The Annual Quality Assurance Report (AQAR) 2013-14

Government Degree College Sarkaghat (H.P)

Submitted to

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072**, India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*   2013-14

1. Details of the Institution

1.1 Name of the Institution   Govt. Degree College Sarkaghat

1.2 Address Line 1   Village Barchwar Post Office Sarkaghat

Address Line 2   Tehsil Sarkaghat

City/Town   Mandi

State   Himachal Pradesh

Pin Code   175024

Institution e-mail address   gcsarkaghat-hp@nic.in

Contact Nos.   01905-230004

Name of the Head of the Institution: Rattan Chand Kaushal

Tel. No. with STD Code: 01905-230004

Mobile-phone No   +91-9418480075

Name of the IQAC Co-ordinator: S.S. Thakur

Mobile-phone No.   +91-8894500999

IQAC e-mail address: iqac.rntgcs@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

1.4 **NAAC Executive Committee No. & Date:**   NAAC/DS/RK/64-EC/2013 dated 9 July, 2013
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.5 Website address: www.rntgcs.com

Web-link of the AQAR: iqac.rntgcs.com/aqar2013-14.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	68.15	2005	from: 2005 to: 2010
2	2nd Cycle	B	2.11	2013	from: 2013 to: 2018
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   12/06/2006

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

    i. AQAR _____ _____ (DD/MM/YYYY)
   ii. AQAR_____ _____ (DD/MM/YYYY)
  iii. AQAR_____ _____ (DD/MM/YYYY)
  iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State [✓] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✓] No [ ]

Constituent College   Yes [ ] No [✓]

Autonomous college of UGC Yes [ ] No [✓]

Regulatory Agency approved Institution   Yes [✓] No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✓] Men [ ] Women [ ]

                     Urban [ ] Rural [✓] Tribal [ ]

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

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

1.10 Type of Faculty/Programme

Arts [✓]   Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify) | .   BBA, BCA & PGDCA under Self Financing |

1.11 Name of the Affiliating University *(for the Colleges)* | Himachal Pradesh University Shimla |

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

Autonomy by State/Central Govt. / University   `--------`

University with Potential for Excellence   `---------`   UGC-CPE   `-----------`

DST Star Scheme   `---------`   UGC-CE   `------------`

UGC-Special Assistance Programme   `-----------`   DST-FIST   `-----------`

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

UGC-COP Programmes   `----------`

2. IQAC Composition and Activities

2.1 No. of Teachers   11

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   -

2.4 No. of Management representatives   -

2.5 No. of Alumni   -

2. 6 No. of any other stakeholder and

    community representatives   3

2.7 No. of Employers/ Industrialists   -

2.8 No. of other External Experts   1

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   1

2.11 No. of meetings with various stakeholders: No. | 1 | Faculty   ✓

Non-Teaching Staff Students   ✓   Alumni   ✓   Others   ✓

2.12 Has IQAC received any funding from UGC during the year?   Yes   No

If yes, mention the amount | -- | ☐   ✓

2.13 Seminars and Conferences (only quality related)

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

Total Nos. ☐   International ☐   National ☐   State ☐   Institution Level | 4 |

(ii) Themes | |

2.14 Significant Activities and contributions made by IQAC

➢ Seminar on Green Chemistry
➢ Voter Awareness Campaign
➢ Seminar on CBCS
➢ A one day workshop on Entrepreneurship and Self-employment was conducted by Commerce Department under the guidance of IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements/Outcomes
1. To celebrate the of Important Days	1. The Hindi Diwas was celebrated on 14th Sept., 2013 under the Chairmanship of Prof. B.S. Dhiman on the theme 'Hindi Bhasha hi Rashtra Bhasha Kyun?'. On this day the debate and Poetic competition was conducted.
2. To get more financial assistance from UGC under 12th Five Year Plan	2. The proposal under various heads amounting to Rs. 2,36,04,800/- was sent to the UGC under 12th Five Year Plan for sanction.
3. To equip Library with latest books and periodicals	3. During 2013-14, 552 books purchased of worth Rs. 1,36,174/- and the library was also linked with INFLBIET for e-books and e-journals and e-magazines.

 * *Academic Calendar of the year has been attached as Annexure-I*

2.15 Whether the AQAR was placed in statutory body   Yes   ☐   No   ✓

Management ☐   Syndicate ☐   Any other body ☐

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2	NIL	NIL	
UG	3	NIL	2(BBA &BCA)	
PG Diploma			1(PGDCA)	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: CBCS implemented from the session 2013-14

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	0
Annual	4

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

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

Please provide an analysis of the feedback in the Annexure

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

> The CBCS was implemented w.e.f. session 2013-14. The syllabi was revised by BoS (Board of Studies) a statutory body of H.P. University as per the requirements of CBCS.

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

> NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37			0	

2.2 No. of permanent faculty with Ph.D.

09

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
								01	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

09		-		05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	-	2	-
Resource Persons	-	-	-

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

> The Conventional teaching method is supplemented by new teaching aids by the use of ICT, classroom seminar and tutorials are used for the students for making learning process easy and interesting.

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

140

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,
     Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development
     as member of Board of Study/Faculty/Curriculum Development workshop

1	-	-

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.1st Year	236	3.55	21.99	35.46	42.55	59.74
B.A.1st Year	243	2.26	20.34	33.90	45.76	72.83
B.Com. 1st Year	171	4.84	31.45	33.87	34.68	72.51
B.Sc.2nd Year	98	13.16	38.16	32.89	28.95	77.48
B.A.2nd Year	163	8.80	32.80	28.00	39.20	76.61
B.Com. 2nd Year	82	22.22	34.92	39.68	25.40	77.07
B.Sc.3rd Year	71	26.47	51.47	29.41	19.12	95.91
B.A.3rd Year	207	12.44	44.28	35.82	19.90	97.20
B.Com. 3rd Year	69	21.21	43.94	39.39	16.67	95.83
M.A. Economics	20	45.00	75.00	25.00	0.00	100
M.A. Pol.Sci.	32	40.00	80.00	20.00	0.00	100
PGDCA	10	37.50	87.50	12.50	0.00	80
BCA	20	17.65	82.35	17.65	0.00	85

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university for 7 days	04
Staff training conducted by the university for 14 days	05
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	02		
Technical Staff	04	01		

Criterion – III

3. Research, Consultancy and Extension

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

The teachers of the institution are encouraged and allowed to participate in national/international conferences in their respective subjects in order to develop research attitude amongst them. The government has also allowed 14 days' special leave to the teachers in a year for the participation and paper presentation in conferences. The institution is also planning to purchase scientific instruments out of the grant received under RUSA to enhance the research facilities.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01		
Non-Peer Review Journals	01		
e-Journals			
Conference proceedings	2 Papers presented in	2 research papers presented in national conferences.	

3.5 Details on Impact factor of publications:

Range [ ] Average [ ] h-index [ ] Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

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

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					2
Sponsoring agencies					

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

3.13 No. of collaborations   International [ ]   National [ ]   Any other [ ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [ ]   From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Distt.	College
------	----------	-----------	-------	---------	--------	--------

3.18 No. of faculty from the Institution [---------]
     who are Ph. D. Guides
     and students registered under them [---------]

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

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

JRF [------]   SRF [-----]   Project Fellows [------]   Any other [------]

3.21 No. of students Participated in NSS events:

University level [0]   State level [02]

National level [0]   International level [0]

3.22 No. of students participated in NCC events:

University level [0]   State level [17]

National level [02]   International level [0]

3.23 No. of Awards won in NSS:

University level [0]   State level [0]

National level [0]   International level [0]

3.24 No. of Awards won in NCC:

University level [0]   State level [07]

National level [0]   International level [0]

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC [ ]   NSS [ ]   Any other [ ]

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

-

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20 acres			
Class rooms	15			
Laboratories	08			
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	2920253	52482		2972735
Others				

4.2 Computerization of administration and library

--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12025	2970175	497	121891	12522	3092066
Reference Books	885	236295	55	14283	940	250578
e-Books	Accessed through INFLIBNET					
Journals	05		01		06	
e-Journals	Accessed through INFLIBNET					
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	30	02	Available	02	02	01 (No. of computers =04)	07	0
Added	06							
Total	36	02		02	02		07	0

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

4.6 Amount spent on maintenance in lakhs:

i) ICT

ii) Campus Infrastructure and facilities   18.33

iii) Equipments	0.52
iv) Others	

Total: 1 | 18.85 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- A number of seminars were organized in the institution to make the students aware about the newly introduced Choice Based Credit System under RUSA.

- The university also took important steps for the online submission of examination forms. The IQAC also took steps for making the students familiar with these initiatives.

5.2 Efforts made by the institution for tracking the progression

The achievements of the students are recognised and rewarded in the annual function of the institution. The students are always encouraged to do their best in curricular and extra-curricular activities whereas the progression is monitored by the subject teachers through internal exams, quizzes, declamation and essay writing. Special attention is paid to the students who are poor in their basic concepts.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2182	52	---	----

(b) No. of students outside the state | -- |

(c) No. of international students | -- |

Men
No	%
873	37.34

Women
No	%
1465	62.66

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1259	488	28	213	-	1988	1441	538	27	228	--	2234

Demand ratio   12.37% ↑   Dropout % -

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET   SET/SLET   GATE   CAT

IAS/IPS etc   State PSC   UPSC   Others

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level   01   National level   International level

No. of students participated in cultural events

State/ University level   National level   International level

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

Sports : State/ University level ☐   National level ☐   International level ☐

Cultural: State/ University level ☐   National level ☐   International level ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level ☐   National level ☐   International level ☐

Exhibition: State/ University level ☐   National level ☐   International level ☐

5.12   No. of social initiatives undertaken by the students ☐

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Our vision is to become a preferred institute and a hub of academic and professional activities so that the students of rural background may have state of the art quality education at their door steps.
Mission: Our mission is to make students grow personally and professionally to their full potential. To inculcate in the students the right values, attitude, skills and knowledge needed for success in life.

6.2 Does the Institution has a management Information System

No

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

6.3.1   Curriculum Development

The institution does not have any role in the formation of curriculum as the curriculum is designed by BoS (Board of Studies) a statutory body and implemented by the university.

6.3.2 Teaching and Learning

One of the significant developments in the teaching-learning process in the session 2013-14 has been the implementation of Choice Based Credit System (CBCS) programme by the HP university under RUSA in which the students have a choice to choose courses with inter disciplinary from the prescribed courses which are referred as core, elective or minor or soft skill courses and they can learn at their own pace and the entire assessment is grade-based on a credit system. The basic idea is to pay attention to the needs of the students so as to keep up-to-date with development of higher education in India and abroad. CBCS aims to redefine the curriculum keeping pace with the liberalization and globalization in education. CBCS allows students an easy mode of mobility to various educational institutions spread across the world along with the facility of transfer of credits earned by students. The system also has a significant element of teacher evaluation by students to foster a responsibility of the teacher towards what is being taught, and provisions like spoken tutorials are also available for students under the system. For making teaching and learning more effective, the teachers are encouraged and advised to make use of innovative teaching learning practices like use of e-learning resources and power point presentation. For this internet facility is strengthened in various departments and college campus.

6.3.3 Examination and Evaluation

After the implementation of Choice Based Credit System (CBCS) following developments took place in examination and evaluation system:

Semesters: In the Choice Based Credit System (CBCS)**,** the assessment is made semester- wise. Each semester does have 15–18 weeks of academic work which is equal to 90 teaching days. There is flexibility in creating the curriculum and assigning credits based on the course content and hours of teaching.

• **Credit system:** Each course is assigned a certain credit. When the student passes that course, he earns the credits which are based on that course. If a student passes a single course in a semester, he does not have to repeat that course later. The students can earn credits according to his pace.

• **Credit transfer:** If for some reasons, he cannot cope up with the study load or if he falls sick, he has the freedom to study fewer courses and earn fewer credits and he can compensate this in the next semester.

Examination Process: The examination process and internal assessment system is transparent and impartial in toto. The results of internal exams are displayed on the notice board for the students for a stipulated time to raise doubts if any.

• **Comprehensive continuous assessment:** There is a continuous evaluation of the student not only by the teachers but also by the student himself.

• **Grading:** UGC has introduced a 10-point grading system as follows:

O	(Outstanding):	10
A+	(Excellent):	9
A	(Very-Good):	8
B+	(Good):	7
B	(Above-Average):	6
C	(Average):	5
P	(Pass):	4
F	(Fail):	0

Ab (Absent): 0

6.3.4 Research and Development

The teachers of the institution are encouraged and allowed to participate in national/international conferences in their respective subjects in order to develop research attitude amongst them. The government has also allowed teachers 14 days' special leave to the teachers in a year for the participation and paper presentation in conferences. The institution is also planning to purchase scientific instruments out of the grant received under RUSA to enhance the research facilities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library of the institution has been linked with INFLIBNET so that the teachers and students of the college can have an access to more online books and journals.

Steps have also been taken to enhance internet connectivity by providing Wi-Fi facility in the college campus. Funds have been sanctioned to create more smart classrooms in order to provide ICT based teaching learning. During session 2013-14 Rs. 11,80,000/- has been spent to develop infrastructure. The institution has also planned to purchase scientific instruments from the grants received under RUSA to enhance the research facilities in the institution.

6.3.6 Human Resource Management

The institution has also strengthened its human resource by recruiting teachers in the subjects where required the number of posts is not available or not filled, from local PTA fund in order to provide quality education to the students. The college has also recruited lab staff from local funds. The teachers of the institution regularly participate in orientation programmes, refresher courses, induction programmes and various national /international conferences which play a vital role for human resource development.

6.3.7 Faculty and Staff recruitment

The recruitment of teaching staff is made through HPPSC by the State Govt. whereas the temporary teachers and Support staff are engaged out of PTA Funds in the interests of the students as and when required.

6.3.8 Industry Interaction / Collaboration

Educational tours and industrial visits are organized for students to increase industry interaction and collaboration.

6.3.9   Admission of Students

Admission process has significantly been changed after the commencement of CBCS. Admission seekers will have to submit filled forms by due date as announced by the university time to time and a merit list is displayed. Under Choice-based credit system, a student has to opt for a major subject and the college displays the merit list after going through the percentage of the number of students opting for that particular course. The students are also helped by "career and guidance cell" and admission committees to choose major, minor, compulsory, additional and courses of general interest and hobby.

6.4 Welfare Schemes for

Teaching	---		
Non teaching	----		
Students	Scheme	No. Of Students	Amount
	1. Scholarships for SC/ST/IRDP/OBC	SC=93 ST=01 OBC=18 IRDP=134	SC=357082/- ST=3751/- OBC=49336/- IRDP=160800/-
	2. Dile Ram memorial Scholarship	01	2000/-

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes ✓   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		NO	
Administrative	NO		NO	

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

For UG Programmes   Yes   No ✓

For PG Programmes   Yes   No ✓

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

After the implementation of Choice Based Credit System (CBCS) following developments took place in examination and evaluation system: Semesters:

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• **Credit system:** Each course is assigned a certain credit. When the student passes that course, he earns the credits which are based on that course. If a student passes a single course in a semester, he does not have to repeat that course later. The students can earn credits according to his pace.

• **Credit transfer:** If for some reasons, he cannot cope with the study load or if he falls sick, he has the freedom to study fewer courses and earn fewer credits and he can compensate this in the next semester.

• **Comprehensive continuous assessment:** There is a continuous evaluation of the student not only by the teachers but also by the student himself.

• **Grading:** UGC has introduced a 10-point grading system.

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• **Comprehensive continuous assessment:** There is a continuous evaluation of the student not only by the teachers but also by the student himself.

• **Grading:** UGC has introduced a 10-point grading system.

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

The institution has also strengthened its human resource by recruiting teachers in the subjects where required the number of posts is not available or not filled, from local PTA fund in order to provide quality education to the students. The college has also recruited lab staff from local funds.

6.13 Development programmes for support staff

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

➢ Tree Plantation Drive by NCC Cadets, NSS Volunteers and Rovers & Rangers.
➢ Cleanliness Drive conducted by the College Administration with the help of students.
➢ The LED lighting has been introduced to conserve energy in the campus.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

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

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

> 1. **Feedback appreciation:** A suggestion box has been installed in college campus to seek the general advice, suggestions/information from the students about how good and useful the institutional work is and what measures can be adopted to make its functioning more meaningful, purposeful and result-oriented.
> 2. **Activity day:** On every Saturday, the teachers of the college pay special attention to the students by imparting necessary guidance, increasing general awareness and addressing their problems within the framework of respective time table.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> - A one-day college level seminar on Green Chemistry was organised on 05-10-2013.
> - The NSS units of the college organised a tree plantation programme on 05.09.2013.
> - The Environment day was celebrated on 5th June to create environmental

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✔]

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

Strengths:
- Full-time faculty teach most classes, and there is a strong bond and a high level of interaction between faculty and students.
- Commitment to quality.
- A good library linked with INFLIBNET.
- Community engagement.
- Location

Weaknesses:
- Understaffing at few levels.

Opportunities:
- Student equity
- Career/technical education.
- New program /courses
- Marketing
- Grants or Funding

Threats:
- Outdated technology for students and others at colleges.
- Growing competition from nearby colleges.

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

1. To celebrate and observe the important days.
2. To make arrangements in collaboration with various companies and industrial groups for placement drives to the students.
3. To make arrangements for training programmes to be imparted to the students of BBA and BCA.
4. The establishment of Carrier Guidance and Counselling cell for the welfare of the students.
5. To provide financial assistance to the students belonging to the weaker sections of the society as an equity initiative under RUSA scheme.
6. To encourage teachers for participation and presentation of papers in Seminars and Conferences of International and National repute and publication of papers in reputed journals with active participation in Orientation programmes and refresher courses as well as Induction Training Programmes.
7. To encourage students for active participation in sports and cultural activities.

Name Sh. Shyam Singh Thakur   *Name Sh. Rattan Chand Kaushal*

_____   _____

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

Academic Calendar for 2013-2014

1. Admission Dates:
 I. Under Graduate Classes:

   Without Late Fee: **11th June, 2013 to 20th June, 2013**
   With Late Fee   :   **21st June, 2013 to 30th June, 2013**
   Regular teaching shall start from 21st June, 2018(One Week awareness programme shall be organized w.e.f. 20-06-13 especially for new entrants to educate them about general & conduct rules and co-curricular activities of the institution.)

II. Post Graduate Classes:
   Last date of submission of application forms   :   **8th July, 2013**
   Counselling dates   :   **10th&11th July, 2013**
   Display of merit list   :   **15th July, 2013**

2. Change of subjects/Faculty: - Within 10days from the commencement of teaching work.
3. Enrolment in N.C.C/N.S.S/Sports/Rovers Rangers/Red Ribbon Club: - Within two weeks from commencement of teaching work.
4. Schedule for the selection to the students central Association: - As per the dates to be notified by the HP University.
5. A) Application(s) for Aid fund/Book Bank: - **up to 23rd august, 2013.**

   b) Application(s) for SC/ST/IRDP Scholarship: - **1st September, 2013 to 30th September, 2013.**

6. Dates for HP University Youth –Festival and Sports Events to be hosted by the college would be notified as and when decided by the HP University Sports Council.
7. Fee deposition: - 1st instalment at the time of admission and 2nd instalment in august or September, 2013.
8. Vacation Schedule :-
   1. Summer break   :   **11th May, 2013 to 9th June, 2103**
   2. Autumn break   :   **10 days during supplementary examinations**
   3. Winter vacation   :   **15th January, 2014 to 25th January, 2014**
9. College Annual Athletic Meet :   **3rd Week of November, 23013**
10. Cultural Activities   :   **1st week of November, 2013**
11. House Examinations   :   **1st H/E in October, 2013 and 2nd H/E in January, 2014**

   (After Winter break)
12. Annual Prize Distribution Function :   **In the month of February/March, 2014**
13. Annual Examinations   :   **15th March, 2014 onwards**

Note: - The practical examinations shall commence from 5th February, 2014 or as per the latest guidelines of the HPU.

   14. PTA General House Meeting   :   **1st week of August, 2013**