture.
- To attract more and more students to be an ambassador of local culture.
- To conserve the traditional songs of local dialects
- To conserve the traditional dance and dance moves.
- To provide platform for the students to showcase their talents related to traditional cultural heritage

##### **3. The Context:**

The college is situated in the Trans-Giri region of the Sirmour district of the Himachal Pradesh. The people of the area are dominated by the ethnic group commonly known as Hatti. The people of the area is long demanding to be included in the schedule tribe area as the geographical location and terrain are quite difficult and they also represent an isolated, culturally and ethnically different group of people. The Hatti people of the adjoining region of Uttarakhand are already enjoying the status of Schedule Tribe but same is not the case with the people residing in the Himachal Pradesh. Therefore IQAC in its meeting on dated December 30, 2015 unanimously resolved that there should be some initiative from the side of institution for the preservation of the enriched local culture of the area. A special day should be celebrated where emphasis should be given on the local cultural activities related to the Hatti area. Beside this the students of the college should represent the Hatti culture at each and every platform for its preservation and

propagation.

#### 4. The Practice:

In continuation to best practice the institute organizes a cultural fest known as GIRI SPANDAN named on the famous river of this region Giri. The cultural event is organized each year where emphasis is given on the presentations of local culture and dialects. Before the eve, the students who volunteer themselves for the cultural activity are trained by the expert (in house and professionals of the region) and further groomed in their knowledge about the ethnic dance and song practices. The students are encouraged to present their programme on the basis of traditional songs and dance moves like *laaman*, *Gee*, *gangi*, *Jhuri*, *Rasa*, *Dhooda*, *Mala* and *Bharthari* etc. The best performers are felicitated in the annual day function of the college as a token for their encouragement. At the same time the college folk dance team comprising of dancers trained in ethnic dance along with supporting singers specially trained in ethnic folk songs regularly take part in the events which are organized at local or state level. The team regularly performs on the eve of 15 August (Independence Day) in the parade ground of Sangrah and also performs regularly in the International Renuka fair held at Rrenuka Ji every year. They represent themselves as torch bearers of Hatti culture who have devoted themselves for the protection and conservation as well as propagation of ethnic Hatti culture. Along with this the folk dance team will always present their cultural heritage in every events of the college including annual day function.

#### 5. Evidence of Success:

As a result of this initiative the ethnic culture of the Hatti community is now well known all over the Himachal Pradesh. The students of the college folk team have won top three positions three times in last five years in inter college folk dance championship organized by HP University Shimla every year. Now the college is not only known by its academic values but also by its rich cultural heritage and the efforts that are put forward for its enrichment and protection. The students are now actively taking part in all the cultural activities that comprise of traditional values of culture and ultimately developing the sense of pride for their cultural values and taking forward it as rich and valuable heritage for the next generation.

#### 6. Problems Encountered and Resources Required:

During initial phase of implementation of the practice the number of the student coming forward were very less. This was due to the shy nature of the people of the area who always try to hide themselves from the lime light of glamour and exposure. It was very difficult to mobilize and motivate the girl students to take part in such events due to orthodox social and family values. Second problem that we encountered was related to the basic facility and funds. The college was lacking in terms of basic instruments and traditional folk dance dresses and supporting material. But with the passage of time due to the support from the local community and donations received from the people from the society and voluntary training provided by the local professional of the area, we are finally in a position where the students of the college are now known as the guardians of the ethnic Hatti culture.

## **Best Practice-II: Mass awareness drives for social and local causes**

### **1. Title of the Practice:** Mass awareness drives for social and local causes

### **2. Objectives of the Practice:**

- To inculcate the value of social responsibility among students
- To create the harmony and strengthen the bonding among the students
- To inculcate the feeling of belongingness for society and country as a whole.
- To fulfill the moral duty as an institute of higher learning for the welfare of the society
- To bridge the gap between society and Institute in term of extension activity

### **3. The Context:**

As it has been mentioned previously, that the region is geographically located in very difficult terrain and the land of the area is not fertile and the rain fall is also very less. Due to these reason the only source of the livelihood of the people of the area was daily laborer in the locality or in other part of the state. The literacy rate of the area was very less as compare to the state. The district Sirmour in itself once used to be the least literate district of the Himachal Pradesh even today it is in bottom three least literate district of Himachal Pradesh. Due to these reasons the people of the area are not aware about the various social issues and they are still following old unscientific and socially unacceptable practices. The some of the examples are child marriage, social untouchability, Liquor consumption, early marriage and girl child education. Therefore the need was felt that being an institute of higher learning in the area it is the duty of the institute to aware the masses of the area about various issues and also utilize the students of the area as source to bring the change as they are going to represent the society or locality in upcoming generation. At the same time the need was also felt to inculcate the values of belongingness toward nation and society among the students. Hence the students are encouraged to take part in such drives which are organized by the institute time to time as mean of social welfare or awareness.

### **4. The Practice:**

The institute organizes various awareness drives among students and local society time to time on various social issues. This includes the gender sensitization campaign where the students of the college take part in the rally holding play card with slogan written with gender sensitization and roams throughout the town

shouting slogans on the same issues and urging people not to discriminate among boys and girls. The students also took part the campaign related to drug abuse and prevention where in similar fashion the students marched through the town holding play card and shouting slogans related to drug abuse and harmful effects of liquor consumption. The students of the college also do skits on the issue of liquor consumption and subsequent consequence on the eve of NSS day. In similar fashion they have contributed in the programme related to beti bachao and beti pado, Voter awareness campaign etc. The college has significantly contributed for the awareness on the issue of Child marriage among students and the society with the help of NGO PAPN (People in action for people in need). To discontinue the practice of social untouchability (as the area is remotely located and the literacy rate is also very low along with certain social dogma) and promote harmony and strengthen the bonding among students belonging to various cast and creeds the community lunch is served on various events organized in the institute time to time like annual function, sports meet and NNS day etc. In these events the food is prepared and served by the students and all the students happily enjoy the food seating barefooted on the ground in traditional way of *Dhaam*. To inculcate the social belongings the students are encouraged by the faculty members of the institute along with their own active participation to actively participate in any problem faced by the people of the society or citizens of the nation. In this regard the student along with staff member of the institute collected the fund of INR 25,000/- and donated it to the needy whose house got damaged during heavy rain. The college also organises blood donation camp from time to time to help the needy people of the aera. In similar act the student and staff member of the college collected the amount of INR 35,000/- and donated it to the Prime Minister Relief fund during Kerela Flood Disaster. The institute also organized an event (Bhag Sunil Bhag) to encourage and show solidarity with the local Ultra Marathon runner who got injured during one of the event.

### **5. Evidence of Success:**

With the passage of time the efforts are bearing the fruits. Today the students are more passionate to participate in the events related to social causes as compare to earlier phases. The society is getting benefited by the mass movements organized by the college time to time the message is carry forward by the students and disseminated among family members and society. The incidences of untouchability have decreased significantly at the same time the case of child marriages and gender inequality has also decreased significantly. The people of the area are now more aware about the consequence of the liquor consumption. There has been a drastic decrease in the dropout rate of girl student from school as well as from the college.

### **6. Problems Encountered and Resources Required:**

The institute is full of manpower for organizing such events of social awareness but the society with orthodox mindset is not ready to accept the newly floating ideas of social and gender equity. But with passage of time and continuous efforts by the students and institute the wind of change was noticed in the society. . Today the college has more than 60 % of the students in the form of female students and after graduating they are also going for higher studies from Universities. Moreover, we need financial support to conduct these activities which is a major hinderance in the organising such activities.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 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:

- **Overall Development of the Student with special emphasis on their Physical and Mental health**

As we know that a sound mind dwells in a sound body i.e. if you are physically fit you will feel relaxed and can simply improve your work efficiency. The physical fitness of the student is an essential criterion of all-round development. The institute should not only focus on imparting of academic knowledge it should also focus on the harnessing and further sharpening of the inborn skills of the students. Born in difficult terrain of the Himalaya, the students of the college have inborn physical strength and stamina that if further shaped can be utilized for nation building. Keeping these points in the mind the institute started giving special emphasis on the development of sportsmanship and further enhancement of their physical strength. The students of the area take keen interest in serving the nation by joining Indian army and police services.

In this regard the College took an initiative for the installation of well-equipped Gym in the campus. It was a matter of great enthusiasm and surprise for the students of this remote area to have such an advance facility at their door step. The Gym which is equipped with all sophisticated instruments filled the students of the institute with energy and passion to aspire their goal to serve the nation. The students of the institute started training themselves regularly in the Gym along with other physical and academic activities. The efforts of the students ultimately started bearing the fruit in the form of some great achievements in the field of sports especially in the field of athletics. The Gym is also used by the Para Olympian from the area Mr. Virender Singh for his regular training. He has represented India in various events at international level and has won many medals for India. This is a matter of great pride for the college fraternity of this remotely located institute. The gym of the institute is the only functional Gym in the area which is catering the need of the students of the Institute and fulfilling the goal of all round development of the education. Along with physical strength mental health also play very important role in the overall development of the students. In this regard the institute regularly organizes the yoga training sessions for the students with special reference to meditation classes. During the camp the professional /yoga teachers taught students about the process of meditation and the role of meditation in mental health and peace of mind. As a result of these initiative, large number of the students who was part of the three year degree programmes of the college joined Indian army in between the course.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

The college is an affiliated institution which operates under the guidelines issued by the Department of Higher education, Himachal Pradesh. As we don't have freedom to take decision at our own which restricts us to work within limits set by the government of himachal pradesh. despite of these factors the college has managed to grow at stable rate, which is quite evident from the increasing strength of the college during the last few years.

### **Concluding Remarks :**

The Government college Sangrah is established in the year 2006 with a objective not only to provide basic education but also to create the individuals who will be assets for their parents, Family, society and for the Nation. Despite of various difficulties, the College has strived forward for the overall development of the Students. The college has the advantage of having very sincere students as well as faculty members. The number of students is increasing year after year and also participating in various sports, cultural and others related activities on regular basis. The college is committed to provide the best possible opportunities for the students of the area to develop them in each and every sphere of life.