



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

**LAL BAHADUR SHASTRI GOVT. DEGREE COLLEGE
SARASWATI NAGAR**

LAL BAHADUR SHASTRI GOVT. DEGREE COLLEGE SARASWATI NAGAR,
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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The role of higher education in national development is well established. Since the majority of Indians live in villages, the quality and access to higher education is still a major concern in these areas. In order to make India a strong nation, the foundation needs to be laid down at rural level education. Keeping in view this aim, Lal Bahadur Shastri Govt. Degree College Saraswatanagar (Sawra) District Shimla, one of the first colleges to be opened in rural areas, started its journey of catering to the needs of quality higher education of this area in 1986. It is located in the hills of Himachal Pradesh. The college is administered by Govt. of Himachal Pradesh and is affiliated to HP University, Summer Hill Shimla-5.

The college consciously strives to realize its vision, i.e. ***“To impart quality and value based education to the students that empowers them to sift truth from falsehood and to integrate the value of truth into their character”***. The institutional vision is derived from the motto – **“Satyam Param Dhimahi”** which literally means *Truth is Supreme*. The goal of our institution is to impart education that aims at seeking truth which has to be interpreted as being true to one’s self, being original in thinking and in action; and be an authentic human being.

The range of courses offered by the college are mostly traditional in academic nature but the teaching-learning process includes all types of available latest educational and communication technologies like ICT-enabled classrooms, laboratories, language lab, e-library (INFLIBNET), seminar hall and Wi-Fi enabled campus. Besides underlining the pursuit of academic excellence as a worthy goal in itself, the college encourages holistic development of students.

It is our privilege to forward the Self-Study Report (SSR) for the 2nd Cycle. The process of SSR writing was entrusted to the different Criterion Committees constituted by the college. The final report was reviewed in the Staff Council meetings. The SSR has provided insights into our strengths and weaknesses to explore more opportunities for growth.

Vision

This college was established in July 1986 in a tough hilly terrain of Himachal Pradesh to cater to the higher educational needs of the people of this area.

This college was opened with the aim of providing education to the students at their doorstep, enabling them to acquire Higher Education with professional skills and confidence to face the world. Vision:

“ To impart quality and value based education that empowers students to sift truth from falsehood and to integrate the value of truth into their character”

This institutional vision is derived from the motto – **“Satyam Param Dhimahi”** which literally means Truth is supreme. The institution aims at providing a distinct environment of excellence in education and inculcating in them human values like truthfulness, honesty, hard work, character building, capacity building and social commitment . Thus the institution aims at enhancing the skills and holistic development of the personality of

the students.

Mission

To provide quality higher education to the students residing at this tough hilly terrain and to make them fit for global society.

To provide a fair chance to both the genders, poor and socially disadvantaged to attain knowledge.

To enable students to acquire various professional skills in order to increase the chances of their employability.

To focus on the development of personality of students through curricular and extracurricular activities

To sensitize the students towards various social concerns, human rights, gender issues and environmental issues

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Transparent, inclusive and online admission process.
- Adequate infrastructure
- Good teacher-student ratio with maximum intake of girl students.
- Facilities for co- curricular, extracurricular activities.
- Hard working and dedicated staff.
- Library facilities with INFLIBNET, N-LIST membership
- Student-centric learning through participatory approach.
- Emphasis on the promotion of human values to produce well integrated individuals.
- Integration of issues like environment, gender equality human rights etc. in the teaching learning process.
- ICT enabled teaching- learning
- CCTV Surveillance
- Wi -Fi enable campus
- Green and eco-friendly campus having potential to harness green solar energy
- Skill based certificate courses.
- Hostel facility for girls’.
- Community outreach programmes promoting social responsibility.
- Societies and clubs for social welfare and environment protection like NSS, NCC, R&R , Eco-club, red ribbon cell, women cell etc.
- Welfare schemes for students and staff.
- Ideal location on national highway surrounded by apple orchards

Institutional Weakness

- Due to topographic constraints students are totally dependent on public transport. A lot of time of students is consumed in travelling to and from college.

- Lack of residential facility for teaching staff.
- Temporary canteen.
- Limited campus placement facility.
- Limited scope and facility for research.
- No consultancy services.
- Dependent on Government for infrastructural development. Availability of funds with college is limited to meet growth demands.

Institutional Opportunity

- To increase inter-institutional interaction and establishing more collaborations with Higher Education Institutions and industry.
- Technological up-gradation.
- Introducing of more skill based and job oriented courses
- Plenty of land for future expansion of infrastructure, new courses and sports facilities.

Institutional Challenge

- Competition with urban institutions/urban migration
- Filling up of the vacant posts.
- To increase student strength.
- To introduce new need and employment based courses
- Lack of nearby industrial infrastructure for the placement of students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

LBS Govt. Degree College Saraswatinagar was established in July 1986 in the rugged, hilly terrain to provide quality higher education to the students at their doorstep. Presently the college is providing UG and PG (in two subjects: Political Science and History) to hundreds of students every year. Aiming towards providing the students with a professional edge, various courses like BCA, Add-on courses in computer application and in marketing management are taught.

The institution is affiliated to Himachal Pradesh University and has implemented the Choice Based Credit System (CBCS) under RUSA in letter and spirit from the session 2013-14. A transition from semester system to annual system has been done from 2018 onwards as per HPU Guidelines. The college strictly follows the curriculum, rules for admission, pattern of evaluation as designed by the university and ensures their effective delivery by preparing academic calendar, workloads, lesson plans, imparting curriculum through innovative teaching-learning methods such as power point presentations, tutorials, assignments, class tests, project works, field trips, interactive discussions, seminars and workshops etc. In order to ensure effective operationalization of the curriculum and also to realize the potential of the teachers, the faculty members are encouraged to participate in various orientation and refresher courses organized by the Academic Staff Colleges and HRDCs. They are also encouraged to participate in various seminars and workshops related to higher education intermittently. Many of the faculty members of the institution are also the members of H.P. University Board of

Studies, Paper Setters to various Universities and colleges as well as Paper Evaluators.

Feedback for curriculum is also taken from the students through the student's body (CSCA) of the college, Teachers, Parent Teacher Association and Alumni Association. Henceforth, the suggestions are forwarded to the Academic Council of the University through Principal and other bodies like HGCTA.

In order to provide a fair chance to the poor and socially disadvantaged students, remedial classes are conducted for them from time to time. Moreover, the institution aims at transforming the students into responsible citizens by inculcating the values of social and community service. For this purpose, the college has three active units of NSS, NCC and Rovers and Rangers. The institution also aims at sensitizing the students towards various environmental issues. Various clubs like Eco Club, Health-Mind Cell, Women Redressal cum Counseling Cell and Red Ribbon Club have been formed to address the significant issues of society, environment, gender equality and physical & mental health.

Teaching-learning and Evaluation

The College is fully committed to produce confident students who would be self sufficient to face the challenges of life. We are committed to give them quality education to make them socially conscious human beings. The institution continuously evolves innovative methods of teaching, learning and evaluation.

The college is affiliated to the University of Himachal Pradesh and follows the stated policies of HPU. The college has a website which provides all the information regarding admission procedure, fee structure and academic activities along with the online admission process. Transparency is maintained by the various admission committees during admissions. The college follows the admission rules framed by the HPU. Students from the under privileged section of the society such as SC/ST/OBC/EWS are granted admission as per the State Govt. Reservation Policy and the roster of HPU.

The college brings out an academic calendar every year as per the guidelines of affiliating university. The teaching plan for each class is laid out by all the departments and is carried out with innovative use of study tools such as power point presentations, ICT, internet, field visits and study tours. Regular counseling and special coaching is also provided to the weak students through remedial classes. We have a well equipped library where students can have an access to text books, reference books, magazines, newspapers, e-library (INFLIBNET), e-books and e-journals.

The college follows the syllabi and the examination pattern as designed by the parent university. As part of the formative education technique class tests, Mid-term tests and End term exams are conducted. In order to make learning more learner-centric the students are encouraged to participate in class room workshops/seminars/presentations etc. The college evaluates the students by means of assignments, presentations/PPTs, project work, written/oral tests, group discussions and Mid-Term tests.

The college organizes annual sports day, annual day and various other curricular and co-curricular activities. Various committees are in place to organize certain activities like academic committee holds quiz competition, debate and declamation contests, painting competition, PPTs, etc. Cultural committee, Eco Club, Red-Ribbon Club, Women Cell etc. organize various activities throughout the session for the overall development of the students. The college has NSS, NCC and Rovers & Rangers units which organize awareness drives regarding health & hygiene, cleanliness, drug de-addiction, blood donation, traffic awareness etc.

The college is endowed with talented and dedicated teachers. Teachers are encouraged to attend various orientation and refresher courses, workshops and seminars to upgrade their knowledge and skills. The IQAC assures that all the quality measures are realized throughout the session and Student Satisfaction Survey (SSS) is collected and its suggestions are implemented.

Research, Innovations and Extension

Although the curriculum framework of the institution is not research oriented but the institution extends all possible support to facilitate research by faculty and students. Though there is no provision of relaxation in work load for research work yet teachers are duly relieved for attending seminars, workshops and conferences. A study leave of two years is also granted for PhD. The institution also ensures timely release of funds as well as timely auditing and submission of fund utilization certificate. They can make exhaustive use of all infrastructural and internet resources along with college library. The researcher can access e-books and e-journals through INFLIBNET along with books and journals in the central library.

To nurture research aptitude among students, the teachers organise various seminars, apprise them of latest developments in their subject, arrange educational tours and visits to industries and other research facilities and motivate them to utilize open education platforms such as coursera, swayam etc. The findings of research work are communicated to societies by publishing papers, books, presenting research outcomes in conferences etc. Since the college is primarily a teaching institution, it receives no fund earmarked for research. The faculty is encouraged to submit research proposal to UGC or any other funding agencies for financial support. The students and research scholars are provided full support to access HPU library and visit research laboratories of HPU and other related research institutions. Some of the faculty members have also published books and research papers in their respective subjects.

The college faculty deploys its expertise in their respective fields to provide free consultation as and when required by students, staff as well as community. We are fully cognizant of institution's social responsibility and fulfill it by carrying out various extension activities through NSS, NCC, R&R and various other societies and clubs functioning in college. The students learn many social and human values through such activities. The efforts are also made to ensure community participation through reach out activities. The institution solicits stakeholder perception on quality and overall performance through regular interaction. IQAC has been established for collecting feedback from stakeholders and incorporate suggestions while making decisions to improve quality. We are planning to collaborate with industries and research institutions in near future.

Infrastructure and Learning Resources

The college has sufficient infrastructure with plenty of green cover to cater to the needs of the existing strength of the students. The college makes the best use of its resources to organize co-curricular and extracurricular activities. Most of the faculty is provided with separate rooms. The spaces have been identified for NCC, NSS, R&R, Placement Cell, Women Cell etc. and the societies to plan and organize activities. The entire campus is Wi-Fi enabled. The CCTV cameras have been installed for surveillance of the campus.

The college has constituted a campus development and beautification committee. To make the college eco-friendly it has installed solar heating and water harvesting units in the campus. The use of CFL and LED is promoted. The college building fund committee takes care of repair and maintenance of the infrastructural facilities.

The main campus consists of old block and new block. The new block consists of Principal's office, Administrative office, Staff Room, IT lab, Seminar Room, 8 laboratories, 3 lecture theaters, 8 class rooms, BCA lab, Add-on lab and the main library. The old block has Commerce department, Music department, Hindi department, Mathematics department, gymnasium, a hall for indoor sports, three class rooms and a canteen. The faculty of arts has four and commerce has two IT enabled room respectively where as faculty of science has five IT enabled rooms to facilitate effective class room teaching. The college has boarding facilities for the girl students with 36 rooms that can accommodate 106 students. The college has a spacious and well established library having 12317 books and 19 periodicals and reprographic facilities. The foundation stone for the college multi-purpose hall has been laid and the construction of the synthetic track of the college is in progress. Central Library provides access to books and journals along with e-journals and e-books through INFLIBNET-N-list.

The college has adopted e-governance in administration for disbursing salary, scholarship, to maintain employee record through PIMS and official communication through e-mail with a view to make administration transparent and efficient.

Student Support and Progression

The institution publishes the college prospectus and uploads the same on the college website to provide detailed information about the admission process, rules and regulations of the college and hostel facilities. The admission committees are constituted at the beginning of the new session, to guide and help the students in admission related problems. The college also facilitates the online admission process. The tuition fee for the bonafide Himachali girls has been waived off. The academically weak students are assisted with remedial classes to bring them at par with the main stream students. Outgoing students are also provided with Career Counseling and Placement facilities. These students can avail the facility of getting books from the book bank in the college library. For the capacity building and skill enhancement of students an ICT Lab, a Language Lab and a Gymnasium have been instituted. To enhance the life skills and overall health of the students Yoga Workshops and Women Health & Hygiene workshops are conducted every year (Online during COVID'19). The students are encouraged to participate in sports, co-curricular and extra-curricular activities. Their achievements are recognized and awarded in annual prize distribution function of the college. In addition to the curriculum, value added/skill based courses are offered to enhance the academic profile and employability of the students.

The welfare of students is looked after by making the provision of various scholarships under different segments. The college has also constituted grievances redressal cell, women grievances redressal cell and anti-ragging committee to address students' issues. Primary medical assistance is provided by the college health aid cell and in case of grievous injuries students are assisted to reach the nearby hospital in time. Educational tours and industrial visits are organized to provide exposure to the students in their respective fields.

The college has good sports facilities such as a big playground, a hall for the indoor games and a gymnasium and the construction of synthetic track is in progress. The college students participate in number of inter-college events. The college offers parking and canteen facilities to the students and the staff.

The college has a College Students Central Association elected/nominated from toppers and outstanding volunteers of various clubs and societies. The CSCA assists the college in conducting various activities. There is a good percentage of students' progression to Higher Education and employment and the data for the same has been maintained by the college. The college has the honour of producing a large number of alumni who have excelled as administrators, academicians, army officers, sportspersons, Govt. contractors and innovative

horticulturists.

Governance, Leadership and Management

The college is a government run institution and the role of management is taken by the government itself. The Principal is head of the institution. The college believes in decentralized governance. The IQAC, College Advisory Committee and Conveners of different committees apprise the Principal of various important issues from time to time. This provides efficient governance and maintains a congenial environment in the institution. The college promotes participatory leadership and team work culture. Every faculty member is actively involved in allotted committees/ clubs/ societies of the college. The conveners of the Staff Council and other college committees work together with their members and hold meetings to formulate policies and guidelines to be implemented in the college.

The Grievances Redressal Cell and the Anti-ragging Committee look into the issues of the students and take necessary action. The opinions and feedback provided by stakeholders like OSA, PTA and CSCA are given due weightage in decision making. The academic committee looks after efficient implementation of curriculum.

Funds are received from the state government, UGC, PTA and students' fee. Internal check is done through Bursar. The financial management of the college is totally transparent as all major purchases are being undertaken by purchase committee, only after quotations obtained from registered suppliers or through rate contract. The external auditing is done by the govt. auditors for transparent and effective utilization of financial resources. The audit of funds under self financing scheme is done through registered chartered accountant.

Institutional Values and Best Practices

The institution has adopted environment friendly practices and uses innovative and latest techniques in teaching learning process. The NSS, NCC, Rangers & Rovers and eco club of the college, in collaboration with the Forest Department, organize tree plantation drives annually. The other measures include water harvesting, Solar Geyser, proper disposal of e- and hazardous waste and maintaining required green cover in the campus for carbon neutrality. The incandescent lighting is being replaced with CFL and LED. The ICT based teaching has been introduced. Equal opportunity cell has been established in the college to make students aware of their rights. The skill based new courses like BCA, Add-on courses in marketing & management and computer application have been introduced during past five years to strengthen the existing curriculum. Remedial and coaching classes for the weaker section students are given utmost importance. The campus is under CCTV surveillance.

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.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	LAL BAHADUR SHASTRI GOVT. DEGREE COLLEGE SARASWATI NAGAR
Address	Lal Bahadur Shastri Govt. Degree College Saraswati Nagar, Tehsil Jubbal, Distt. Shimla
City	Saraswati Nagar
State	Himachal pradesh
Pin	171206
Website	www.lbsgcsnagar.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Prem Prakash Chauhan	01781-238149	9418470677	-	gcsnagar25@rediffmail.com
IQAC / CIQA coordinator	Poonam Mehta	01781-239496	8278807978	-	mehtapoonam174@gmail.com

Status of the Institution	
Institution Status	Government

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

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

Date of establishment of the college	01-01-1986			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Himachal pradesh	Himachal Pradesh University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	11-02-2011		View Document	
12B of UGC	11-02-2011		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Lal Bahadur Shastri Govt. Degree College Saraswati Nagar, Tehsil Jubbal, Distt. Shimla	Rural	18	6504

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Science Non Medical	36	Twelfth	English	120	17
UG	BCom,Commerce	36	Twelfth	English,Hindi	120	36
UG	BCA,Computer Application	36	Twelfth	English	60	3
UG	BSc,Science Medical	36	Twelfth	English	120	18
UG	BA,Arts	36	Twelfth	English,Hindi	880	164
PG	MA,Political Science	24	Graduation	English,Hindi	30	8
PG	MA,History	24	Graduation	English,Hindi	30	19

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				4				25			
Recruited	0	0	0	0	2	2	0	4	0	0	0	0
Yet to Recruit	0				0				25			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				14
Recruited	8	5	0	13
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	0	2	0	2
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	4	1	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	2	0	4	2	0	9
M.Phil.	0	0	0	1	0	0	2	5	0	8
PG	0	0	0	0	0	0	2	0	0	2
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	4	0	5
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	3	0	4
UG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	266	0	0	0	266
	Female	357	0	0	0	357
	Others	0	0	0	0	0
PG	Male	10	0	0	0	10
	Female	17	0	0	0	17
	Others	0	0	0	0	0
Diploma	Male	23	0	0	0	23
	Female	32	0	0	0	32
	Others	0	0	0	0	0
Certificate / Awareness	Male	23	0	0	0	23
	Female	26	0	0	0	26
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	127	128	116	112
	Female	135	158	156	171
	Others	0	0	0	0
ST	Male	0	0	0	2
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	2	2	2	3
	Female	1	1	2	2
	Others	0	0	0	0
General	Male	154	139	159	144
	Female	218	197	182	180
	Others	0	0	0	0
Others	Male	1	1	1	2
	Female	0	0	0	1
	Others	0	0	0	0
Total		638	626	618	617

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	In order to provide the holistic academic growth among students, Inter-disciplinary curriculum has been proposed by HPU which gives freedom to the student to choose their preferred options from the range of programs offered by the university. The college shall follow the guidelines of the affiliating university whenever it designs the new curriculum. We have adequate infrastructure and staff to implement any multidisciplinary curricula in future.
2. Academic bank of credits (ABC):	The institution's preparedness in implementation of Academic Bank of Credits depends upon the guidelines of HPU, the affiliating university and Department of Higher Education, Himachal Pradesh.

	<p>For this purpose, a centralized database along with the database of the college is to be established to digitally store the academic credits earned by the student from various courses so that the credit earned by student previously could be forwarded when the student enters into the program again. For monitoring ABC, proper technical support system is to be created.</p>
3. Skill development:	<p>The college is already conducting the skill courses as designed by affiliating university in various programs. Presently, the college runs BCA program and add-on course in Marketing Management. In near future, we also plan to start B.Voc courses in the college.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>To promote /integrate the local language, art and culture, compulsory activities in the curriculum shall be added like literary activities/discussions/interactions/symposiums etc. in local language which will fetch extra credit to the student. Even at present, frequent field trips to local heritage sites and villages are organized to establish value of local culture and traditions. Cultural activities in local tradition has kept regional identity strong and intact, which otherwise is at risk in different parts of the country. Rest shall depend upon the guidelines of HPU. Students are already being encouraged to take courses including Indian knowledge system based courses from platforms like SWAYAM.</p>
5. Focus on Outcome based education (OBE):	<p>In order to make curriculum Learning Outcome based, the college has to adhere to the guidelines of Himachal Pradesh University, Shimla. On our part, we shall focus on variety of approaches in teaching learning process like lectures, seminars, tutorials/workshop/practicals and project based learning, field work, technology enabled learning, internship and apprenticeship and research projects.</p>
6. Distance education/online education:	<p>This institution is already prepared for online education, especially during COVID-19 pandemic when teaching learning process was done through different online platforms like Google meet, Zoom, Google classroom, Whatsapp etc. The whole college campus is wi-fi enabled with digitally interactive panels installed in classrooms and hence we have no trouble with online education. We have Inflightnet</p>

facility in the library for teachers and students are also guided how to avail fruits of digital world.

NAAC

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
374	374	346	346	346
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	5	5	5

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
650	617	618	626	638
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
631	631	612	612	612

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
156	159	188	174	161

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	25	24	21	21

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
24	24	24	23	23

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 22

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
216.75	192.11	45.73	44.15	57.99

4.3

Number of Computers

Response: 86

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

- The institution which accommodates around 650-800 rural students of the area is affiliated to **Himachal Pradesh University, Shimla** and strictly implements the syllabus framed by the parent university (as per CBCS). The committed and hard-working faculty members innovate within these academic structures as prescribed by H.P.U. to ensure the holistic development of the students.
- Effective curriculum delivery is assured by streamlining the academic processes through the preparation of timetables, workloads, lesson plans etc. well in advance of the academic sessions.
- Regular assessment and academic progress of students is monitored through class tests, assignments, PPTs, seminars, group discussions, quizzes, Mid-Term Examinations etc. IQAC assures that Annual Examinations are conducted as per the directions of H.P.U. and the records of the same are well maintained.
- For continuous growth, our teachers regularly update their knowledge through active involvement in Orientation and Faculty Development Programmes.
- Some of our faculty members are also members of various bodies of the University contributing to curriculum reviews, assessments and evaluations.
- ICT supplements the intellectual teaching body of the institution. The college utilizes technologically enabled infrastructure such as Smart Classrooms, Language lab, IT labs, PC with printers & internet for all the departments, Wi-Fi facility etc. The institute also has the access to an e-Library (INFLIBNET) along with the central library which is fully equipped to enrich the overall knowledge of its faculty members and students.
- Proper planning and implementation are assured by IQAC by ensuring that besides classroom teaching of the syllabus, necessary time slots are assigned for other academic activities.
- Different committees have been formed by the institution to keep a check over various activities such as an Academic committee is there in place to organize academic competitions like Quiz, PowerPoint 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 winners.
- Apart from theory, practical sessions are conducted to give hands-on experience to the students on various laboratory equipment/case studies by various concerned departments like Sciences, Commerce, Arts, BCA etc. Students are also motivated to attend fieldwork/industrial trips/workshops etc. for the overall expansion of their knowledge.
- Resource persons/experts are invited to deliver lectures/workshops/seminars/webinars on various topics to enrich students' learning experience.
- Amid COVID-19, the Institution was still able to implement the proper mechanism for well-planned curriculum delivery and documentation as far as possible through all the possible online measures such as Zoom, Google Meet, organization of webinars, e-workshops, etc. Class tests, Assignments, quizzes, PowerPoint Presentations, etc. were conducted online using Google

Classroom, Google Forms, WhatsApp, etc. IQAC assured that annual examinations of final year students were conducted offline as per the directions of H.P.U. following all the SOPs issued by the government and the records of the same were well maintained.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

Response:

- The institution follows the Scheduled Academic Calendar notified by H.P.U., Shimla. It clearly delineates a schedule for teaching, examination, break and vacations that is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes.
- Syllabi prescribed by University is recommended by BOS and approved by Academic Council. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all.
- For transparency of functioning, both the University and the college academic calendars are placed on the college website, college library and with the teachers. IQAC ensures that an academic calendar is maintained and the teaching staff of all the respective departments adheres to it.
- All the aforementioned information is reinforced during the collegiate, the Principal's Address and the departmental orientation of new students at the beginning of the academic session.
- The Principal also conducts meetings with the HODs, faculty from individual Departments, and the entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled.
- For the purpose of conducting Continuous Internal Evaluation, teachers prepare their teaching schedule, class tests and assignments in accordance with their allotted timetable keeping the academic calendar and planned co-curricular activities of the college in mind.
- Regular assessment and academic progress of students is monitored through class tests, assignments, PPTs, GDs, seminars, quizzes, class attendance, Mid-Term Examinations etc. Criteria for assessment are also shared with the students. IQAC assures that Annual Examinations are conducted as per the directions of H.P.U. and the records of the same are well maintained.
- The students are informed well in advance about the deadline for assignment submissions, dates for class tests, PPTs, GDs as well as their final internal assessment marks. They are encouraged to seek guidance from teachers during the designated tutorial slots or the latter's free time. The remedial classes are created especially to supplement this kind of academic framework with extra-academic support, especially for weak students as required.
- Multiple assessments are taken, with the aim of creating a reoriented approach to suit the learner's pace, ensuring the mitigation of any pressure on the students.
- Project work, field trips, practical work, workshops, seminars etc. and their respective assessment are arranged to keep in mind the pre-planned academic calendars.

Amid COVID-19, all these activities like assignment submissions, class tests, PowerPoint Presentations, participation in other academic and extracurricular activities etc. required for Continuous Internal

Evaluation (CIE) were taken care of via online media and all the records were well maintained by the respective teachers.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.

Response: 7

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 30

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	6	6

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

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

Response: 13.79

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

2020-21	2019-20	2018-19	2017-18	2016-17
122	97	50	66	101

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

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

- The institution is affiliated to **Himachal Pradesh University, Shimla** and strictly implements the syllabus framed by the parent university (as per CBCS).
- Syllabi have been designed by the University in a way so as to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment, and Sustainability very well into the Curriculum.
- **Human Values and Ethics:** For example, the Department of Philosophy teaches Vedas, Upanishads, Shrimad Bhagavad Gita, Bhartiya Sanskriti, and Bhartiya Sanskriti Gian Pariksha, Bio-ethics included in the curriculum that inculcates ethics and human values among students. Departments of English and Hindi also point out major issues of society and outline the literary denotation of human values and ethics.
- **Environment and Sustainability:** For imparting basic knowledge about the environment, Environment Science (Studies) is taught as a mandatory course at the UG level. In this course, students are made aware of issues such as sustainable development, global warming, pollution, ecology, bio-diversity and disaster management. The college organizes various programs such as Swachchata Abhiyaan, Environmental Awareness, Tree Plantation, and Making the Campus Plastic Free. The college taps solar energy to encourage the use of solar power and also has a rain harvesting system. Departments of Geography and Botany deal with environmental issues and sustainability. Department of Chemistry teaches about Green and sustainable ways of laboratory syntheses.
- **Professional Ethics:** Department of Commerce teaches courses like Ethics and Corporate Governance, Income Tax, Personal Management, and Financial Management which are part of the curriculum and develop professional ethics among students. The Department of Chemistry also teaches financial aspects of business and makes students aware of intellectual property rights.
- **Gender:** The curriculum of certain departments is extremely rich in terms of gender sensitizing courses, for example, the Department of History teaches: Understanding Gender and Patriarchy, Historiography, Women and property, Political processes, the harem and household, Women and literary activities, Women and social reforms, Women and Indian nationalism, Women in ancient, medieval & modern India etc. Department of Political Science incorporates topics like Dowry, Sexual Harassment and Violence against Women and Women Rights in its curriculum. Language Departments incorporate many novels and chapters which deal with the regressive thinking persisting in the society towards women and caste.
- Apart from the syllabi, to prevent gender discrimination and to develop value-oriented leadership in students, Women Cell, and Sexual Harassment Grievance Redressal Cell are operational in the college. Institute facilitates the girl students with a comfortable common room. Sanitary Vending

Machines have been installed in the girls' common room and in the girls' hostel also.

- The institution also has certain extension wings like ECO Club, Red-Ribbon Club, NSS, NSS, Rangers and Rovers etc. in place which organize various activities like camps, workshops, seminars etc. to spread awareness on cleanliness, health awareness, human rights and moral values. Along with that guidance on the personal level from the entire faculty are provided to all the students for their overall awareness and personality development.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.23

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	1	0

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 7.85**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 51

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

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

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 18.05

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
246	288	239	222	273

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1440	1440	1380	1380	1380

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 45.67

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

2020-21	2019-20	2018-19	2017-18	2016-17
289	293	277	290	266

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

- The learning level of the students is assessed on the basis of the following parameters:
 - * Percentage of marks attained in the previous class.
 - * Class tests, Quiz
 - * Assignments
 - * Seminars, PowerPoint Presentation and Interactive Sessions.
 - * Mid-term Examinations.
- Once having identified the advanced learners and slow learners, various strategies are adopted to upgrade their learning levels.
- The advanced learners are provided proper guidance by the teacher concerned. They are encouraged to consult additional study materials such as good reference books, journals and magazines from the library. They are also guided to consult good online study material. They are motivated to organize and conduct various events of Subject Societies and Clubs etc. Efforts are made to ensure their active participation in other extra co-curricular activities. In order to inspire them, they are awarded various college functions. Career counseling cell organization special counseling sessions and coaching sessions for them. They are guided about various Career options available and efforts are made to provide proper coaching to them. They are also allowed to utilize the Laboratories during their free hours.
- As for the weak students, regular tutorials are conducted. The areas of their weaknesses and shortcomings are identified and efforts are made to improve these areas. Remedial classes are held to help these students overcome their weaknesses. The teacher concerned tries to make the topic more comprehensive and simplified for them. Online study material is also provided to them. Moreover, their participation in various classroom activities is also encouraged in a very friendly manner.

File Description	Document
Upload any additional information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 26:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

- The institution adopts various learner-centric methods to achieve the desired learning outcomes. The college plans and organizes teaching, learning and evaluation schedules by strictly following the College Academic Calendar.
- In classroom teaching, the conventional lecture method is used. The topic is made more comprehensive by giving illustrations from daily life and by relating it to the current issues.
- The students are encouraged to discuss the topic and ask questions. Group discussions and quizzes are also held in order to promote the interaction of students.
- The institution has a requisite number of smart classrooms and hence computer-assisted teaching, as well as learning, is also undertaken. Not only do teachers use modern technological tools to teach, but it is mandatory for students also to make PowerPoint Presentations, give seminars and submit assignments. The use of new technologies is incorporated from time to time in the process of teaching-learning.
- Add-on courses ensure that the students submit project work and give technical seminars, thereby exposing students to experiential learning and participative learning.
- Moreover, tutorial classes are held for them in which students are guided according to their respective learning capabilities.
- Diverse teaching methods are used to help slow learners (such as remedial classes) as well as advanced learners (such as coaching classes).
- Various e-learning resources are also provided to the students. In order to meet diverse learning needs and challenges, students are introduced to the concept of open-book tests. Creation of question bank, regular evaluation and assessment of questions and generation of material/ content for summative exams is also done at regular intervals.
- Besides exposure to classroom learning, students are also exposed to outdoor experiential learning. From time to time various committees of the institution organize lectures of eminent personalities on various issues of paramount significance such as gender sensitization, RTI and horticulture etc.
- The volunteers of NSS, NCC and Rovers & Rangers are entrusted with various social duties, thereby making them more responsible socially. They are actively engaged in tree plantation drives, cleanliness drives, the spread of Anti-drugs awareness and gender sensitization etc.
- Thus the institution effectively employs experiential, participative and problem-solving methodologies for enhancing the learning experience.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

During the past decade, huge advancements have been made in information communication technology and like any other field, the teaching community has readily adopted these advancements for effective curriculum delivery. Information Communication Technology (ICT) enabled tools to lead to better content delivery by the teachers which in turn leads to improved student learning. Teachers of the institution regularly use Information Communication Technology (ICT) enabled tools for an effective teaching-learning process. There are more than fifteen ICT-enabled classrooms and laboratories in the institution. There is also a Language lab facility in the institution. Most of these facilities are accompanied by power backup systems so that there is no interruption in the teaching-learning process during a power outage. During the COVID outbreak, teachers of the institution used a variety of online resources such as Google Meet, ZOOM, JIO Meet, etc. to deliver online lectures. Other online resources such as Google Classroom, Google Forms, Teachmint app, etc were also used to engage the students. Apart from delivering lectures, these platforms have also been used to conduct online debates, quiz competitions and other co-curricular activities which could not be organised in the offline mode due to the COVID outbreak. Subject wise Whatsapp groups have been created to share notes, old question papers, teaching-learning material and important notices with the students. All the departments in the institution have been provided desktop computers and internet facilities to facilitate the preparation of lecture material such as PowerPoint presentations, online quizzes, preparation of video lectures etc. Apart from this, students are regularly encouraged to give PowerPoint Presentations. All the teaching staff members of the institution have been provided access to e-resources via INFLIBNET. The process of automation of the library is presently going on and SOUL 2.0 software has been purchased by the institution for this purpose. The institution continuously strives to impart quality education to its students and has adopted the latest Information Communication Technology-enabled tools for this purpose.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 26:1

2.3.3.1 Number of mentors

Response: 25

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

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

Response: 98.19

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

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 44.71

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	12	11	9	9

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**Response:** 0.29**2.4.3.1 Total experience of full-time teachers**

Response: 7.23

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms**2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

The college is guided by the regulations formulated by Himachal Pradesh University in all matters of examination and evaluation.

- College has a transparent internal assessment system.30% of marks in non-practical subjects are awarded through Internal Assessment and the remaining 70% are awarded by the university on the basis of the performance of students in End term final examination.
- The internal assessment is awarded on the basis of classroom attendance, unit/class tests, assignments and presentations.
- Internal Assessment marks are allotted on the basis of the mechanism specified by HP University. 5 marks are awarded on the basis of attendance and are calculated as per university rules. A student needs to attend at least 75% of the classes in order to appear in end term final examination. Those having greater than 75% attendance are awarded CCA marks as follows:

75%-79%	1
80%-84%	2
85%-89%	3
90%-94%	4
95% and More	5

The attendance of the students is conveyed to them from time to time.

- 10 marks are awarded on the basis of class tests, assignments and presentations conducted by the concerned teacher. 15 marks are awarded to the students on the basis of Mid - term tests conducted after the completion of 75% syllabus.
- The house Examination Committee of the college conducts the Mid-Term Examination as per HP University norms. Evaluated answer scripts are shown to the students and marks are also shared in respective WhatsApp groups.
- The examination Cell of the college prepares a tentative date sheet for Mid Term Exam which is displayed on the notice board as well as in whatsapp groups well in time so that any discrepancies in it can be pointed out. A final date sheet is then prepared and displayed. Examinations are held with two invigilators on duty in every room.
- Students are informed about the criteria for Internal assessment at the very beginning of the commencement of regular classes. It is also reiterated by teachers from time to time during regular classes.

File Description	Document
Any additional information	View Document

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

LBS Govt Degree College Saraswati Nagar follows a two tier examination system as designed by the affiliating university- HPU Shimla. First, we have a midterm examination which is conducted by the House examination committee of the college and second, there is end term examination conducted by the affiliating University.

Grievances related to internal examination are redressed by the concerned teacher.

The answer scripts are shown to the students so that they can check their marks and if they feel that marks of any question or evaluation is not done properly then they can bring it to the notice of the concerned examiner/teacher for correction. The evaluation work is done with full transparency. The marks awarded for the midterm exams are the part of internal assessment component of the final result. The queries related to evaluation process are received by the teachers and resolved immediately.

After declaration of the final result by the university various grievances related to students are obtained from the students. Among them, non-entry of internal assessment and end-term marks are the major grievances. Both the grievances are treated separately. Concerned teacher and university branch in the college office deals with the exams and result related grievances of the students. In case of non-entry of internal assessment or if it is not displayed on the university portal, the principal asks the concerned teacher to enter the internal assessment on the portal. The matter is verified from concerned teacher to the university clerk and the reason is to be known about the discrepancy. Sometimes it may happen due to the wrong subject codes. This type of grievances is rectified by the teacher appointed by the principal and

concerned subject teacher. These are verified by the principal and after few days it is updated on the university portal.

The second main problem faced by the students is pertaining to non-entry of marks of term end examination. The affected students are instructed to give their details to the office of the principal and these details are sent to the Controller of Examination, Himachal Pradesh University, Shimla through special messenger/email by the principal and telephonic conversation is also done by the college authority. Within 2-5 days all kinds of grievances are redressed by the university and detail marks card are made available to the students through their user account. Hence, the college resolves examination related issues in a systematic and transparent manner.

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

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

- The Institution has stated learning outcomes graduate attributes that are integrated into the assessment process in its syllabi. These are clearly publicized through its website and other documents like prospectus, the Principal's address to students and dissemination in the classroom by the respective faculty members.
- The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with H.P.U. guidelines.
- Program-specific outcomes for all courses are decided by the Parent University which designs the course structure, desirable learning outcomes thereof and assessment and evaluation methodology. The teachers and students can download copies of the course design in respect of the subjects they are teaching from the university website www.hpu.nic.in/syllabus.htm and the college website <http://www.lbsgcsnagar.edu.in>
- The college deputed teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching-learning in the classes. The college also provides counseling to the students regarding the various prospective career options available to them after the completion of the course through the career counseling cell.
- Each department that offers any programme of study is displayed on the Institution's website. The syllabus of each programme provides clear information about core courses, generic elective courses, fundamental courses, discipline-specific courses and also the learning outcomes of different programmes.
- The syllabus also provides information about the scheme of instruction and evaluation. The

Institution has devised and revised all its educational programmes to include graduate attributes so that when a student gets his/her degree, he/she is equipped with discipline, knowledge, critical thinking, problem-solving ability, communication skills and digital capability.

- Each programme provides the students to opt for generic courses, which are offered to expand their knowledge of the students and initiate them into interdisciplinary fields.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

- The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes. Various tools and methods used for this purpose can be categorized into two parts i.e. Formal/Direct Methods and Informal/Indirect Methods.

Formal/Direct Methods:

- **Evaluation Process:** The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through the direct evaluation process. It is provided through University Examinations, terminal exams, internal and home assignments, unit tests, surprise tests, open-book tests, etc. Throughout the year the faculty records the performance of each student on each programme outcome. At the same time, remedial tutorials are also provided to slow learners to make pace with the desired progression.
- **Average attainment in Evaluation Process:** Students under university examination are evaluated for 70% of total marks and institution for 30% marks as internal assessment. Students enrolled for Add On/Certificate Courses offered by the institution are evaluated by the institution itself. At the same time, observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.
- **Annual and End Semester University Examination:** The affiliating University conducts examinations as per semester and annual pattern through which the institution measures programme outcomes based on the result of each course.
- **Mid-Term Examination:** One/two internal examination is conducted per sem./year respectively by the House Examination Committee of the College to ensure that students have achieved the desired level of learning. According to the performance of the students with respect to outcomes of courses necessary steps are taken for improvement.
- **Assignments / Class Tests / Project Work and Seminars / PPTs / Class Attendance:** Assignments are given and Class Tests are conducted by respective faculty members along with all other mentioned activities to keep a track record of the overall progress of the

students every month so as to evaluate the level of specific program outcome. Regular attendance of students is maintained and a minimum of 75% attendance is mandatory for all the students as per the norms of H.P.U.

In-Formal/Indirect Methods:

- **Feedback Evaluation:** The Institution has an active feedback collection system in place which collects Student feedback, student satisfaction survey, Alumni, Teachers' and Parents' feedback etc. every year. This is an important method of measuring attainment with the objectives of identifying the attainment level of students in terms of programme, subject, course & syllabus outcomes and understanding the impact of the teaching-learning process.
- **PTA General House:** The PTA General House is conducted once a year to constitute the PTA body and obtain feedback with respect to teaching methodology, course completion and any other problems raised by their wards. These issues are discussed by the College Advisory Committee and resolutions are provided as far as possible.
- Finally, program outcomes are assessed with above mentioned methods and the program assessment committee concludes the attainment level of course outcomes.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 87.86

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
152	135	157	130	159

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
156	159	188	174	161

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response:	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 Number of teachers recognized as research guides

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	5	5	5

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:**

LBS Govt Degree College Saraswati Nagar though does not have specialised innovative ecosystem but we have developed a rational and scientific ambience that encompasses various programmes for the creation and transfer of knowledge.

The college time to time organises industrial tours and research visits to advanced centers of learning in order to give practical exposure to students pertaining to their respective streams of knowledge. There is a Career guidance cell active in the college that disseminates information and provides career guidance to students regarding study material, strategy and other aspects related to competitive exams in public and private sectors. The college also follows an institutional adoption scheme. Under this scheme, the college adopted nearby villages located in the vicinity of the college during COVID-19. The NSS and NCC volunteers taught students of village schools that were closed during the lockdown.

The College publishes an annual magazine namely “Hatkeshwari” in which students under the mentorship of teachers exercise their creative faculties in different streams of thought and knowledge.

The college promotes the participation of students in different co-curricular activities such as cultural rallies, extension services, art and craft, NCC seminar presentation, youth festivals, group discussion, and many more to equip the students with skills and motivate them for all-round development.

A language laboratory has been established in 2017 to meet the growing demands of students who are keen to develop their speaking skills and personality by organizing workshops, linguistics classes etc.

The college also organizes awareness programs on environmental issues, traffic awareness, and self

defence programme for girls for their personal safety and security.

The college has a well-equipped Central Library, laboratories, safe drinking water facility, hygienic canteen, podiums etc. to ensure swift and paperless (or green communication) mode of communication and teaching in day-to-day functioning. The installation of solar panels for eco-friendly power utilisation in the campus is also under process.

File Description	Document
Upload any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 4

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	0	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

3.3.1.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI website	View Document

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

Response: 0.26

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	1	1	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

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

Response: 0.26

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	0	0	0

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Various units of the college such as NCC, NSS, Rangers & rangers, Eco-Club, Red Ribbon Club etc. regularly carry out extension activities in the neighborhood community; sensitizing students to social issues, for their holistic development. The NSS unit of the college following the motto of “Not me but you” frequently carries out activities such as cleanliness drive, anti-drug awareness campaign, tree plantation drive, tree plantation drive, celebration of important days such as Independence day, NSS day etc. The NSS unit also organizes one day and 7 day camps every year, these activities help in developing a sense of social and civic responsibility in the students. Similarly, the NCC unit of the institution following the motto of “Unity and Discipline” carries out various activities such as tree plantation drive, awareness campaigns, traffic control, celebration of Yoga day, Volunteering in filling of electoral in Panchayat elections, etc. Apart from this the NCC cadets also actively participate in various training programmes. All these activities lead to the development of character, comradeship and discipline among the cadets. The Rovers and Ranges unit of the institution working with the motto “service to Society” conduct various activities throughout the year such as tree plantation, cleanliness drive, independence day celebration, Flag day celebration, nukkar-natak etc. along with various adventure activities such as tracking, rock climbing etc. As the Covid-19 pandemic was spreading in 2020 the Students of the college participated in various activities such as Mask Making, spreading awareness about the importance of Vaccination and Standard Operating Procedures (SOPs) to be followed during the COVID pandemic, Teaching school-going children in the neighborhood at a time when the schools were closed. The NCC cadets and NSS volunteers of the college helped the police and district administration in the fight against COVID 19. These activities not only sensitized the students, their families and the neighboring communities about the COVID situation but also inculcated a sense of responsibility (towards the society) in the students.

The students of the institution are regularly encouraged and are provided a conducive environment to participate in various extension activities so that they can actively engage and gain new experiences which lead to the building of a model citizen. Overall, such activities connect the students with the larger social and environmental issues and develop student community relationships. During these activities, the students worked together for a common cause which instills a sense of camaraderie in the students. All these activities contribute to the all-around development of the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response: 120****3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
17	32	27	26	18

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

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response: 50.38**

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
300	320	320	330	315

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

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 26

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	7	8	4	7

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 0

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The institution encompasses a well-maintained lush green campus with optimal utilization of physical infrastructure for teaching-learning activities. The institution has adequate infrastructure and physical facilities for the teaching process. The institution has sufficient numbers of well-furnished, well-ventilated and spacious classrooms that are allotted to all the departments. Each classroom is well equipped with furniture, proper IT facilities and internet connectivity to help the teachers and students to get updated information. The college has ICT classrooms where the provision of multimedia learning, Wi-Fi connectivity and internet access is given. The students also have access to classrooms with LCD facilities, classrooms with Wi-Fi facilities, computers in computer labs, language lab, library and seminar hall with ICT facilities.

The departments with laboratories are also updated with the latest equipment which is purchased by the institution from time to time so that the teaching-learning process may not suffer. These laboratories are utilized for conducting practical classes as per the requirement of the curriculum. Labs have sufficient licensed software and open source tools to cater to the requirements of the syllabus. The optimal utilization is ensured through well-qualified lab technicians.

The institution provides a well-arranged library for the students with proper sitting arrangements. There is a collection of textbooks, reference books, journals, magazines and a wide range of knowledge resources.

The institution also provides hostel facilities to the girl students. Facilities including indoor games, health, and hygiene are available in the hostel. The hostel has well-furnished rooms, a separate dining hall and a common room. The college building has the provision of a well-furnished girls' common room for their rest and recreational activities. Separate washrooms for males and females, students and staff are there. The institution has a canteen facility with an adequate sitting capacity to provide hygienic food and refreshment to staff and students. Enough manpower and equipment have been provided for ensuring cleanliness, sanitation and hygiene on the college campus. The college also has a parking facility available on campus. The campus is CCTV-enabled to cater to the safety requirements.

The policy of the college is to fulfill and upgrade the infrastructural requirements as and when such need arises. Various committees of the college like Advisory, Discipline, Canteen, PTA, etc. are in place to plan and ensure that the available infrastructure is in the line with its academic growth and is optimally utilized.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, etc. The institution is committed to creating a balanced atmosphere of academic, cultural and sports activities for the overall personality development of its students. Sports and games help the students to improve their interpersonal relationships in a healthy manner. The college has a large campus area. A well-equipped gymnasium is also facilitated by the institution for the students and faculty members to develop their physical strength and fitness. A synthetic track is in the process of construction. Meanwhile, it is being used for various outdoor sports activities like kho-kho, kabaddi, badminton, cricket, volleyball, etc.

The department of physical education in the college is well equipped with various indoor and outdoor facilities. There is a well-equipped sports hall for indoor games like table tennis, chess, judo, karate and for yoga, etc. The institution also has a boxing ring for the students. The department of Physical Education from time to time conducts various competitions. Talented students are honored with medals, trophies and certificates. Apart from this, our college students also participated in the competitions organized by other colleges and won many prizes. A number of players have played district, university, state and even national level games. All the necessary types of equipment are provided to students from time to time. Numbers of tournaments/competitions are organised by the college.

To conduct cultural activities in the college, there is a cultural committee. For the conduct of cultural activities, the college has an open-air stage on the campus and also a hall for cultural activities. The College has made very sincere efforts to provide the best facilities to the students and staff for co-curricular activities. Cultural committee assists in organizing various cultural events such as fresher's day, farewell party, annual day, rehearsals for youth festival and during the programs conducted by Rovers and Rangers, NSS, NCC etc.

File Description	Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 63.64

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 100

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
216.75	192.11	45.73	44.15	57.99

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The Library of our institution was fully automated during the year. The software used for automation is SOUL .3 purchased from Inlibnet Ahmedabad. Online integration and issuing of books by using software will be carried out in the next session. At the same time Library will be integrated through the college website to know about the books available in the Library. The college is also a member of INFLIBNET Ahmedabad to access its e-resources online. The library is housed in a spacious hall in a cool and peaceful area with proper seating capacity. The library being the most important part of the teaching-learning process and the ever-expanding need of the institution, the college has proposed a new Library hall with more space to sit. The Library hall has been proposed in the basement of Auditorium-cum Multipurpose hall. The A & ES has been approved by the Govt. and tendering process is on. The college has received a grant of Rs. 3.80 cr. for this project.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.19

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.059	1.34	2.20	1.30	1.05

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 3.56**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 24

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

There are different digital technological facilities available in the college. The institution provides IT facilities including Wi-Fi, computer labs, language lab, seminar hall, smart classrooms, library and administrative office. All of these are well equipped with internet connectivity to help students, faculty and administrative employees to carry out their academic and other work smoothly. There is open access to Wi-Fi connectivity for all students and staff members. The different educational websites are shown to the students with the help of digital devices. CCTV is installed in college. The IT structure is well repaired and maintained from time to time. Most of the IT facilities of the institution have power backup systems so that the teaching-learning process is continuous without interruption. Regular updating of software and anti-virus etc is also taken into consideration from time to time. The college website is monitored and updated from time to time.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)**Response:** 8:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution**Response:** D. 5 MBPS – 10 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 100**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
216.75	192.11	45.73	44.15	57.99

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**Response:**

The institution continuously strives to provide adequate physical infrastructure and constantly upgrading facilities in order to provide a good teaching-learning environment and follows the HP University guidelines for the general policies and procedures regarding utilization and maintenance of infrastructure and facilities. In every academic year, various committees like advisory committee, college development committee, library committee, sports committee, purchase and stock verification committee, etc. are constituted that supervise and oversee the utilization and maintenance of the support facilities of the

college.

Laboratory

The laboratories are maintained by the skilled lab assistants (SLA/JLA/LA) of the institution. They maintain all the stock registers, and instruments and help in conducting practicals with the respective faculty members. These labs are updated from time to time by adding new and advanced apparatus as per the requirements. RUSA and Departmental funds were utilized to update the labs during the past years. There are two laboratories in Chemistry and Physics Department and one each in Geography, Botany and Zoology departments for conducting the practical classes. The practicals are conducted after the theory classes every day according to the timetable.

Library

The library acts as the knowledge center of the institute and provides books, journals, magazines, newspapers, previous question papers etc. for the students and teachers. The librarian maintains an overall record of the library and the library attendant keeps the record of students' activities within the reading room. The proper Stock register is maintained in the library. The librarian of the college facilitates the faculty members to open their accounts on INFLIBNET. The library committee of the college coordinates all the affairs of the library. The Library committee keeps on updating the library with quality books and other resources after consulting all the staff members and fulfilling the formalities. The library remains open from 10:00 am to 5:00 pm on all working days. The students of the college can access the library resources to enhance their knowledge. The process of automation of the library is presently going on and SOUL2.0 software has been purchased by the institution for this purpose.

Sports

The institution provides the facilities for indoor and outdoor games. The sports department has a well-equipped gymnasium. The gymnasium has a treadmill, weightlifting set, lat machine, cycle, cross-fit machine, weight rope, bench press etc. The record of sports equipment is well maintained by Sports in-charge and the administrative department. The sports department provides facilities for indoor games like carom, chess, badminton, table tennis, boxing etc. and also outdoor games like volleyball, Kho-Kho, kabaddi, football, cricket etc. The construction of a 400-meter synthetic track is also under process in the institution.

Computers

The institution has 30 computers in the IT lab, 10 computers in the BCA lab, 09 computers in the Ad-on lab and 16 computers in the Language lab and. The students use these computers for accessing e-resources, making their projects, undertaking practical work, filling up their examinations and scholarship forms etc. Each department of the college is well equipped with computers, printers and internet facilities to enhance and update their teaching skills. IT infrastructure, i.e., computer laboratories, computers in the seminar hall, language lab, administrative office and computers in various departments are well maintained and repaired from time to time. Regular updating of software and of anti-virus etc. is also done.

Classrooms

All the classrooms are well furnished and most of them have interactive boards/LCDs for making the teaching-learning process more effective. The IT facilities in various classrooms are taken care of by computer teachers. Each classroom has separate cabins for the teachers and these cabins are equipped with computers, printers and cupboards for the teachers. The classrooms are utilized for the conduct of classes during working hours as well as for tutorial classes and remedial classes. The Music rooms and their instruments are also taken care of and maintained by the respective department. The repair and maintenance of the classrooms are regularly checked. Time table is framed in such a way that overlapping of the classes and practicals is avoided.

Additional measures

The institution has provided benches in the various areas within the campus for the students. A water cooler with a purifier is also there on the campus for the students. There is also a canteen facility on the college campus for the students and staff which is regularly checked by the canteen committee to ensure the quality of the products and hygienic conditions of the canteen.

Also, there is a Seminar hall in the college that is used for conducting guest lectures, conferences, meetings, workshops etc. It has an interactive board and podium for making all such meetings effective.

Staff room, parking facilities, aqua-guard, solar lights, rainwater harvesting etc., are available on the campus.

The sweepers have been deputed for the cleanliness of the campus and the ground regularly. NSS, NCC, Rovers & Rangers and Eco-club also keep on organizing cleanliness drives in the institution for keeping the campus clean.

An annual stock verification is conducted for laboratories, library, sports department, computers and all the other departments by the committees constituted for the purpose. CCTV cameras are installed at appropriate locations to keep a check on the maintenance of the entire physical, academic and sports facilities. Regular maintenance of campus, landscaping, hostel water tanks, water cooler and furniture etc. is undertaken. Regular maintenance of electrical and plumbing items is also conducted.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 58.8

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
388	363	354	366	381

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 12.89

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	133	117	94	57

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 2.91

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	90	0	0

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

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

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

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

5.2 Student Progression

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

Response: 4.63

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	10	10	19	0

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 78.85

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 123

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 2.67

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	2	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
26	22	18	15	11

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 6

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	2	2	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular extracurricular

The student council is an integral part of college administrative and academic activities. Students are the central focus of any educational system, their participation in its activities is undoubtedly essential within the overall perspective. As per the guidelines of hp University every year College Students Central Association is formed on the basis of merit in academics, cultural, sports, Rovers and Rangers, NCC, NSS, Eco Club, Road Safety Club and other extracurricular activities. Students are nominated on the basis of merit and the topper students are elected as President, Vice-President, Secretary, Joint Secretary and other members of the CSCA. The executive Committee of CSCA with college Advisory committee members participate in the decision-making bodies of the college. The CSCA not only works in collaboration with the college administration by bringing up the students' problems but also organizes cultural fests to give a platform to the students to showcase their talent. CSCA also ensures the maintenance of a proper academic

atmosphere and orderliness amongst the students. CSCA is also a part of the college PTA and IQAC.

Apart from CSCA, there are student societies and clubs that are effectively managed by the elected student leaders. Meritorious students are chosen to be the office bearers of different departmental clubs and societies and work in collaboration with the concerned teacher to organise departmental activities. Moreover, editors for various sections of the college magazine are chosen from amongst the students. The suggestion and the services of the students are also taken into consideration during the official functions of the college. They play an important role in organising events.

Every year students participate in inter-college /University competitions. They avail opportunities to showcase their talent in music, dance, drama, debate and declamation. Throughout the year students are engaged in programmes like cleanliness drives, Blood donation camps, Haemoglobin Tests for girl students, Tree plantations, Awareness campaigns on Drug Addiction etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 8.4

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	14	11	11	6

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**Response:**

The alumni association was registered under the provisions of the Himachal Pradesh Societies Registration Act, 2006 on 6th September 2021. Though old students of the college have been contributing directly or indirectly to the college since 2011. Alumni help in various activities and programmes conducted by the college e.g. Annual Function, CSCA Function etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The governance of LBS Government College Saraswati Nagar is reflective of and in tune with the vision and mission of the institution. **The college consciously strives to realize its vision i.e. "To impart quality and value-based education to the students that empower them to sift truth from falsehood and to integrate the value of truth into their character". The institutional vision is driven by the motto – ‘Satyam Param Dhimahi’ which literally means ‘Truth is Supreme’.**

The mission of the institution is:

- 1.To provide quality higher education to the students residing in this tough hilly terrain and to make them fit for a global society.
- 2.To provide a fair chance to both the genders, poor and socially disadvantaged to attain knowledge.
- 3.To enable students to acquire various professional skills in order to increase the chances of their employability.
- 4.To focus on the development of the personality of students through curricular and extracurricular activities.
- 5.To sensitize the students towards various social concerns, human rights, gender issues and environmental issues.

In order to fulfill the vision and mission of the college, the college tries to maintain an open and

interactive environment. All stakeholders are actively encouraged to participate and express their views for effective decision-making & policy formulation. The Principal convenes regular meetings with the Staff council and various committees for planning essential related tasks. It is of utmost priority to nurture knowledge-led confidence in students so that they would be self-sufficient to face the challenges of life. We are committed to giving them quality education to make them socially conscious human beings. The institution continuously evolves innovative methods of teaching, learning and evaluation. The college brings out an academic calendar every year as per the guidelines of affiliating university.

The teaching plan for each semester is laid out by all departments and is carried out with innovative use of

study tools such as computers, internet, field visits and study tours. Regular counselling is provided to weaker students. We have a well-equipped library where a student can have an access to textbooks, reference books, magazines, newspapers, e-books and e-journals. Special coaching is also provided to the weak students through the remedial classes. The college also runs self-financed courses i.e. BCA, Ad-On Computer Application and Marketing Management. The college organizes annual sports day, quiz competition, debate and declamation contests for the overall development of the students. The Principal also motivates teachers and students to undertake projects pertaining to research in different fields.

The college has NSS, NCC, Rovers & Rangers unit, Women Cell, Anti Drugs Cell, Eco Club, Red Ribbon Club and various subject societies which organize awareness drives regarding health and hygiene, environmental issues, cleanliness, drug de-addiction, blood donation and other imperative social issues. The students are encouraged to participate in various co-curricular activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The institution strongly adheres to the practices of decentralization and participative management in frequent consultation with the College governing body. The college increasingly provides opportunities to staff members, students, PTA and alumni in the decision-making process. All the decisions related to college development, infrastructure and adding new courses, and budget allocation to various activities of the college are taken by a democratic and participative management system in which the teaching staffs, students, non-teaching staff and the alumni contribute extensively through their ideas and suggestions.

The affairs of the college are managed through various cells and committees. Each committee is composed of a convener or coordinator and faculty members. In some committees, members of CSCA, alumni, technical members, or external members are also included. These committees work according to rules and regulations of the State Government and follow all Codal formalities to complete the assigned works. So, a comprehensive participative approach is adopted in the college decision-making process.

As a measure of decentralization, members of the teaching and non-teaching staff members are involved. In this regard, various committees are formed such as CSCA, Academic committee, Sports committee, and other Co-curricular committees. These committees conduct various programmes like seminars, PowerPoint Presentations, Yoga Fitness, Health Awareness camps etc. online in wake of the COVID pandemic.

Purchase Committee: Our College follows the standard operating procedure not only in the financial but in academic and administrative activities too.

1. As a measure of participative management the students of the college are engaged in various activities mentioned above.

2. Biometric machine for the attendance of all the teaching and non-teaching staff members is installed in the college which could not operate due to the pandemic during the session 2020-21.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

In order to provide inclusive and quality education, the perspective plan of the college is prepared by IQAC and the advisory committee. Our institution is a rural college and students from rural background come to study here. The institution always makes efforts for the comprehensive development of these students with a special focus on academic excellence. Appraisal of the performances of faculty members and administrative staff is done regularly.

Strategy Type Details:

Admission of Students

Admission of Students is carried out as per the HPU norms under the CBCS system on a merit basis. In the session 2020-21, an online admission portal was also created by the college and the admissions were made online.

Human Resource Management

The human resource of the college is managed by the state Govt. The appointments and transfers are done by the Secretary of Higher Education. In the institution, for 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, the college can arrange the staff on a voluntary basis as and when required.

A basic Computer training program is organised for office and teaching staff.

Library, ICT and Physical Infrastructure / Instrumentation

- The Library of the college is managed by the Librarian and by supporting staff. Additional support is provided through the internet.
- ICT- training for teachers and the office staff is provided through IT teaching faculty about MS Excel, PPT etc.
- The physical infrastructure of the institution is managed by the office. All infrastructure facilities like ICT labs, gymnasium, language lab and other science labs are fully accessible to all the teachers and students throughout the day.
- All the instruments are well maintained and repaired from time to time and available for use to all the students.

Research and Development

Many of the faculty members are actively involved in attending the research conferences, presenting research papers, and attending seminars and workshops.

Examination and Evaluation

The Continuous internal assessment system is designed in such a way that every faculty member decides on his/her internal assessment based on the performance of student in-class tests, seminars, MCQs, field visits, mini-projects, mid-term examinations and attendance. The final end-term examination is conducted by HP University. An academic calendar is prepared at the beginning of each Academic year by incorporating dates of both mid-term and final end-term examinations.

Curriculum Development

H.P. University was successful in revising the syllabi and it was devised as per the needs of the choice-based credit system. The institution has prepared policies for imparting quality education to the students such as preparation of teaching plans, seminars, PPTs, assignments, projects, class tests, quizzes, MCQs, field work etc.

Teaching and Learning

- Debates, discussions, presentations and quizzes in the classes make learning more interactive.
- Students are motivated to make maximum use of the library.
- Student achievers are suitably rewarded and recognized to encourage them in their learning process.
- A contemporary learning approach is used for students.
- Inter-disciplinary seminars and the use of interactive boards and PowerPoint Presentations make the teaching and learning more effective and understandable to students.
- Field trips and educational tours are organized.
- The teachers are encouraged to attend refreshers courses, orientation programs, workshops etc. organized by other institutions.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

The college is managed by the Department of Higher Education, Govt. of Himachal Pradesh.

The department regularly updates its website with necessary information regarding government programmes for ensuring quality in higher education and plans of action that an institution has to implement. The principal, who is appointed by the State Government receives various directions regarding policies, decisions, rules and regulations including R&P rules from the Directorate of Higher Education and implements them accordingly. The college has a well-defined organisational structure. Heads of departments, members of the teaching and non-teaching staff, Bursar, Warden, Librarian and other technical staff report to the Principal and carry out all the functions and activities of the college. The Principal consult the colleagues in discharging his functions. The Principal of the college attends the meetings convened by the Higher Authorities including DHE, RUSA Project Director, HPU Shimla and UGC to propose and execute various plans which are useful to ensure the quality at the college level.

The institution has an efficient administrative setup. Various committees pertaining to academic, sports, cultural, discipline, social welfare domains are constituted in which members of teaching

staff, non-teaching staff and students are incorporated. The organogram is uploaded for reference. The policies of the institution are well reflected in the details given below.

E-governance area:

E-Salary

All the staff members can get their salary statement through electronic mode.

Manav Sampada

Teaching and non-teaching staff can upgrade their ACS's on Manav Sampada.

NPS

All the staff members can know and contribute their CPF on NPS by online method.

Online scholarship

All the scholarship forms like Kalpana Chawla and IRDP are filled online.

Online tutorials and teaching material

Many videos, teaching tutorials and study materials are shared through Google meet, Zoom, WhatsApp and Facebook pages to the students.

Student Admission and Support

Online admission including online payment gateway.

Finance and Accounts

Computerized office and accounts section.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

Response:

As per the Government of Himachal Pradesh, the following welfare facilities are available to all permanent teaching and non-teaching staff members of the college.

- There is full reimbursement of medical expenses including indoor medical treatment as per norms of Govt. of Himachal Pradesh.
- Medical leave is given to employees as per the norms and there is also a provision of

maternity/paternity leave.

- Faculty appointments prior to 2004 are eligible for pension benefits on retirement, which include GPF, 100 percent medical reimbursement, encashment of earned leaves, Gratuity on retirement, etc.
- Faculty after 2004 are covered under New Pension Scheme.
- The department of education also provides opportunities to improve qualifications by providing study leave as per the guidelines of the Govt. of Himachal Pradesh.
- GPF loans are sanctioned as per the rules of Govt. of Himachal Pradesh
- LTC is availed as per rules of Govt. of Himachal Pradesh
- Residential Quarters are provided on campus for teaching and non-teaching staff. House Rent Allowance is given to those who don't avail of government accommodation.
- Duty leaves up to 14 days per year is given to the faculty members for attending seminars/conferences /OP/RC.
- All the employees are covered under GIS (General Insurance Scheme) and the premiums are deducted from their salary.
- TA/DA is given to the employees whenever they go out for some official duty.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

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

Response: 0.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	0	0	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 7.57

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	05	02	01	01

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The Performance Appraisal of teachers of the college is on the basis of API-based PBAS of UGC

Regulations 2009 as adopted by Department of Higher Education, Govt. of Himachal Pradesh. Different indicators like teaching, evaluation, results, extracurricular activities, extension programmes, professional development, research and academic contribution etc. are taken into consideration in this regard. Principal, as well as teachers, maintain records of teaching, examination, college work, research and projects to calculate API scores as each indicator has a specific score. The Principal gives his/her remarks on each report and forwards it to the Department of Higher Education. The Principal also obtains feedback either directly or indirectly from the students and stakeholders. The Principal discusses this at the meeting of staff and motivates the faculty members for improvement. The Principal also intimates the faculty members by way of circulars, notices, or office orders. Apart from this, a work and conduct certificate is issued to the contract employees, recruited through HPPSC, by the Principal after proper appraisal. The services of teaching faculty in HEIS possessing UGC qualifications are renewed on the basis of the evaluation of their work and conduct by the committee headed by the Principal cum Director HEIS and a similar process is followed for the renewal of services of non-teaching staff.

The APIs/ACRs are submitted to the higher authorities with the comments of the Principal. On the basis of the evaluation of APIs/ACRs by the Departmental Promotional Committee (DPC), the higher scales and promotions are awarded to the faculty members under Career Advancement Scheme.

The college administration makes efforts continuously for the improvement of students and teachers. It is almost routine to discuss various issues concerning the welfare of the institute. Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals, book publications, sponsored projects consultancy, research supervision, awards, honors, fellowships etc. The above set performance appraisal report is filled by employees in a given prescribed Performa. Besides this, the annual performance appraisal of non-teaching staff, i.e., superintendent, senior assistant, library staff and laboratory staff is also done through ACRs on the Performa provided by the Department of Higher Education based on their

various performances. Non-teaching staff's performance includes the technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation, willingness to learn, diligence etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Since our college is a government institution, funds are utilized strictly as per the financial rules and regulations of the State Government after performing all Codal formalities. The Institution has a transparent and well-planned financial management system in which the State Government, RUSA and UGC are the main sources of grants and funds. The institution conducts both internal and external financial audits regularly.

- **External Audit:** - For Add-on courses, UGC fund, University fund. External audit of university fund is conducted by local audit party of H.P. govt. and audit of the government fund is conducted by Accountant General (H.P.). Add-On courses and UGC fund audit is conducted by the Chartered Accountant.
- Regular transactions are verified by the Bursar of the college.
- The Principal monitors the proper division and utilization of all funds. Various committees such as the Advisory Committee and Purchase committee are also constituted for proper utilization of these funds.
- For the utilization of PTA funds, approval of the PTA Executive is a prerequisite and the PTA secretary keeps necessary records related to the utilization of funds. It is ensured by the Principal that all funds are utilized for the developmental activities of the college and for the welfare of the students.
- The funds generated through self-financing courses are utilized after the approval of the HEIS management committee.

File Description	Document
Upload any additional information	View Document

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

Response: 15000

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

2020-21	2019-20	2018-19	2017-18	2016-17
15000	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

The college follows the strategies for mobilization of funds and optimal utilization of resources as directed by government norms and regulations. The college accounts department prepares an annual budget estimate in consultation with the principal of the college which is then submitted to the Director of Higher Education and then accommodated in the departmental budget.

- Fee: Fee charged as per the university and government norms from students of various granted and self-financing courses.
- The funds collected from students at the time of admission are also an important source of institutional receipts.
- Salary Grants: The College receives a salary grant from the State Government.
- RUSA Grants: These have enabled a greater degree of financial freedom to the institution providing liberty to purchase the latest edu-tech and sports facilities in the college without any constraint. It is also utilized for the new construction as well as renovation of the college. The utilization is done after following all the Codal formalities by various committees of the college. Generally, all the executing agencies are government agencies so they also follow government rules. Sometimes college executes certain projects through private agencies which are always selected after following all the codal formalities. The purchases in the institution are mostly done through the GEM portal.
- Funds are also generated through Self-Financing Courses being run in the college.
- The college collects PTA funds as an additional source of internal revenue for carrying out developmental activities.
- Sports fund is collected from the students for providing sports facilities for them.
- The College receives funds from Stakeholders, the Parents Teachers Association, non-government bodies, individuals and Philanthropists. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. The College Development Committee takes reviews the mobilization of funds and the utilization of these sources periodically in their meetings. To ensure

the optimum utilization of resources, the Principal issues directions & maintains regular checks.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The internal Quality Assurance Cell (IQAC) of the college has been playing an important role in ensuring an effective and efficient internal coordination and monitoring mechanism for the last few years. Timely completion of all assignments including sports, cultural activities, etc. has been ensured by the cell. More infrastructural facilities have been provided. Feedback is also taken from the students, periodic meetings of IQAC have been held and the discussions regarding plans for improving the quality of teaching and also the infrastructure of the institution have been executed.

IQAC has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students. Teachers are also given assistance to reinvigorate methodologies to better serve education.
2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC monitored the progress of the institution and mobilized resources for the development of this institution. The periodic meetings of the cell are held and plans/policies for developing academic quality and infrastructural facilities are discussed. The committees are assigned the responsibility of executing these policies and plans. Review meetings of the IQAC are also held at periodic intervals through its various Staff Council committees to ensure the completion or implementation of these plans/decisions i.e., teaching-learning process, structures and methodologies of operations and learning outcomes. Students' Internal assessment and attendance are monitored and evaluated at periodic intervals. Feedback collected from students and stakeholders is also analyzed at the meetings of IQAC and necessary steps are taken to improve the teaching-learning process. Besides this, the college has made strong initiatives to strengthen the infrastructure, library and ICT facility.

- IQAC reviews the teaching-learning process, structures and methodologies of operations to achieve the desired learning outcomes.
- IQAC ensures that an Academic calendar is prepared at the commencement of the academic session wherein ample time is devoted to regular teaching and to various other curricular and extracurricular activities.
- It makes sure that the lesson plan is prepared by the faculty members and that they stick to it.
- The institution also has a feedback system to evaluate the teachers and the curriculum. The feedback is analyzed and appropriate corrective measures are taken.
- The performance of the students is also monitored at regular intervals through class tests, assignments, seminars, PowerPoint presentations, practicals, projects, viva-voce exams and mid-term exams.
- IQAC ensures that the evaluation system is effective and as per University norms. The results of the students are analyzed and the students with fewer marks are counselled. Remedial classes are conducted for them.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed

and used for improvements

2. Collaborative quality initiatives with other institution(s)

3. Participation in NIRF

4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Safety & Security

Keeping in view the safety and security of our students CCTV cameras have been installed on the campus, girl hostel and department corridors. At the entrance of the college and hostel, the movement of outsiders is checked by the gatekeepers. An entry/exit register is maintained in the hostel where all entry/exits are recorded. The movement of the males is restricted in the hostel except for the repair and maintenance of the hostel, and that is also allowed with due permission of the hostel warden and the female staff assists them during their work at the hostel. Outside the college boundary, the male guard is deployed during the night to restrict the movement of outsiders towards the college campus.

Awareness Programs/workshops

The institute conducts regular gender equity promotion programs. Gender equality is one of the key challenges which our society is facing. So keeping this in consideration our institution organizes several programs related to gender sensitization, equality, self-defense, health & hygiene, sanitation, menstruation etc. for the students. The institute arranges Hemoglobin tests for girls every year. Various kinds of workshops are also conducted in the college like self-defense, art & craft, beautician etc. which focus on the girls to make them independent, confident and self-employable.

Common Room

Common Room is also available for the girls on the college campus. This room is well ventilated with a dressing mirror and is also installed with a sanitary pad dispenser.

Anti-Ragging Committee & Discipline Committee

The Institute has formed an Anti-ragging committee and discipline committee comprising female faculty also to visit the campus during and after working hours of the college and ensure that the campus is free from ragging and any anti-disciplinary activities.

Women Grievance/ Sexual Harassment & Redressal Cell

To address the stress faced by students and career advice, the institute has set up 'Women Grievance/Sexual Harassment & Redressal Cell' in the college. The aim of this cell is to deal with the issues related to girls/female staff members and to talk to girls on various aspects like health, hygiene, career, moral and religious taboos, gender sensitization, etc. Girl students can approach this cell anytime to discuss their problems and issues.

Internal Complaint Cell (ICC)

The institution has constituted Internal Complaint Cell (ICC) with the aim to address the various degrees of the problems and provide a suitable solution to the complainant. The members try to resolve the matter in a more satisfying way. The services are open to all the students and it is kept totally confidential. The members of ICC counsel the students according to/her problem after registering/her identification and keeping all the information confidential.

Incinerator

Incinerators have been installed in the girl's toilets on the college campus and also in the girl's hostel to dispose of the sanitary napkins.

Suggestion/Complaint Box

The institution has installed the suggestion/complaint box at the entrance of the college for all the students to share their ideas, problems, complaints etc. with the college.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Facilities in the Institution for the management of degradable and non-degradable waste:

Solid Waste Management

- Waste material impacts the health and environment of not only the people working and residing on the campus but also of those living in the surrounding areas. The college focuses on three R's- Reduce, Recycle, Reuse and also works on making the college 'Plastic Free'. The use of polythene is strictly prohibited on campus. Students have been made conscious of the importance of carbon neutrality, carbon credits and the need to reduce carbon footprint. The college has installed a large number of green, blue, and red dustbins at every nook and corner for collecting biodegradable and non-biodegradable wastes. The minimal amount of non-biodegradable waste is mostly burnt in pits. The biodegradable portion is dumped in pits for decomposition over time. Dry leaves are not burnt but used for manure in the College Garden. As far as possible all incandescent light and CFL bulbs are progressively being replaced by LED bulbs in a phased manner. The use of paper has been minimized through the bulk messaging system and online administration of the College. There is an active plantation of a variety of trees, flowers and medicinal plants within the College campus and outside. The College has consistently followed the policy of "Go Green"- a tree plantation campaign to add to the green cover not only of the campus but also of the vicinity.
- An incinerator has been installed in the girl's hostel as well as the girl's toilet in the college for solid waste management.

Liquid Waste Management

- Zero percent leakage of waste water is ensured. All the toilets of the college are properly connected with the main sewage pipelines and the effluent of the college is properly managed through these pipes. The building management committee ensures from time to time that there is no leakage in these pipelines.

e-Waste Management

- The college has minimum e-waste. In the coming times, the institution plans to manage the disposal of such material through open auction. Reuse is the most eco-friendly and cost-effective method for e-waste disposal. This method is being practiced in the college as far as possible. Defective systems are upgraded by replacing electronic parts. Systems that cannot be used are collected and their final disposal is under process. Some old systems have been sold to re-cycling agencies while a few have been stored in safe places within the campus.

Hazardous chemicals and radioactive waste management

- Negligible chemicals and no radioactive waste are produced in the college. In the Science Department chemicals are used for practicals and their waste is disposed of in the chemical waste pit on the campus. There are no sources of radioactive elements on the campus.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities:

The institution has always been at the forefront of sensitizing students about their cultural, regional, linguistic and communal socio-economic diversities. The institution treats the entire staff and all the students belonging to any background in a uniform manner. The institution welcomes students and faculty from diverse backgrounds and provides equal opportunities to the students in various activities, irrespective of their caste, creed, religion, language, culture and region. The institution conducts admissions as per the Reservation Policy of Govt. of India. The institution has put in enormous efforts to enlighten and enrich the students in both curricular and extra-curricular activities. The institution has provided a vast environment for students to expose their inborn talents in the cultural events and to improve their mental and concentration levels engaging them in sports activities on a regular basis. It also provides gymnasium/sports activities to keep them in fit physique, to encourage and foster a positive attitude among students.

NSS and NCC units are established to inculcate a sense of unity, discipline and harmony, which is quite significant. NSS unit organizes medical camps, nutrition awareness, environmental protection and education awareness among the students also in the vicinity. The anti-ragging cell acts as a key factor in maintaining tolerance and harmony among students. For the last decade, there is no incidence of ragging which shows the efficient working of the cell. A grievance redressal committee is constituted to address the grievances of the students.

The institution is highly committed to promoting cultural harmony among our students, faculty, staff and visitors. The cultural committee works with the objective of developing academic and cultural talents. Students are always been motivated to participate in various cultural programs like Inter-college competitions, Youth festivals, Annual Function, Fresher's day and other functions where they are promoted to display their folk dances/songs and various other cultural activities which depict a sense of respect towards all the cultures. The various departments of the Institute conduct seminars, workshops and outreach programs to promote communal harmony and tolerance. Various activities like Painting, Slogan

Writing Competition Essay Writing Competition, Singing Competition, Lectures by Eminent Personalities, and Mass recitation of the National Anthem by all the students are exercised and performed which serve as a platform for enhancing and exposing the often hidden talents and skills of the students in various fields.

Students are regularly notified about various scholarship schemes for SC, ST, IRDP and girl students. The college has also constituted an Equal Opportunity Cell which provides an inclusive environment for everyone. There are women's grievance & redressal cell, anti-ragging cell, disciplinary committees and internal complaint cell which deal with grievances/complaints without considering anyone's racial or cultural background.

File Description	Document
Link for any other relevant information	View Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens:

India is a vast country with diversity in terms of religion, culture, language and ethnic diversity governed and guided by the constitution irrespective of caste, religion, race or sex. Our Institution takes pride in the fact that apart from preparing a sound academic foundation for the students, the college constantly works to develop them as better citizens of the country and inculcate a sense of unity in diversity. In this regard, the institution apart from teaching inculcates this feeling of oneness among the students through various programs. Faculties have always been in the practice of organizing various activities that motivate the students in terms of their love for the nation and being responsible citizens.

On all occasions and functions, National Anthem is sung by all the students and staff to inculcate the feeling of respect for our nation and its constitution. On Independence Day Flag hoisting ceremony with the National Anthem and oath of national integrity is the regular decorum of the institute.

College also offers Political Science as a subject to the students in Humanities where students are provided a basic understanding of values like equality, rights, duties, rule of law and other constitutional obligations. Department of Political Sciences celebrates Constitutional Day on annual basis and thus contributes to the spreading of Constitutional values and ideas.

Department of Philosophy also organizes a philosophical event 'Darshan Samagam' every year where students and staff are enlightened with human values, ethics, spiritualism and duties.

NSS unit works with the motto "Not Me But You" which reflects the essence of democratic living and upholds the need for self-less service. In our institution, NSS works on the student's overall development and for enhancing their capabilities for social services. In our institution, it works on the belief that the welfare of an individual is ultimately dependent on the welfare of society as a whole and therefore, the NSS volunteers shall strive for the well-being of society. NSS organizes several camps, awareness programs and events where all the students work together as a team which develops a sense of responsibility, duties and values in them.

NCC unit of the institution works with the motto 'Duty, Unity and Discipline' which also caters to the constitutional obligations: values, rights, duties and responsibilities of citizens. This unit also organizes several programs/camps in the college and plays an integral role in the development of a responsible citizen.

File Description	Document
Link for any other relevant information	View Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

National and International commemorative days, events and festivals celebrated/organizes by the institution:

The institution imparts the feeling of patriotism and respect to students and staff members by celebrating the National/International commemorative days, events, and festivals like Independence Day, National Science Day, International Yoga Day, International Women's day, etc. on annual basis. Students play an active role in organizing & celebrating these days.

The college also organizes events to commemorate the birth and death anniversaries of famous personalities like Dr. Sarvepalli Radhakrishnan (Teacher's Day), Father of Nation, Mahatma Gandhi (Gandhi Jayanti) & Sh. Lal Bahadur Shastri, Scientist Sir C. V. Raman (National Science Day) and others so as to familiarize the students with the contribution that these respective personalities have made in the process of nation-building and paving the way for its present and future developments. The events include lectures by eminent speakers/faculty members from diverse fields and conducting intra-college competitions like Essay writing, Slogan writing, Poster making, Debate-Declamation, etc. The college makes the students aware of such personalities and their significance. The institution celebrates these days of national importance to recall the events or contributions of our leaders in building the nation.

Eco Club with NSS, Rovers & Rangers and NCC celebrate Van Mahotsav Day every year by planting tree saplings in the college and vicinity to create enthusiasm among the masses for forest conservation and planting trees.

National Hindi Diwas is celebrated annually in our institution and an event is organized on this day by faculty members of the department of Hindi. The day holds special significance as it marks the adaptation of Hindi as an official language by the Constituent Assembly in the year 1949. On this day poster making, painting, slogan writing, poem recitation, declamation, debate etc competitions are conducted and emphasis on Hindi language is given on this day.

The science department organizes National Science Day on 28th February each year to mark the discovery of the Raman Effect by Indian physicist Sir C. V. Raman on 28th February 1928. On this day, various competitions like slogan writing, poster making, power point presentations, science models, debate, declamation, quiz etc. are conducted. This day aims to propagate the message of the importance of science and its application among the people. The purpose of celebrating this day is to enhance scientific temper, popularisation of science and encourage innovative activities by infusing scientific temperament in the masses and to create a positive scientific research culture.

Women cell along with the students of the college celebrate International Women's Day on 8th March every year on campus to mark the social, economic, cultural and political achievements of women.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for any other relevant information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice 1

1. Title of the Practice

Taping Alternative Sources of Energy (Solar Energy) & Conservation of Energy

2. Objectives of the Practice

In order to protect the environment, the college has switched over to the use of solar street lights and solar geyser since it is a clean, renewable and emission-free source of energy. Solar energy is produced by the sun's light which offers many benefits that make it one of the most promising energy. It is renewable, inexhaustible, non-polluting, avoids global warming, reduces the use of fossil fuels, and contributes to sustainable development.

The use of solar energy also helps in managing the electrical cost. It has reduced the burden of heavy electricity bills.

The students of the hostel now have access to hot water 24 hrs a day which is very beneficial to the students since it's a cold hilly area.

The college now uses LED bulbs/tubes which help in the reduction of global warming, electricity bill and conservation of energy too.

3. The Context

It is the need of the hour to shift the institution to a renewable, inexhaustible and nonpolluting source of energy that contributes toward environmental protection and sustainable development. The main cause behind global warming and ecosystem disruption is the endless greed of human beings for which they are destructing natural resources at a much quicker pace than they can be replenished. So, we have to educate

and make aware students of the issues such as renewable energy sources, global warming and harmful impacts of dam construction on our natural ecosystem etc. Thus, we decided to work in the areas of minimal power consumption, its alternative sources and energy conservation as per national policy and objectives of the UN Sustainable Development Goal no. 7, 'Affordable and clean energy for all.

Since the institution is situated in hilly terrain and is surrounded by trees, therefore, exposure to the sun is limited. Thus, it was a challenging task to locate an adequate site where the solar panels could be installed to ensure maximum utilization of solar energy.

This institution is Govt. funded therefore, the process of getting funds sanctioned is sometimes a lengthy process.

4. The Practice

The practice of tapping alternative sources of energy and conservation of energy is highly significant since this is one of the most effective ways in which we can save our home and our planet. Our planet will be clean and free of hazardous emissions for our descendants only if we switch over to renewable and pollution-free sources of energy. The institution has put this principle into practice and effectively started using solar energy along with other sources of energy. It is an important component of higher education to make the students aware of ecological destruction which is a consequence of the construction of dams for hydroelectric power generation and the use of fossil fuels etc.

The institution has also replaced all the traditional bulbs with LEDs and tubes on the whole campus to minimize the consumption of electricity and put a step forward to reduce global warming and this has also helped in reducing the electricity bill. In the future, more and more addition of Solar street lights and rooftop solar plants will be made. 'Save Electricity' campaigns are conducted throughout the academic year. Thus, the institution has put an effort to spread this message in practical form.

5. Evidence of Success

- The institution has installed 15 solar street lights and one 1000 LPD solar hot water plant (geyser) in the girl's hostel which provides continuous warm water to boarders. The campus lighting is now totally shifted to solar light.
- The electricity consumption bill has been minimized.
- Maximum use of pollution-free, eco-friendly and renewable sources of energy.
- Initiative towards reduction of global warming and consumption of hydroelectricity.

6. Problems Encountered and Resources Required

- To locate the sites for installation of solar lights: Since the college is located in the hilly terrain and surrounded by trees so the penetration of sunlight is not adequate in some places. Thus, it was a challenging task to locate an adequate site where the solar panels could be installed to ensure maximum utilization of solar energy.
- Cost Management: Installation & maintenance of solar power projects is a costly affair due to the expensive panels.
- Availability of labor: As the college is located in a rural area, we always encounter the problem of availability of labor.
- Since this institution is a Govt. funded institution, therefore, the process of getting funds sanctioned

is sometimes lengthy process.

- Accessibility of resources: It is also a great concern due to the location of our institution far from the city.

Best Practice 2

1. Title of the practice: Community Life Enrichment

2. Objectives of the practice:

The primary goal of the practice is to provide opportunities for experiential learning and cultural expansion for student volunteers and at the same time touch the lives of people living around the region. We aim to spread awareness on certain burning issues that remain overlooked by the community. Another purpose is to organize voluntary services for students from time to time so as to nurture responsible citizenship among them. Our objectives include:

- To understand the community in which they work.
- To develop a healthy relationship with the community
- To identify the needs and problems of the community and involve them in the problem-solving process.
- Grooming them to inculcate a sense of social and civic responsibility.
- Utilize their knowledge in finding practical solutions to individual and community problems.
- To acquire skills in mobilizing community participation.
- To develop leadership qualities and a democratic attitude.
- Practice national integration and social harmony.

3. The Context

Committed to the idea of social responsibility, our college is always keen on the grounds of doing community work selflessly. It also reflects that the prime intention of our institute is to work for the welfare of the common masses. Education is only one aspect of it. So, while educating the students, the college also tries to encourage them to work for the welfare of the community. 'Community life enrichment' includes programs, plans and activities undertaken in the college that address the physical, social, emotional, and cognitive well-being of the local residents. To foster personal growth and creativity, these programs are designed to keep students engaged actively in community service.

There is an increase in substance abuse in the region. Besides alcohol and tobacco, one can find local youth coming into the grip of drugs on an increasing basis. So, there is an urgent need to create awareness against drug abuse and related problems. There are a number of problems related to women, inequality, road safety etc. All these issues need to be addressed in a systematic manner. In this regard, students need to play a proactive role to make the community aware of these issues so that demand can be raised for their redressal. Students need to be prepared as torchbearers of society to bring a positive transformation.

4. The practice

Education without social commitment is incomplete. This practice aims to foster the spirit of social service in our students so that they learn to recognize it as a larger framework of their education. Such work in the college is mainly carried out by units of NSS, NCC, Rovers & Rangers, whereby the students and the concerned teacher in charge take an active part. Through NSS our college organizes programs to sensitize youth towards the needs of the under-privileged. The college provides a platform to the students through NSS, NCC and Rovers & Rangers by creating a multivalent and mutually renewing forum for meaningful dialogues, actions, and interactions to reach the community. Every year our college organizes seven day NSS camp and works in nearby villages to address various current problems. The college with the involvement of the local community organizes programs such as Blood Donation Camp, cleanliness program, tree plantation, AIDS Awareness, International Women's day, Road safety Drive etc. Red Ribbon Club plays an important role in health-related drives. The volunteers interact with the people living in rural areas and discuss issues related to health, hygiene, and education. The college organizes literacy and health & hygiene awareness campaigns. The NCC cadets assist local police in **traffic control** during hectic apple season when roads get overcrowded. Anti-drug campaigns are organized through rallies and street plays. Campaigns like 'Nasha mukti abhiyan' and 'Bhaang ukhaado abhiyan' are conducted frequently.

But many challenges were faced in the continuation of regular activities due to the Covid-19 pandemic. The outbreak of the coronavirus has become a major disruption to colleges and universities across the country with most institutions cancelling in-person activities and moving to an online-only medium. Campus closures and limits on in-person gatherings have created significant challenges for students. However, our students found new ways to serve the community in such an unprecedented crisis. Our volunteers played a key role in spreading Covid awareness in the region. Besides **distributing masks** from home to home, they served as **assistants at vaccination booths** and also assisted health workers as well as the public. The volunteers during COVID-19 also taught children living in the villages which had no access to internet facilities. Students took part in SVEEP activity during Panchayat elections creating voter awareness. These initiatives also help in imbibing different values among our students who are going to be the torch-bearers of society after completion of their education. The guiding objective is to develop a bridge between College and Community so as to enhance the student-society bond by making students realize that knowledge is not just an isolating experience rather it is a connecting rope.

5. Evidence of Success:

Through this practice, during the preceding session, different departments have taken sincere efforts to organize the above-stated activities successfully and the following outcomes have been observed as evidence of success.

- All the stakeholders are exposed to different social values.
- Created awareness about the importance of mental health and well-being in society.
- Created awareness about the dangers that drugs pose to society.
- Made people aware of various strategies to cope with health-related issues during the COVID 19 pandemic.
- Experiential & practical learning for the students in collaboration with the community.
- Counseling sessions to help students with various psychological & social issues.
- Nurture and inculcate life skills in the students.
- Spread awareness among voters and promoted informed participation in the electoral process.

6. Problems Encountered and Resources Required:

In spite of putting up best efforts on part of the college, there remain certain bottlenecks that hurdle the task of community enrichment.

- Transport facility: Most of the villages have a single bus service in a day, so student activities have to be scheduled in accordance with the same.
- Reluctance: Some of the students, especially female students marry as soon as they graduate. Therefore, they lack inner motivation to participate in community activities.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Performance of the Institution in one area distinctive to its priority and thrust:

This college was established in July 1986 in the tough hilly terrain of Himachal Pradesh to cater to the higher educational needs of the people of this area. This college was opened with the aim of providing education to the students at their doorstep, enabling them to acquire Higher education with professional skills and confidence to face the world.

The Vision of the Institution is:

“To impart quality and value-based education that empowers students to differentiate truth from falsehood and to integrate the value of truth into their character” This institutional vision is derived from the motto –‘Satyam Param Dhimah’ which literally means ‘Truth is Supreme’.

In accordance with our vision, the institution has followed some objectives during the past five years.

The institution aims at providing the education that develops a distinct environment of excellence in education and inculcates in them human values like truthfulness, honesty, independent and critical thinking, hard work, character building, capacity building and social commitment. Thus the institution aims at enhancing the skills, qualities of leadership, confidence and holistic development of the personality of the students. Besides the UG streams in Arts, Science and Commerce our college has introduced PG courses in History and Political Science. Along with it value-based courses like Add-on Courses in Computer Application and Marketing Management are also part of our curriculum.

The institution focuses to sensitize students about society, gender issues and the environment and make them realize how an individual effort can make a difference in society. The Women Cell is constituted to help maintain a harmonious atmosphere at the Institute, to enable women to pursue their work with dignity and reassurance. The cell has been working to raise awareness on gender equality issues and ensures a healthy atmosphere for girls in the college. The internal Complaint Cell of the college also deals with the complaints and problems of the women in the college. The institution also instills in the students a sense of social responsibility through their extension wings like Units of NSS, NCC, Rovers & Rangers and Eco-Club which conduct several programs like tree plantation, cleanliness drives, traffic control, and awareness programs on environmental issues to inculcate the values and respect for the environment and its protection. These units encourage the students to participate and take initiatives to gear up the issues of ecological concerns. This inculcates a sense of commitment and responsibility towards the natural resources & mother earth. Our students have efficiently discharged social duties during the COVID-19 pandemic. They provided free tuition classes to students living in their neighborhood, stitched & distributed masks, helped the health department in the vaccination drive, helped police officials in traffic control, rendered their services during Panchayat elections etc.

The institute motivates the students to cherish traditional values and culture along with the respect for national heritage and tradition. Students took part in several cultural events like youth festivals, inter-college competitions, fresher's day, farewell parties, NSS/NCC/R&R camps etc. in which they get a chance to participate in various cultural programs under the common roof and understand different cultures and traditions and develop the respect and value for others.

Institute always aims to provide a fair chance to both genders, poor and socially disadvantaged to attain knowledge. This institution's priority is all-round development of students, including upliftment of SC, ST, OBC, minorities, economically weaker sections and empowerment of girls and provides fees concession to these students during their admission. We facilitate various scholarships such as Post-Matric Scholarship for SC, ST, OBCs, IRDP, Minorities, EWS etc. The college facilitates Kalpana Chawla Scholarship for meritorious girls.

The college has focused on promoting computer literacy amongst the students; the majority of them come from rural areas. To make students competitive, we have access to Information Communication Technology (ICT). It has well-equipped computer labs, smart classrooms, language lab. Through its well-planned courses in computers, the college is imparting the essential skills of operating computers to its students. The institution has an automated library with Integrated Library Management System (ILMS). The Career Counseling Cell of the college caters to guiding and assisting the students who need extra support and counseling for their academics and competitive exams.

Another skill of the students that the college desires to groom is related to the field of horticulture. This suits their special needs as future horticulturists. The college organizes lectures by progressive horticulturists and further plans to organize field visits and workshops to provide knowledge to the students.

At the core of student welfare, lies the institutional efforts which serve the educational needs of the poor students, students from reserved categories and female students. In addition to these welfare endeavors, the preservation, promotion, and popularization of local culture, history and dialect are given a priority in most of the co-curricular representations. All such initiatives have built a distinctive identity of the institution.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

NVAAC

5. CONCLUSION

Additional Information :

The college has made proposals and is making efforts for the introduction of new PG and Vocational Courses which can cater to the specific needs of the area. During past one year college has installed 5 KVA solar plant on the campus to harness clean energy. The automation of library has been completed and from the current year the books will be issued through online mode. The construction of synthetic track is in progress and is likely to be completed by the next year. The foundation stone has been laid for the construction of Multi-purpose Hall.

Concluding Remarks :

The institution efficiently imparts higher education to the students of this rough hilly terrain at their doorsteps and has established itself as a premiere institution of higher learning. The college has always succeeded in achieving its curricular and co-curricular goals since its inception in 1986. There is a remarkable upgradation of infrastructure and IT facilities since then. The college got B+ Grade in its first cycle of accreditation in the year 2017. Now the college is in the process of second cycle of accreditation.