



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	LAL BHADUR SHASTRI GOVT. DEGREE COLLEGE SARASWATI NAGAR
Name of the head of the Institution	Sh. Balwant Singh Chauhan
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	09418155493
Mobile no.	9418155493
Registered Email	gcsnagar25@rediffmail.com
Alternate Email	ppchauhan321@gmail.com
Address	P.O.Hatkoti, Teh.Jubbal , Shimla
City/Town	Saraswati Nagar
State/UT	Himachal pradesh
Pincode	171206

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		PPChauhan			
Phone no/Alternate Phone no.		09418470677			
Mobile no.		9418470677			
Registered Email		ppchauhan321@gmail.com			
Alternate Email		gcsnagar25@rediffmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.lbsgcsnagar.edu.in/aqar			
4. Whether Academic Calendar prepared during the year		No			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.56	2017	01-May-2017	02-May-2022
6. Date of Establishment of IQAC			24-Apr-2017		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
No Data Entered/Not Applicable!!!					
No Files Uploaded !!!					
8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.					

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	0
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year
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Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	No

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Yes, the institution has the proper mechanism for well planned curriculum delivery and documentation. The syllabus framed by H.P.U. (as per CBCS) is strictly implemented in the college. An effective curriculum delivery is assured through measures such as preparation of lesson plans, organization of seminars, workshops, PPTs, class tests, quiz and field trips, whenever possible. IQAC assures that teachers stick to their lesson plans, house tests & annual examinations are conducted as per the directions of H.P.U. and the records of the same are well maintained. Different committees have been formed by the institution to keep a check over various activities such as Academic Committee is there in place to organize academic competitions like quiz, power point presentations, painting / slogan writing / collage making, debates and declamations, etc. which are notified well in time to the student by the committee. The respective results are announced & maintained in records well in time with reasonable rewards and recognitions to the winning students. IQAC assures that each department makes teaching plan for each semester and it is executed well in time. Library Committee recommends the purchase of new books for each semester. With introduction of CBCS, the new books for each subject have been added during past three years.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Humanities	18/07/2016
BCom	Commerce	18/07/2016
BSc	Science	18/07/2016
BCA	Computer Application	18/07/2016

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course

Number of Students

Nil

Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
ADD-ON Computer Application (Certificate/Diploma/Advanced Diploma)	18/07/2016	67
ADD-ON Marketing Management (Certificate/Diploma/Advanced Diploma)	18/07/2016	34
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Commerce	45
BCom	Commerce	29
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The feedback for curriculum is obtained from students through the students' body (CSCA) of the college as well as from the Teachers via feedback forms designed as per NAAC pro forma. The feedback from Alumni is obtained in OSA meetings which are conducted twice a year by the college administration. Feedback from parents is obtained during PTMs conducted by the Parent-Teacher Association twice a year and their suggestions are sought to improve the attendance results of their wards. Parents of weak / irregular students are telephonically contacted by the respective teachers. Overall suggestions from students / alumni / teachers / parents are discussed in the official meetings for their possible implementation.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Political Science	80	120	118

BA	History	80	25	24
BA	English	80	6	5
BA	Philosophy	80	40	39
BA	Economics	80	20	18
BSc	Botany	60	25	24
BSc	Chemistry	60	37	35
BSc	Zoology	60	25	24
BCom	Commerce	80	45	42
BCA	Computer	40	12	12

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	638	Nil	22	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	5	5	5	4	Nil

[View File of ICT Tools and resources](#)

No file uploaded.

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
638	19	1:34

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	19	5	Nil	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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No Data Entered/Not Applicable !!!

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	B.C	4th Semester	17/05/2017	Null
BCom	B.C	3rd Semester	26/11/2016	Null
BCom	B.C	2nd Semester	06/06/2017	Null
BCom	B.C	1st Semester	21/11/2016	Null
BA	BA	6th Semester	25/05/2017	Null
BA	BA	5th Semester	02/12/2016	Null
BA	BA	4th Semester	04/06/2017	Null
BA	BA	3rd Semester	11/11/2016	Null
BA	BA	2nd Semester	06/06/2016	Null
BA	BA	1st Semester	26/11/2016	Null

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal evaluation is done as prescribed under CBCS by the University.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Yes, the Academic calendar is prepared every year and posted on the college prospectus. The students are also made aware of the activity being conducted throughout the year.

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 in website of the institution (to provide the weblink)

<http://www.lbsgcsnagar.edu.in/pdf/Programme%20Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BSC	BSc	Life sciences/Physical Sciences	17	17	100
B.C	BCom	Commerce	25	25	100
BA	BA	Arts/Humanities	111	109	98.20

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	1	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Dystopian Imagination: a comparative critique of Maragaret Atwoods The Handmaids tale and Aldous Huxleys Brave New World	Dr. Pooja Dulta	International Journal of English Language, literature and translation studies	2017	Nil	Government College Saraswati Nagar, Shimla, Himachal Pradesh, India	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Dystopian Imagination: a comparative critique of Maragaret Atwoods The Handmaids tale and Aldous Huxleys Brave New World	Dr. Pooja Dulta	International Journal of English Language, literature and translation studies	2017	Nil	Nil	Government College Saraswati Nagar, Shimla, Himachal Pradesh, India
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	Nil	Nil	Nil

Presented papers	3	2	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
A lecture on "Threats of internet and safety measures" was organized in Dec, 2016	Women Grievance/ Sexual Harassment Redressal Cell	6	80
A guest lecture was organized on "Sexual Harassment" on 11th August, 2016. Dr. Divya Rawat from Primary Health Center Saraswatinagar was the key speaker for the session.	Women Grievance/ Sexual Harassment Redressal Cell	6	72
Swachhata Abhiyan was conducted by the Rangers and Rovers in and around the college campus in the months of August and October 2016.	Rangers and Rovers	2	15
Tree Plantation activity was conducted at Hatkoti, Kainchi Area on 09/08/2016 in the presence of Honble Health Minister, Kaul Singh Takur, Hon'able MLA, Rohit Kumar.	National Cadet Corps (NCC)	1	45
In the month of November, 2016 the NCC cadets helped in traffic control at Hatkoti, Kainchi	NCC	1	25
NCC cadets organized run for fun rally to	NCC	1	24

observe NCC Day			
NSS day was celebrated on 24th September.	NSS	2	125
Van Mahotsav was observed by planting trees in collaboration with the Department of Forest.	NSS/Rangers and Rovers	4	105
NSS Special Camp was organized w.e.f. 21st Feb. 2017 to 1st March under the theme "Go Green, Help Clean".	NSS	2	82
Rangers and Rovers participated in March-past and Cultural Celebrations held on 15 August, 2016 held at Jubbal.	Rangers and Rovers	2	12
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NCC All India Thal Sainik Republic Day Camp at Delhi Cantonment	1	NCC Fund	12
NCC RDC-selection camp-2016 at Solan, H.P.	2	NCC Fund	12

NCC CATC at PG College, Part Bangla, Rampur Bushahr, H.P.	20	NCC Fund	10
NCC Thal Sena Camp (TSC) at Una (H.P.)	4	NCC Fund	10
NCC Annual Training Camp (ATC) with Regular Army, Unit-I Assam at Jutogh, Shimla.	6	NCC Fund	12
NCC National Integration camp (NIC) at Jamshedpur (Jharkhnad).	1	NCC Fund	12
NSS State Mega Camp held at G.C. Anni	4	College Fund	Nil
NSS Pre-RD Camp held at Raison Kullu	1	College Fund	Nil
NSS National Integration Camp held at Agra	1	College Fund	Nil
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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No Data Entered/Not Applicable !!!

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Nil	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	Nil	0	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	70	3	10	2	2	4	2	2	7
Added	10	1	0	0	0	0	0	0	0
Total	80	4	10	2	2	4	2	2	7

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintained as per guidelines received from Govt. from time to time
http://www.lbsgcsnagar.edu.in/pdf/Procedures%20and%20Policies%20for%20MUPASF.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Sports and Cultural Activity	57	113963
Financial Support from Other Sources			
a) National	Scholarship	90	638564
b) International	0	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Coaching During Admissions	01/07/2016	255	Admission Committee
Remedial Coaching	01/02/2017	89	English Deptt.
Remedial Coaching	01/09/2017	83	English Deptt.
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	2	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	23	Arts , Science Commerce	Chemistry, Bot, Hindi, History, Pol.Science Commerce	HP University	MA MSc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Womens Day on 08.03.2017	Institutional Level	96
Hindi Divas on 14.09.2016	Institutional Level	145
Fresher Party on 09.09.2016	Institutional Level	166
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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)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Students Central Association (CSCA) was formed by selecting meritorious students from various fields' viz. academics, sports, and other

societies of college as per University notification. Mr.Narender was nominated the President, Ms. Ruchika Dulta was nominated Vice President, Ms.Kritika was nominated Secretary and Ms.Kritika was nominated General Secretary for the session 2016-17. CSCA has contributed in various programmes, functions celebrated during the session 2016-17 in college. The student council is the soul of college administrative and academic activities of the college.It works in collaboration with college administration by bringing up students issues and putting them across the administration for speedy addressal. Cultural fests, freshers welcome, Farewell are also organised by the CSCA to give platform to the students to showcase their talent. CSCA is also a part of college PTA and IQAC. The suggestion and the services of the students are also taken into consideration during the official activities of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. As a measure of decentralization members of the teaching and non-teaching staff members are involved. Various committees were formed such as: • Academic committee • Sports committee/ other Co- curricular committee. These committees conducted various programmes like seminars, Power Point Presentations Yoga Fitness, Health Awareness camp and other inter-intra college sports and cultural activities. 2. As a measure of participative management the students of the college are engaged in various activities mentioned above.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	<ul style="list-style-type: none"> • Debate discussions, presentations and quizzes in the classes make learning more interactive. • Students are motivated to make maximum use of library. Student's achievers are suitably rewarded and recognized to encourage them in their learning process. • A

	<p>contemporary learning approach is used for the needs of the concerned students. • Intra disciplinary seminars and use of interactive boards and power point presentation make the teaching and learning more effective and understandable to students.</p> <p>• Fieldtrips and educational tour are organized. • The teachers are encouraged to attend refresh course, orientation program workshop organized by other institution.</p>
Curriculum Development	<p>H.P. University was successful in revising the syllabi and it was devised as per the needs of choice based credit system .institution has prepared policies teaching for quality education extracurricular activities for the students such as preparation of teaching plan seminars conducted in class room, NSS activities , field work</p>
Examination and Evaluation	<p>The Continuous internal assessment system is designed in such a way that every faculty members decides on their internal assessment based on performance of student in class tests , seminar, MCQs, field visits , mini projects , mid- term examination and attendance. The final End -term examination are conducted by HP University. An academic calendar is prepared in the beginning of each Academic year by Incorporating dates of both Mid- term and final End -term examination.</p>
Research and Development	<p>Many of the faculty members are activelyinvolved in attending the research conferences, presenting research papers, attending research seminars and workshops.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>• Library of the college is managed by the assistantLiberian and by supporting staff. Additional support is provided through internet. •</p> <p>ICT- training for teachers and office staff is provided through IT teaching faculty about the MS Excel, PPT etc.</p> <p>• Physical infrastructure of the institution is managed by office. All infrastructure facilities like ICT labs, gymnasium, language lab and other science labs are fully accessible to all the teachers and students through the day. • Instrumentation- all the instruments are well maintained and</p>

	repaired from time to time and available to use for all the students.
Human Resource Management	The human resource of the college is managed by the state Govt. The appointments and transfers are done by the Secretary Higher Education. In the institution, some self financed courses staff is recruited by the Principal with the Heads of the departments under the norms of HPU for those courses. However college can arrange the staff on voluntary bases as and when needed. Basic Computer training program organised for office and teaching staff.
Admission of Students	As per the HPU norms under the CBCS system on merit basis

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	All the staff members can get their salary statement through electronic mode. Teaching and non- teaching staff can upgrade their ACS's on manav sampda. All important administrative information and all notices are circulated through email and watssapp group. All the staff members can know and contribute their CPF on NPS by online method. The collage authorities can exercise all servicee modules through MIS software. The Principal liases with staff members through watssapp group and e mail.
Student Admission and Support	Students are informed through notices. All the scholarship forms like: Kalpana Chawla, IRDP are filled through online. Students were guide through Opportunity Career Cousiling Cell of the college.
Examination	Examination forms are filled online and datesheet are circulated among students in pdf form. Online examination process and fee payment through online mode. Under the CBCS method of examination marks submission will have to done through online portal of university
Finance and Accounts	All financial transactions of the govt. and other organisations is made through PFMS/NEFT/RTGS.
Planning and Development	Vision: - The motto of the collage is SATYAM PARMAM DHIMAHI, which means to lead towards truth. So the vision of the college is to provide a valuable

education which inculcate the empathy, aesthetic and moral values in the students to bring all over development. MISSION:- To provide a holistic and positive environment of the study to the students. To continue to enhance the learning of add on courses. To consistently upgrade the teaching learning method.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Dr. Sunita Saklani	01 National Seminar	Nill	Nill
2017	Dr. Nirmal Chauhan	02 international conferences 02 national conferences	Nill	Nill
2017	Balwant Chauhan	01 international confrence	Nill	Nill

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

19	19	21	21
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF, 100 percent medical reimbursement , encashment of earned leaves , NPS , Gratuity on retirement etc.	GPF, 100 percent medical reimbursement, encashment of earned leaves, NPS Gratuity in retirement.	<ul style="list-style-type: none"> • Tuition Fee for girls is exempted • scholarships schemes like Kalpna Chawala and scholarships for SC/ST /OBC /IRDP, • Special facility for specially abled students . • Transportation facilities

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, Institution conducts both internal and external financial audits regularly. External Audit: - Add-on-courses, UGC, University fund. External audit of university fund is conducted by local audit party of H.P. govt. and Govt. funds audit is conducted by A.G. H.P. Add-On courses and UGC fund audit is conducted by the chartered accountant.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	IQAC
Administrative	Yes	Govt. Audit System	No	NIL

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- PTA provided financial assistance for the repair of common passage of college and construction of stairs leading to old block of the college.
- Always help in the organising of all functions of the college like : NSS, Annual Day, Sports Meet. • PTA provides suggestions for improvements of teaching. • PTA provided support to NSS for organising special camp.

6.5.3 – Development programmes for support staff (at least three)

- Training on use of MS-suite for the office purpose • Traing on how to use e HRM to office staff. • The Women Counselling cum

Grievance Redressed Cell organised counselling session on Sexual Harassment and Rights of Women at Workplace for women support staff of the college.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. ITC lab was equipped with chairs. 2. Establishment of language lab. 3. Making the playground functional by asking HPPCL. 4. Introducing more skill based courses.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Career Counselling and placement cell	Nil	Nil	Nil	56
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
'Introductory Session' Organised by Women Cell	30/07/2016	Nil	85	Nil
A guest lecture was organized on "Sexual Harassment"	11/08/2016	Nil	72	Nil
A lecture on "Threats of internet and safety measures"	11/12/2016	Nil	51	29
A guest lecture cum workshop on "Basics of Computer Skills"	02/03/2017	Nil	15	20

'International Women's Day'	08/03/2017	Nil	55	20
A guest lecture was organised on 'Self Defense'	29/03/2017	Nil	75	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The college organises environment awareness camps and the plantation drives were also carried out by NSS, NCC Eco-Club from time to time. Through observation of Swachhata Abhiyan the institution has effectively spread the message of "Go Green, Help Clean".

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	1	1	Nil	Nil	An awareness programme was organised in association with YSAS NGO on demonetisation and cashless economy awareness	Awareness Program	150
2017	1	1	27/03/2017	Nil	Relevance of English Language in Contemporary times with Special Reference to Rural Areas	Personality Enhancement	52

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	04/07/2016	Prospectus is published every year to acquaint the students with the code of conduct in the college. All the rules and regulations, information regarding courses, admission, anti ragging laws, discipline and academic criterion are laid out in the handbook.
College Magazine	Nil	In order to provide our students with a platform to express their views and showcase their creativity, the college brings out an annual issue of college magazine, "Hatkeshwari". The aim of the of the college magazine is to inform, engage, inspire and entertain a diverse readership which includes alumni, faculty, staff, students, parents by presenting an intimate timely and honest portrait of the college, its people, its programs, its challenges, it resources and its mission.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Van Mahotsav (NSS/RR)	24/06/2016	Nil	105
Tree Plantation' was conducted at above Hatkoti, Kainchi Area (NCC)	09/08/2016	Nil	45
A guest lecture was organized on " Sexual Harassment"	11/08/2016	Nil	72
Tree Plantation (RR)	12/08/2016	Nil	18
Bhang Ukhado Cleanliness	12/08/2016	Nil	25

Campaign (Eco Club)			
Slogan writing competition was organized on the theme of "Clean India, Healthy India"	27/09/2016	Nil	70
Swachhata Abhiyan (RR)	02/10/2016	Nil	15
Organized ` traffic control workshop at Hatkoti Kainchi (NCC)	10/11/2016	Nil	25
A guest lecture was organised on Self Defense	29/03/2017	Nil	75
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Van Mahotsav (24 July 2016): The college adheres to the 'Green India, Clean India' campaign and to achieve the desired outcome of greener and cleaner surroundings, it organizes tree plantation and cleanliness drives from time to time. The NSS units, Eco-club NCC unit of the institution play an active role in organizing environmentally beneficial activities. 2. Bhang Ukhado Cleanliness Campaign (Eco Club) August 12, 2016: The aim of the same was mainly to spread the awareness regarding importance of cleanliness and ill effects of bhang among the youth. The motto of the bhang ukhado drive was to make the young generation drugs free. 3. Campus beautification and cleanliness drives: Several cleanliness and beautification drives were carried out in the college throughout the year to make the campus eco-friendly for the students and to inculcate the aesthetic values in the students. 4. "Green India, Clean India": The members of the eco-club actively participated in various activities such as environment awareness, campus cleanliness and beautification and tree plantation throughout year. Aim of such activities is to involve the students with the nature and develop the sense of protecting it and making it green and pollution free. 5. Slogan Writing on the theme 'Clean India, Healthy India': A slogan writing competition was organized on the theme of "Clean India, Healthy India" on 27th September, 2016.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Equal Opportunity Cell (EOC): The institution has created the EOC with the following objectives: • To create an atmosphere of Equal Opportunity through awareness generation programmes. • To provide auxiliary support towards skill development and enhancing employability of students. • To tailor development and sensitization programmes to meet the distinct needs of the students and to aware SC/OBC students of their rights and various schemes initiated by the govt. for their welfare. • To expedite legal redressal in matter of violation of equal opportunity. • To provide guidance and counselling with respect to academic, financial, social and other matter and to enhance the diversity within the campus. • The Equal Opportunity Cell also conducted coaching classes for the outgoing batch. 2. Rain Water Harvesting: College has installed one rain water harvesting plant on the campus and rain water is harvested through plastic tanks in the hostel. The aim of this is to conserve water and deal with problem of water shortage in the college campus and girl's hostel.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution has adopted environment friendly practices and uses innovative and latest techniques in the teaching-learning process. The use of eco-friendly methods like rain water harvesting, solar geyser system and sensitizing students towards nation and society are among the best practices of the college. Thus students learn the co-existing nature of self and society so that they can come forward to build healthy, happy and safe society. The institution tries its best to make students aware of prevailing social problems and to develop rational thinking in them. Equal Opportunity Cell (EOC) has been established in the college to make students aware of their rights. To create an atmosphere of Equal Opportunity through awareness generation programmes. EOC aims to provide auxiliary support towards skill development and enhancing employability of students and to tailor development and sensitization programmes to meet the distinct needs of the students and to aware SC/OBC students of their rights and various schemes initiated by the govt. for their welfare. This cell also provide guidance and counselling with respect to academic, financial, social and other matter and to enhance the diversity within the campus.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Increase in sports infrastructure Increase in ICT tools for teaching