**No. GCN/(Estt)/2015- 169**

Govt College, Nalagarh

Himachal Pradesh

**Dated Nalagarh, the 19th May 2015**

Prof. H. A. Ranganath

Director

National Assessment and Accreditation Council

P.O. Box No. 1075

Nagarbhavi, Bangalore -560072

Subject : details of activities undertaken during 2013 -14

Sir,

Please find enclosed copy of IQAC report for the session 2013 -14 on prescribed format and acknowledge the receipt of the same.

Thanking you

 Yours sincerely

Dr. Dwarika Dharela

(Chairperson, IQAC)

# The Annual Quality Assurance Report (AQAR) of the IQAC

**( July 1, 2013 to June 30, 2014)**

Part – A

**1. Details of the Institution**

Govt College Nalagarh

1.1 Name of the Institution

Distt. Solan

 1.2 Address Line 1

Nalagarh

 City/Town

Himachal Pradesh

 State

174101

 Pin Code

gcnalagarh.com

 Institution e-mail address

01795-223068

 Contact Nos.

Dr. Dwarika Dharela

 Name of the Head of the Institution:

01795-223068

 Tel. No. with STD Code:

 Mobile:

9418072899

 Name of the IQAC Co-ordinator:

Dr. Anuj Kumar Sawhney

9418497732

Mobile:

gcnalagarh@gmail.com

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) \_\_\_\_\_\_\_HPCOGN 11460\_\_\_\_\_\_\_\_\_\_

www.gdcnalagarh.com

1.4 Website address:

http.www.gdcnalagarh.com/2013-14.doc

 Web-link of the AQAR:

1.5 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | B++ | - | 2004 | 5 years |
| 2 | 2nd Cycle | - | - | - | - |

1.6 Date of Establishment of IQAC : DD/MM/YYYY

22.06.2009

**1.7 AQAR for the year *(for example 2010-11)***

2013-14

1.8 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

1. AQAR \_\_\_2009-10\_\_\_\_\_ vide letter no. GCN/(Estt)/2010 – 610 (DD/MM/2010)
2. AQAR\_\_\_ 2010-11\_\_\_\_\_ vide letter no. GCN/(NAAC-AQAR)/2011-721 (08/10/2011)
3. AQAR\_\_\_ 2011-12\_\_\_\_\_ vide letter no. GCN/(Estt)/2013-862 ( 23/02/2013)

iv AQAR\_\_\_ 2012-13\_\_\_\_\_ vide letter no. GCN/(Estt)/2015- 2111 (24/03/2015)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

 Constituent College Yes No

 Autonomous college of UGC Yes No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) : Yes No

Type of Institution Co-education Men Women

 Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

 Grant-in-aid + Self Financing Totally Self-financing

 1.10 Type of Faculty/Programme

 Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (specify)

-

1.11 Name of the Affiliating University *(for the Colleges)*

Himachal Pradesh University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

-

 Autonomy by State/Central Govt. / University

-

-

 University with Potential for Excellence UGC-CPE

 DST Star Scheme UGC-CE

-

-

 UGC-Special Assistance Programme DST-FIST

-

-

 UGC-Innovative PG programmes Any other (*Specify*)

-

-

UGC-COP Programmes

-

 **2. IQAC Composition and Activities**

6

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

-

-

2.5 No. of Alumni

-

2. 6 No. of any other stakeholder and community representatives

-

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

10

2.9 Total No. of members

2

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

1

1

-

-

-

 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No If yes, mention the amount

-

2.13Seminars and Conferences (only quality related)

 (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

-

-

-

-

-

 Total Nos. International National State Institution Level

-

 (ii)Themes

2.14 Significant Activities and contributions made by IQAC

1. SWOT analysis of different departments was carried out and strength of teachers as well as infrastructure essential for smooth running of RUSA was assessed and entire proposal was sent to Director of Higher Education, Shimla.

2. Conference on RUSA attended by convener RUSA and Coordinator NAAC, IQAC & UGC.

3. Proposal to the tune of 3 lac was prepared under **Equity Initiative Component** of RUSA and sent to Director of Higher Education Shimla.

2.15 Plan of Action by IQAC/Outcome : The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

|  |  |
| --- | --- |
| **Plan of Action** | **Achievement** |
| **A. Efforts will be made for upliftment of Sports activities.** **B. Continuation of feedback system will be ensured.** **C. Students will be encouraged to participate in youth festivals** **D. Efforts will be made to establish industrial interface.****E. Role of PTA in college’s working was appreciated with similar expectations in future.****F. Plantation in college as well as in nearby areas will be done.** **G. It was decided that seminar/talk/discussions will be arranged in the academic year.****H. Certain assignments of infrastructural development will be completed or proposed in this academic year.** | Our college students participated in inter-college Cross Country (M&W), Chess, Cricket, Kabaddi, Football, Badminton (M&W), Basketball (M&W), Judo, Weight Lifting and Athletics (M&W). The following achievements add stars to our college.1. In Kabaddi (M) our college bagged Runners up position in HP University in Final Inter College Championship.
2. College Cricket and Badminton teams reached up to quarter final in inter college competition.
3. In Weightlifting our college student Mr. Sukhdev Singh won gold medal in 105 Kg weight category, Mr. Abhishek of B.Com III bagged silver medal in 84 Kg and Mr. Ayush Sharma of BAI was awarded with bronze medal in 94 Kg category.
4. In Athletics our college student Mr. Abhishek won gold medal in Hammer throw, Mr. Sukhdev Singh won bronze medal in shot put and Mr. Nitish Kumar, B.Com II won bronze medal in Hammer throw.
5. In Judo Mr. Sukhdev Singh won silver medal in 100 kg weight category. Mr. Nitish Kumar & Mr. Virender Singh won bronze medal in 90 & 81 kg categories.
6. Mr. Sunil Kumar MAI, Mr. Rajat Kumar BAII and Mr. Abhinandan Kumar of BA II in Kabaddi; Mr. Sukhdev Singh BA I and Mr. Abhishek B Com III; Mr. Satveer BA I in Cricket and Miss Neha Verma BA I in Basketball represented HPU in respective Inter Varsity Championships.
7. Our college successfully organized HPU Inter College Basketball (W) championship in the month of September 2013.
8. College Athletics meet was successfully organized and Miss Deepika in women section and Mr. Mahadev in men section were declared best athletes of the meet.

Feed back regarding curriculum, campus and teachers was taken from students and analysed for further action.Miss Anuradha of B.Sc. II participated in Youth festival- Group I held at Govt College Nadaun and scored commended position in declamation. In Inter- College debate competition organised by Language and cultural department at Govt College Sanjauli, Shimla Miss Anuradha and Miss Anju bagged the third position. On the occasion of Hindi Divas the team was felicitated with a trophy and cash prize of Rs.5000/.The college organized a declamation contest on “ Uttrakhand – A tragedy”, in which Anuradha, Anju and Anshil secured 1st, 2nd and 3rd positions respectively. Various competitions were organized on Hindi Diwas and a number of students participated. In Pronunciation competition, Sukhwinder (1st), Sophia (2nd) and Vikram (3rd) were the winners. In slogan writing competition the positions were bagged by Ritu Bala (1st), Nidhi (2nd) and Amisha (3rd). In Essay competition Baljeet Singh was adjudged 1st, Rajni 2nd and Amisha 3rd. In Hand- Writing competition Amisha stood 1st, Rekha 2nd and Rajni 3rd. In story – writing competition based upon pictures Vishal acquired 1st , Anju 2nd and Sukhwinder 3rd ranks.  Placement cell of the college organized a talk by the ICFAI University on 12th December 2013 and was attended by nearly 300 students.A programme was organized by Entrepreneurship Awareness Camp (EAC) on 20th December 2013. The students were made aware about the Government policies and self employment opportunities.PTA is spending about Rs. 50000/- per month on salaries of various teaching and non- teaching staff. Mr. Asha Ram Raju is presently the president of PTA and Dr. Kamal Kumar is secretary of the PTAEnvironment society organized a tree plantation programme and planted around 350 trees in the college campus and in the surrounding areas.A poster making and slogan writing competition was organized by Red Ribbon Club of the college on HIV/AIDS on 16th December 2013.Highlights of work done during 2013-14 is as follows :1. The college pursued the authorities and got the water drainage system.
2. Newly constructed Principal’s residence has been handed over to college in December 2013.
3. Four staff quarters will be handed over in couple of days.
4. Aqua guards were provided at different places in the college as well as in hostels.
5. New furniture was provided for college canteen.
6. Deputy commissioner Solan has given a grant of Rs. 4 lacs for metalling soling of road leading to staff quarters and principal’s residence. Rs. 1,50,000 has been allocated for college’s main gate.
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*\* Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body Yes No

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Management Syndicate Any other body

 Provide the details of the action taken

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**Part – B**

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | Nil | Nil | Nil | Nil |
| PG | 3 (MA Pol. Science, Economics & English under semester system) | Nil | Nil | Nil |
| UG | 2 Annual each for BA, B.Sc.,B.Com.  | Semester system (CBCS under RUSA)for 14 major programmes in 1st year of different streams. | 3 Annual for BCA I,BCA II & BCA III | Nil |
| PG Diploma | Nil | Nil | 1 (PGDCA) | Nil |
| Advanced Diploma | Nil | Nil | Nil | Nil |
| Diploma | Nil | Nil | Nil | Nil |
| Certificate | Nil | Nil | Nil | Nil |
| Others | Nil | Nil | Nil | Nil |
| **Total** | Nil | Nil | Nil | Nil |

**IGNOU Centre :**

IGNOU centre in the college was started in 2009 with two students. Initially IGNOU centre at Govt. College Nalagarh offered only four courses viz. i) BA ii) B. Com iii) BPP (bachelor preparatory programme equivalent to +2 and iv) Post graduate diploma in rural development.

In 2013-14 IGNOU centre of this college has offered 29 courses under different categories like PG Degrees, PG diplomas (1 year), certificate courses (6 month courses) BPP (6 month courses). About 240 students of local are benefitted in entire session. It is pertinent to mention that IGNOU Nalagarh is Examination centre for many other courses.

**Community College :**

We are in process of introducing certain new courses viz “**Advanced Diploma in Hospitality and Tourism” as well as “Advanced Diploma in Pharmaceuticals”** under community college scheme of UGC. Curriculum and syllabi of these have already been framed and probably introduction of these programme will take place from session 2014-15. These courses will be of utmost importance to local students who are dropouts/ willing to get employment as skilled workers in Hotel and Pharmaceutical industry.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | Nil | Nil | Nil | Nil |
| Innovative | Nil | Nil | Nil | Nil |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option/ Open options : From 2013-14 CBCS system has been implemented in all colleges of Himachal Pradesh University. Curriculum is set by Himachal Pradesh University & implemented in all Govt Colleges of Himachal Pradesh. Teachers who are members of Board of Studies of different subjects participate in framing curriculum.

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | BA I, B.Sc. I, B.Com. I, MA (Pol. Sc., English & Economics) and PGDCA |  |  |       |
| Trimester | Nil |
| Annual | 9 (B.Com II,III, B.Sc. II, III, BA II, III & BCA I, II, III) |

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1.3 Feedback from stakeholders\* Alumni Parents Employers Students ***(On all aspects)***

 Mode of feedback : Online Manual Co-operating schools (for PEI)

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***\*Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision or updation of syllabi is done by various board of studies constituted by different departments of HP University. Teachers of colleges act as members of board of studies / syllabus framing committees & hence participate in revision or updation of syllabi.

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

Community college’s courses were planned, their syllabi were framed for effective implementation from 2014-15.

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 24 | 6 | 18 | Nil | Nil |

2.1 Total No. of permanent faculty

13

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
| 18 | 4 6 | 18nil | -On contract : 6; On PTA (GIA) : 3 | nil | Nil | Nil | Nil | 36 | 4  |

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

2.4 No. of Guest , Visiting faculty & Temporary faculty :

 3 guest faculty on recruited on local PTA and 3 on period basis for self financing courses.

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | 3 | 8 | - |
| Presented papers | 1 | 5 | - |
| Resource Persons | Nil | Nil | - |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Conventional teaching method is supplemented by new modern teaching aids like use of audio visual, multimedia, power point presentation etc. Group discussions, class room seminars, tutorial and other methods of interaction are used to make learning process easy and interesting for the students. Student centric activities are performed to give maximum benefit.

140 Days

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (e.g. Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Evaluation of first year students under CBCS system of RUSA is based on both Continuous Assessment (internal) and the End Semester Examinations (external) with an allotment of 50% marks for each.

Different methods of assessing the student are practiced e.g.– tests, quiz, seminars, assignments, projects.

Question paper is composed of 20% objective type questions, 45% short and medium length questions and the rest 35% long answer type question

Examination committee is constituted in each academic year in the college which looks after conduct of house examinations, evaluation of question papers and record maintenance of students. Class tests are conducted and evaluated at teacher’s own level. Himachal Pradesh University holds final examinations and declares result in definite time frame.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus

0

0

4

development as member of Board of Study/Faculty/Curriculum Development workshop

 80%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

**Student Result of session 2013-14**

|  |  |  |
| --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division  |
| No. Of students with Distinction  | I % | II % | III % | Pass % |
| BA III | 165 | 00 | 12.12 | 35.15 | 16.96 | 64.2 |
| BA II | 125 | 00 | 15.2 |  26.4 | 43.2 | 84.8 |
| BA I (RUSA) | Complete results of students is not declared yet due to adoption of CBCS system by HP university.  |
| B. Sc. III | 58 | 10.34 | 63.79 | 22.41 | - | 96.5 |
| B. Sc. II | 103 | 5.82 | 27.18 | 33.98 | 0.97 | 67.9 |
| B. Sc. I (RUSA) | Complete results of students is not declared yet due to adoption of CBCS system by HP university.  |
| B.Com.III | 83 | 10.84 | 50.60 | 33.73 | 2.40 | 97.5  |
| B.Com.II | 183 | 1.09 | 7.65 | 22.40 | 20.21 | 51.3 |
| B.Com I (RUSA) | Complete results of students is not declared yet due to adoption of CBCS system by HP university.  |
| BCAIII | 31 | 3.22 | 32.25 | Nil | Nil | 35.4 |
| BCA II | 40 | Nil | 7.5 | 7.5 | Nil | 15 |
| BCA I | 30 | Nil | 13.33 | 3.33 | Nil | 16.6 |
| PGDCA I sem. | 10 | 10 | 30 | Nil | Nil | 40 |
| PGDCA II sem. | 07 | - | - | - | - | - |
| MA 4th English | 11 | Nil | 81.81 | 18.18 | Nil | 100 |
| MA 3rd English | 11 | Nil | 18.18 | 81.81 | Nil | 100 |
| MA 2nd English | 12 | 16.66 | 66.66 | 8.33 | Nil | 91.7 |
| MA 1st English | 13 | Nil | 23.07 | 38.46 | Nil | 61.5 |
| MA 4th Pol. Sci. | 18 | 94.4 | Nil | Nil | Nil | 94.4 |
| MA 3rd Pol. Sci. | 17 | 47.05 | 52.94 | Nil | Nil | 100 |
| MA 2nd Pol. Sci. | 19 | Nil | 42.10 | 47.36 | Nil | 89.5 |
| MA 1st Pol. Sci. | 20 | 25 | 65 | Nil | Nil | 90 |
| MA 4th Econ. | 10 | 10 | 90 | Nil | Nil | 100 |
| MA 3rd Econ. | 10 | Nil | 60 | 20 | Nil | 80 |
| MA 2nd Econ. | 02 | Nil | Nil | Nil | Nil | 00 |
| MA 1st Econ. | 04 | Nil | 50 | 25 | Nil | 75 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

It monitors and supervise the Teaching & Learning processes. IQAC makes proposals to purchase modern instruments for effective teaching and learning. Analysis of feedback helps to conclude deficiencies and gives a chance to improve upon present system of teaching and learning.

2.13 Initiatives undertaken towards faculty development :

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
| Refresher courses | 1 |
| UGC – Faculty Improvement Programme | Nil |
| HRD programmes | Nil |
| Orientation programmes | Nil |
| Faculty exchange programme | Nil |
| Staff training conducted by the university | Nil |
| Staff training conducted by other institutions | Nil |
| Summer / Winter schools, Workshops, etc. | 1 |
| Others (Ph.D. Degree awarded) | 1 |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | No. of PermanentEmployees | No. of VacantPositions | No. of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 2 | 2 | - | 2 |
| Technical Staff | - | 2 | - | - |

**Criterion – III**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

i) The IQAC encourages staff members to undertake major and minor projects and to organise talks, seminars etc.

ii) Circulars from UGC and other sponsoring agencies are circulated among staff members in routine. Information regarding procedure to apply for minor and major research projects is provided to staff members.

iii) The IQAC also motivates staff members for academic advancement.

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | Nil | Nil | Nil | Nil |
| Outlay in Rs. Lakhs | Nil | Nil | Nil | Nil |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | Nil | One | Nil | Nil |
| Outlay in Rs. Lakhs | - | 1,20,000/- | - | - |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | - | - | - |
| Non-Peer Review Journals | 2 | 2 | - |
| e-Journals | - | - | - |
| Conference proceedings | - | - | - |

3.5 Details on Impact factor of publications:

-

-

-

-

 Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned & received from various funding agencies, industry & other organisations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | DurationYear | Name of thefunding Agency | Total grantSanctioned | Received |
| Major projects | - | - | - | - |
| Minor Projects | 18 months, 2010 | UGC | 1,20,000/- | 1,20,000/- |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects*(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total |  |  | 1,20,000/- | 1,20,000/- |

-

2

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

-

 ii) Without ISBN No.

NA

3.8 No. of University Departments receiving funds from

-

-

-

3.9 For colleges Autonomy CPE DBT Star Scheme

-

 INSPIRE CE Any Other (specify)

-

1500/-

-

3.10 Revenue generated through consultancy

 3.11 No. of conferences organized by the Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Level | International | National | State | University | College |
| Number |  Nil | Nil  | Nil  |  Nil |  Nil |
| Sponsoring agencies |  - |  - |  - | -  |  - |

1

3.12 No. of faculty served as experts, chairpersons or resource persons

-

-

-

3.13 No. of collaborations International National Any other

-

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

Nil

UGC

 From Funding agency From Management of University/College

|  |  |  |
| --- | --- | --- |
| Type of Patent |  |  Number |
| National | Applied | Nil |
| Granted | Nil |
| International  | Applied | Nil |
| Granted | Nil |
| Commercialised | Applied | Nil |
| Granted | Nil |

 Total

1,20,000/-

 3.16 No. of patents received this year

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| - | - | - | - | - | - | - |

3.17 No. of research awards/ recognitions received by faculty & research fellows of the institute in year

3.18 No. of faculty from the Institution who are Ph. D. Guides

-

 and students registered under them

-

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

Nil

Nil

Nil

Nil

 JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

1

4

 University level State level

 National level International level

-

-

3.22 No. of students participated in NCC events:

27

-

 University level State level

 National level International level

Nil

-

3.23 No. of Awards won in NSS: University level State level

Nil

Nil

 National level International level

Nil

Nil

3.24 No. of Awards won in NCC:

11

Nil

 University level State level

Nil

Nil

 National level International level

3.25 No. of Extension activities organized

3

-

 University forum College forum

 NCC NSS Any other

-

3

-

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

i) The college encourages faculty and students to take up activities relating to extension and social responsibility.

ii) Apart from regular work, a number of faculty members and students actively participate in social activities through NSS, NCC, Rovers and Rangers, Parent Teacher’s Association, Clubs, Societies etc. Outreach activities such as HIV-AIDS awareness, Road Safety Awareness, Blood donation camps, Rain harvesting awareness etc. are performed through these forums and associations.

Single NSS unit of 108 students observed “ Van Mahotsav” and planted 80 saplings on 24th July2013. The unit organized three one day camps on 21st July, 15th September and 22nd September 2013. The unit honoured the teachers by celebrating teacher’s day on 5th September 2013. Four volunteers were sent for Pre Republic Day selection camp at PG Centre Shimla. Among these one was selected for state level RD camp. A seven day special NSS camp was organized in the campus from 21st January 2014 to 29th January 2014. Mr. Vikram Singh of BA II (President of the unit) and Miss Veenu of BCA III were declared as best NSS leaders and Miss Archana and Mr. Pawan as all rounder volunteers. Miss Veena of BA III was declared best in diary writing and Mr. Surinder Shinde, Miss Reena, Miss Mona, Mr. Manjeet, Mr.Jitender and Mr. Shamsher were declared as the best workers of the unit.

Disaster management was on top of agenda of Rangers and Rovers and 47 students were enrolled during 2013-14. They attended water sports camp at Pong Dam (Kangra). Students also attended a state level Rover/ Ranger Moot at Rewalsar, Distt. Mandi. 30 Students qualified Parvesh level and 18 students qualified Parveen level.

In boys unit, 44 cadets have been enrolled during the session 2013-14. Besides carrying out regular activities in this sphere, the following achievements have also been made.

1. 12 cadets participated in ATC 199 camp at DAV school Rajgarh at Sirmour (HP).
2. 12 cadets passed the CEE examination.
3. 11 cadets received gold medals in social service.

50 girls candidates were enrolled for the session 2014-15 session. Following are the noteworthy achievements for credit of girls unit.

1. 15 cadets participated in ATC in May 2013in Darang, Mandi (HP).
2. SUO Samita lata participated in guard of Honour camp held at Baijnath.
3. 15 cadets participated in CATC camp at Bilaspur in October 2013.
4. 5 cadets participated in marathon organized by SDM, Nalagarh.
5. 13 girl cadets passed BEE examination and 7 passed CEE examination.
6. Cadets also participated in Republic day parade and Independence day parade at Senior Secondary School, Nalagarh.

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | 150 bigha | - | - | - |
| Class rooms | 15 | (Few stores and room which were not optimally used have been converted into class rooms)  | - | 19 |
| Laboratories | 6 | - | - | - |
| Seminar Halls | 1 | - | - | - |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | Nil | Nil | Nil | Nil |
| Value of the equipment purchased during the year (Rs. in Lakhs) | Nil | Nil | Nil | Nil |
| Others | - | - | - | - |

4.2 Computerization of administration and library

Fee management and office automation software is being used from 2011-12 and fee counter is totally computerized. It also facilitates access of information regarding biodata of students at click of mouse.

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Existing (upto 2012-13) | Newly added (2013-14) | Total upto (2013-14) |
| No. | Value | No. | Value | No. | Value |
| Text Books | 11508 | 937429 | Nil | Nil | 11508 | 937429 |
| Reference Books | 4142 | 651930 | 65 | 30806 | 4207 | 682736 |
| e-Books | 75000 from N-list | 5000 | 20000from N-list |  5000 | 95000 from N-list | 10000 |
| e-Journals | 3000 from N-list | 3000 from N-list | 6000 from N-list |
| Journals | 3 Volume | 1200 | Nil | Nil | 3 Volume | 1200 |
| Digital Database | Nil | Nil | Nil | Nil | Nil | Nil |
| CD & Video | Nil | Nil | Nil | Nil | Nil | Nil |
| Others (specify) | Nil | Nil | Nil | Nil | Nil | Nil |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
| Existing | 50 | 2 | HIMSUAN, Broad Band BSNL | 3 | - | 1 | - | - |
| Added | - | - | -  | - | - | - | - | - |
| Total | 50 | 2 | - | 3 | - | 1 | - | - |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet facility is provided to each and every department wherever separate room or laboratory is there. There are two computers for student’s access in library. The central library is equipped with open educational resource like Information and Library Network (INFLIBNET) for the benefit of the staff and students.

4.6 Amount spent on maintenance in lakhs :

0.51

 i) ICT

3.40

 ii) Campus Infrastructure and facilities

0.15

 iii) Equipments

-

 iv) Others

4.06

 **Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

i) Students are encouraged to come out with their views and suggestions for enhancement of quality of institution.

ii) IQAC provides information about various student support services available at the institution and other levels.

5.2 Efforts made by the institution for tracking the progression

Students are always encouraged to perform better in all types of activities. Student’s progression is closely watched by their subject teachers through tests, discussions and other means of interactions. Special attention is given to students who are poor in their basic concepts.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 1725 | 92 | - | - |

5.3 (a) Total Number of students : 1817

 (b) No. of students outside the state

Nil

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 737 | 41 |

|  |  |
| --- | --- |
| No | % |
| 1080 | 59 |

Men Women

|  |  |
| --- | --- |
| Last Year | This Year |
| General | SC | ST | OBC | Physically Challenged/IRDP | Total | General | SC | ST | OBC | Physically Challenged/IRDP | Total |
| 1019 | 281 | 145 | 260 | 56 | 1761 | 1034 | 304 | 162 | 313 | 4 | 1817 |

 Demand ratio - Dropout % -

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

We have sent proposal to get grant for remedial and coaching courses in 12th plan of UGC but unfortunately did not receive even first instalment of the grant. These classes will be started as soon as we receive grant.

-

 No. of students beneficiaries

5.5 No. of students qualified in these examinations

-

-

-

-

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

-

-

-

5.6 Details of student counselling and career guidance

i) Career guidance and placement cell organized a talk by the ICFAI University on 12th December 2013 and

this was attended by nearly 300 students.

ii) A programme was organized by Entrepreneurship Awareness camp (EAC) on 20th December 2013. The students were made aware about the Government policies and self employment opportunities.

iii) People from industry contact placement cell and cell arranges biodata of students for their placement.

 No. of students benefitted :

 300

5.7 Details of campus placement

Efforts are made by the placement cell to invite persons looking after recruitments in the industries. Biodata of students is provided to them for their placements. We have not maintained specific record of on campus/ off campus placement.

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| No. of Organizations visited | No. of Students Participated | No. of Students Placed | No. of Students Placed |
| - | - | - | - |

5.8 Details of gender sensitization programmes

i) Professional counselling is provided to girl students whenever required.

ii) The cell works under coordinator. It has representation from staff and it organises lectures and seminars to check awareness about gender related issues.

5.9 Students Activities

 5.9.1 No. of students participated in Sports, Games and other events

7

-

-

 State/ University level National level International level

 No. of students participated in cultural events

-

-

-

 State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

-

-

-

 Sports : State/ University level National level International level

 Cultural: State/ University level National level International level

-

-

-

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of students | Amount |
| Financial support from institution  | Nil | Nil |
| Financial support from government | 92 | 2,52,012 |
| Financial support from other sources | Nil | Nil |
| Number of students who received International/ National recognitions | Nil | Nil |

5.11 Student organised / initiatives

-

-

-

Fairs : State/ University level National level International level

-

-

-

Exhibition: State/ University level National level International level

3

5.12 No. of social initiatives undertaken by the students

80 saplings were planted on July 24, 2013. NSS volunteers worked hard to maintain college campus. Rallies were organized to aware local people regarding cleanliness, prevention of female foeticide and voter’s awareness.

5.13 Major grievances of students (if any) redressed:

Student’s grievances are heard at teacher’s level, as well as by the advisory committee of the college. Students are free to talk to principal of the college and their problems are sorted out on priority.

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Efforts are made to nurture attitude, knowledge and skill in students according to societal need. Large number of students from rural background are enrolled in this college. The college envisions the integral education of the students of a rural population. Through various curricular and extra -curricular programmes, we propose to empower the rural youth, make them value based, self - confident and employable in society.

o

We facilitate sincere and traditional student

-

teacher relationship

to make each

student feel the college as an extension of home.

Vision statement of the college : “Nurture attitude, knowledge and skill in individuals to ensure a vibrant society” and mission is to incorporate values according to societal needs.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

College follows Himachal Pradesh University curriculum. Teachers are free to express their views by writing to board of studies regarding revision/ updation in curriculum. No other strategies are possible for curriculum development.

6.3.2 Teaching and Learning

i) College has adequate number of qualified and competent teachers to handle all the courses. There is feedback mechanism to evaluate teachers.

ii) Laboratories are ICT enabled in the college. Students are encouraged and motivated to use computer facilities in library. Learning in all courses is made student-centric.

ii) Fully furnished seminar hall facilitates vibrant academic discourse.

iii)

6.3.3 Examination and Evaluation

Semester examinations for MA programs, PGDCA program and I year of CBCS system of RUSA are conducted according to schedule announced by HP University. CCA of first year students is done for different major subjects. CCA includes Mid term examinations, seminars, tutorials, assignments etc. Annual examinations/evaluation are conducted under the vigilance of Himachal Pradesh University. House examinations/ evaluation are conducted by examination committee of the college. Class tests are also evaluated by teachers at their own.

6.3.4 Research and Development

Teachers are encouraged to undertake research projects. Teaching staff is regularly intimated regarding conferences, workshops, short term courses going to be held at different places. Faculty members are motivated for academic advancement.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is well equipped and have reading room, internet facility, suggestion box and other required facilities. It is being regularly upgraded and updated. New books and journals are added. UGC grant is used to purchase computers, smart boards, projectors, scientific instruments as the requirement arises.

6.3.6 Human Resource Management

All faculty members and non teaching staff are involved in different activities. Responsibilities are Entrusted as per the capabilities of employees for accomplishing the various college activities. Shortage in manpower if any regularly intimated to government and local arrangements are made with the help of PTA.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is done according to the rules and regulation of Government of Himachal Pradesh & norms of Himachal Pradesh University Shimla. Staff recruitment is done by state govt based on the basis of strength of the students. Proposals showing strength is regularly sent from the college.

6.3.8 Industry Interaction / Collaboration

Placement cell of the college works to establish linkage between institution and various industries at nearby places

6.3.9 Admission of Students

Admissions are given according to norms of Himachal Pradesh University. It is open for all students who are eligible according to rules and regulations set by HP University Shimla. Admission to UG program under CBCS system and PG program and self financing courses is done on the basis of merits basis and reservation policies of the Govt.

6.4 Welfare schemes for

|  |  |
| --- | --- |
| Teaching | All schemes by Govt, UGC and other such agencies are implemented |
| Non teaching | All Govt schemes are implemented |
| Students | Various types of scholarships are given to eligible students. |

 -

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

|  |  |  |
| --- | --- | --- |
| Audit Type | External | Internal |
| Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | Local Auditor &AG office | Yes | Bursar of the college |
| Administrative | Yes | Local Auditor &AG office | Yes | Bursar of the college |

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

Some of the results are declared within 30 days. Even if results are not declared within 30 days it does not affect onset of new session and teaching as roll on admission is given to students and their classes are started well in time.

 For UG Programmes Yes No

 For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Initially date sheet is prepared by the university. Supdt. And Deputy supdt. to conduct examinations are appointed at college’s level. Duties of invigilation are performed by members of teaching staff. Regular inspections are performed at examination centres by teams prepared at the level of University to check malpractice of copying. University also decides evaluation centres at different places in Himachal Pradesh. Remunerations are given for invigilation and evaluation duties. Declaration of results, issuing DMC’s is entire responsibility of university.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No special efforts are have been made by university in this direction and even affiliated colleges show least interest to get autonomy.

6.11 Activities and support from the Alumni Association

OSA (Old Student’s Association) of the college does not support actively for overall development of the institution. Efforts have to be made to make this associational active as this may provide great contribution in upliftment of the college.

6.12 Activities and support from the Parent – Teacher Association

Presently PTA is spending about Rs. 50000/- per month on salaries of various teaching and non teaching staff. It provides not only academic but also financial support to the institution. Mr. Asha Ram Raju is the president of PTA and Dr. Kamal Kumar is PTA secretary.

6.13 Development programmes for support staff

Supporting staff is regularly made familiar with avenues provided by government for their promotion and welfare. Gopal Singh (SLA) and Lekh Raj (SLA) attended 6 days in service training programme at SCERT Solan in December 2013.

Gopal Singh (SLA) attended 2 day master trainer scholarship training programme at GSSS Portmore Shimla in June 2013. They are also encouraged to become conversant with modern gadgets and their uses.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Students, members of teaching and non teaching staff, persons employed in canteen, mess etc. are concerned and make best effort to keep the campus clean and plastic free. Beautification committee of college, NSS volunteers, teachers from botany department especially take care that plants are regularly implanted in the college. Use of Solar lights to conserve energy, rainwater harvesting clearly reflects concern about judicious use of natural resources.

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the

 functioning of the institution. Give details.

1. SWOT analysis was carried out for all departments and it gave an opportunity to understand how improvements can be brought in the system in spite of certain limitations.

2. Interactive learning is facilitated by installing Smart Boards in science laboratories and seminar room of the college.

3. Website of the college is regularly updated and important links are added to it.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

Yes most of the plans which were decided at the beginning have been completed at end of session.

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

College Magazine **“Parbat Rekha”** which is annually published provides a platform for students to express their views freely and give them chance for exposing hidden talent in them. Free internet for students and teachers, open access library system, green and clean college campus, ICT enabled teaching, Public address system for quick and direct dissemination of information are best practices of the institution.

7.4 Contribution to environmental awareness / protection

1. There is complete ban on tobacco chewing, use of mobile phones, entry of outsiders in the college campus.

2. Special emphasis is given on beautification of college.

3. Rain harvesting, use of Solar lights and regular plantation in campus are indicators of environmental consciousness.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT analysis has been conducted in this session mainly to assess teacher’s requirement and infrastructure in CBCS system of RUSA. We will make efforts to analyse threats, weaknesses and opportunities of departments to understand kind of improvements which can be made in the present system.

8. **Plans of institution for next year**

1. Efforts will be made to organize seminars/workshops etc. during 2014-15.

2. Our main focus in 2014-15 will be to get institutional reaccreditation which is due from long time.

3. Special attention will be given on sports activities and we will try our best that our college becomes host college for few inter college games of Himachal Pradesh University.

4. We will initiate few skill based programmes under community college scheme in 2014-15.

5. Faculty members will be motivated to undertake research projects funded by UGC, CSIR etc.

**Annexure : 1**

**Annexure**

**Calendar of Academic year**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Details of the Event** | **Date of Event** |
| 1 | **Admission Schedule :**i) Without late feeii) With late fee  | June 11 to June 20, 2013June 21 to June 30, 2013 |
| 2 | **Enrolment for NCC /NSS / Rangers and Rovers & orientation programmes :** | 1st Week of July 2013 |
| 3 |  **PTA General Body Meeting and Election**  | July / August 2013 |
| 4 | **SCA Election** | As notified by Himachal Pradesh University |
| 5 |  **Supplementary Examinations**  | As notified by Himachal Pradesh University |
| 6 | **Athletic Meet** | 1st Week of November 2013 |
| 7 | **Filling University Examination Forms** | 2nd Week of December 2013 |
| 8 | **Annual Prize Distribution Function** | 3rd Week of February 2014 |
| 9 | **Annual Theory Examinations** | March 15, 2014 |

**Analysis of Feedback by Students**

Feedback regarding teachers, curriculum and campus was taken on format prepared by the committee constituted for the purpose. IQAC conducted a survey among students to evaluate the college, course of study and performance of teachers and overall campus experience. Printed feedback forms were distributed to students and responses were collected. The feedback form to evaluate the college was designed to measure parameters such as academic atmosphere of the college, infrastructure (lab facility, canteen and library facilities) and extra-curricular activities (sports, NCC, NSS, Rovers and Rangers).

The program evaluation process analysed the relevance, learning value, teaching applicability, employability, syllabus etc. of the programmes offered.

The teacher evaluation process was intended to measure parameters such as planning, preparation and time management, good command of the subject, classroom management, use of innovative teaching methods including technology tools, mentoring and guidance and laboratory interaction.

The questionnaire has objective as well as descriptive questions and students are advised to explain maximally and give clear opinions. The responses collected from various departments were analysed by IQAC. The main findings of the feedback analysis are summarised below.

a) Majority of the students are of the opinion that the academic atmosphere of the college is good, but the general infrastructure must be improved.

b) Students are more or less satisfied with sports infrastructure of the college but according to them library and laboratory facilities of the college needs to be improved.

c) The programmes offered were rated as relevant and of high learning value and applicability.

d) Students are probably not familiar with syllabi of other universities hence they do not give specific comment regarding curricula and rate syllabi and curricula as very good.

e) The subject knowledge, preparation for teaching and classroom management of teachers were found to be very good.

f) The cooperative attitude of teachers were highly appreciated by the students.

g) Students expressed utmost satisfaction in Courses where audio – visual aids, ICT have been used.

**Name : Dr. Anuj Kumar Sawhney Name : Dr. Dwarika Dharela**

 **Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC**

 *\_\_\_\_\_\_\_\*\*\*\_\_\_\_\_\_\_*