



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	Government Sanskrit College - Solan
• Name of the Head of the institution	Dr. Uttam Chand Chauhan
• Designation	Associate Professor
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01792-222236
• Mobile no	+919418030906
• Registered e-mail	gscsolanhp@gmail.com
• Alternate e-mail	devkant79@gmail.com
• Address	Government Sanskrit College - Solan, Near - Thodo Ground
• City/Town	Solan
• State/UT	Himachal Pradesh
• Pin Code	173212
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Himachal Pradesh University				
• Name of the IQAC Coordinator	Dr. Dev Kant Sharma				
• Phone No.	+918626851881				
• Alternate phone No.	9805758229				
• Mobile	8626851881				
• IQAC e-mail address	gscsolanhp@gmail.com				
• Alternate Email address	devkant79@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	NA				
4. Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.75	2018	01/11/2018	01/11/2023
6. Date of Establishment of IQAC			25/09/2014		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC	View File				

9.No. of IQAC meetings held during the year	1	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Due to the unprecedented Covid 19, nothing much could be achieved during the year. Unprecedented circumstances demanded out of the box solutions and unique planning for the year. There was an urgent need to shift all activity online. Both teaching and non-teaching staff felt compelled to overcome their inhibitions regarding technology so that the teaching and assessment processes could be shifted online. IQAC came forward to provide training to the staff to switch to online ways of teaching and working. Teachers were acquainted with how to use various online tools, software, and platforms to interact with students.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Shift curriculum online owing to the unprecedented Covid 19 situation. Ensure webinars and other online activities as far as possible considering the gravity of situation.	Classes went online as the lockdown necessitated closing of educational institutions. Teachers successfully took to online teaching and took classes through such online platforms as zoom, google meet, whatsapp, telegram, etc.
Covid appropriate protocol was followed in letter and spirit not only because the government mandated it but also because the college administration recognized the sensitivity of the crisis.	Sanitation, temperature monitoring, and social distancing were ensured by specially designated committees. Masks were given to anyone found without one. The entire college campus was disinfected time and again as per the direction of the Govt.

13. Whether the AQAR was placed before statutory body?	No
---	----

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	12/02/2021

15. Multidisciplinary / interdisciplinary

The college is aware of the increasing focus on multi and interdisciplinary approaches as enshrined in the National Education Policy, 2020. Ours is an affiliated college to HPU. The college encouraged the faculty members to attend online workshops, training programmes to understand NEP 2020 in totality. Many of the teachers attended faculty development programmes and workshops through online mode to enhance their knowledge of NEP 2020. The college is situated in the heart of the city that does not permit construction. But the

college aims at expansion of the buildings within the campus.

16.Academic bank of credits (ABC):

The Academic bank of credits is most likely to be introduced by our affiliating university in the coming sessions. We are bound to follow their lead, since we are obliged to adhere to their prescription. As of now, we are following the old system introduced in CBCS 2013.

17.Skill development:

The college offers education in Sanskrit to students who can excell in their respectives areas of study if they master Sanskrit language. Spoken Sanskrit classes are taken by the teachers to make students get employment.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Indian knowledge system finds a respectful place in our curriculum through content delivered in all the courses. The wisdom ingrained in Sanskrit language is imparted to students who become the carriers of the traditional and ageold knowledge system of our country.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college defines program outcomes, course outcomes, and endeavors to meet the objectives of these programs and courses. We try to assess the success of these outcomes by evaluating our Student Progression data to see if some of these outcomes are in sync with the expectations of the college and the students. We also assess outcomes through CCA, co/extra-curricular activities, and feedback from all stakeholders.

20.Distance education/online education:

Currently, we do not have any provision for online/distance education.

Extended Profile

1.Programme

1.1

60

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student2.1 219

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 70Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	No File Uploaded

2.3 19

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 08

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 17

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	60
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	219
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	70
File Description	Documents
Data Template	No File Uploaded
2.3 Number of outgoing/ final year students during the year	19
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	08
File Description	Documents
Data Template	View File

3.2	17
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	09
Total number of Classrooms and Seminar halls	
4.2	1.379
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	10
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum of the college is implemented after conducting meetings at regular intervals with the staff and heads of teaching departments. Teachers are encouraged to implement the curriculum through different innovative methods such as ICT, assignments, seminars and class tests along with traditional modes of teaching. Each faculty member chalks out a plan for the implementation of academic and co-curricular activities to be conducted in the whole session. At least 80 percent of the prescribed syllabus is to be taught before the internal house examination which are usually held in the last week of November. The annual exams are conducted by H P University Shimla at the end of the session in the months of April/May. Students are evaluated on the basis of their performance in the house exams, seminars by students, assignments, attendance which accounts for the continuous comprehensive assessment (CCA). Teachers regularly participate in faculty development programmes, workshops, refresher courses, orientation programmes and other academic activities

aimed at enhancing and sharpening the skills of teachers. Despite having a restricted autonomy, the faculty and students are provided with internet facility and ICT resources. Classroom teaching is integrated with practicals and field studies. Resource persons are usually invited to brief students and keep them aware of social, economic and environmental issues.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the academic calendar which is prepared at the beginning of the session and is also printed in the prospectus. The complete programme of continuous internal evaluation is mentioned in the prospectus. The rules and guidelines regarding attendance, house exams and general conduct are conveyed periodically to the students. This year due to unprecedented covid conditions and closure of the institution for most of the time, assignments were given online and attendance was also recorded during online classes. Online seminars were conducted and assignments were also evaluated online. The internal assessment was then calculated on the basis of all these activities.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ C. Any 2 of the above

Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

01

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

Nil

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Environment Science is included as one of the compulsory subjects in the first year so that the students become aware of their responsibility to keep the environment neat and clean. There is an Eco Club in the college which enrolls students for keeping the campus clean and green and thereby making students responsible citizens who protect and preserve environment. Number of activities are organised to create awareness among students about environment. There is a woman cell in the college which organises gender sensitization programmes in the college.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

219

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

83

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college has to follow the guidelines of admission of the affiliating University and the Directorate of Higher Education, Government of Himachal Pradesh and no such mechanism is being provided by these statutory bodies to assess the skill and

learning levels of students at the time of admission. However, proper guidance is provided by the committee of senior faculty members about the choice of the programme and courses. They are also allowed to change the courses within a specified period as per rules. The college administration provides a conducive environment for learning and all round growth of the students from diverse backgrounds. Most of the students belong to rural areas. Over 60 percent students are girls. The special learning needs of students are identified by the teachers by means of getting feedback through varied methods like interaction, asking basic questions, class tests, assignments and mid-term tests. Performance in the qualifying examination can also help to identify the slow and advanced learners in the class. The teacher then modifies his/her teaching style according to the learning abilities of the students. Personal attention is given to slow learners both inside and outside the class.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
219	09

File Description	Documents
Any additional information	No File Uploaded

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

The college has well qualified, experienced and full time faculty members who take personal interest in student centric activities. As a result, the teaching learning process becomes more interesting, creative and dynamic. As students hail from different socio-economic background, possess distinct abilities and diverse attributes, all possible efforts are made to cater to the requirements of such a diversified group by using appropriate and varied student centric methods of teaching and learning. Although

the time-tested lecture method is used in the teaching process; classroom discussions and presentations are also encouraged to make learning more useful, effective and result oriented. It is mandatory for the teachers to attend Orientation courses, Refresher courses and other Faculty Development Programmes as to improve their teaching skills and keep them updated, with regard to the contemporary developments in the respective subjects. Collaborative learning is also promoted among the students by their active participation in NCC, NSS, and activities of cultural and other clubs/societies. Remedial and coaching classes are arranged for slow learners. The college library is well equipped and remains open from 10 a.m. to 5 p.m. New books and journals are purchased from time to time to meet the requirements of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT-enabled tools for effective teaching and learning process The Institute follows ICT enabled teaching in addition to the traditional chalk and talk method of teaching. The faculty members are using the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work. The Available ICT facilities in the institution are as follows: 1. College Administrative Office: Administrative office of the college is furnished with high configured computer systems with internet and Wi-Fi connectivity, attached with printers. The college has Biometric System to monitor the movement of the staff. The college is completely technology enabled. There are LCD projectors, laptops, speakers, cameras, interactive boards, digital board, router managed switches. All these resources are well utilized to make teaching and learning meaningful. The College has dedicated one Smart Classroom with interactive board, projector, speakers, internet and Wi-Fi connection.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

09

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

08

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	No File Uploaded

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

63 years

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Various methods are used to assess the understanding of concepts by the students. After the completion of a unit, assignments are given to the students which are evaluated and shown to them. They are also encouraged to improve the manner of presentation of their assignments. These assignments give them the requisite practice for attempting the final examination. The answer-books of mid-term tests are shown to the students to ensure transparency in the evaluation and maintenance of CCA record. The Internal Assessment is given to the students on the basis of their performance in the mid-term examination, their attendance and the quality of assignments which they submitted. Assignments are checked and shown to the students so that they come to know about the mistakes they made and the way they can improve their writing skills. Frequent class tests - both written and oral, are given to the students for practice and evaluation of their learning outcomes.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

In order to resolve the problems related to examination and continuous comprehensive assessment (CCA), a special committee is constituted and notified through the college prospectus. Besides, all the concerned teachers solve the problems of the students within the shortest possible time period. All the teachers guide the students in the online filling of examination forms, course names and their codes and other requisite information so as to reduce the problems relating to examination and CCA. If the problem is related to the university, such cases are taken up with the concerned authorities for the timely and prompt action.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

The vision, mission and objectives of the institution is communicated to the students and teachers through various means such as the Prospectus, P.T.A. meetings, Introductory classes, tutorials, and through formal as well as informal interaction.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The teaching, learning and assessment strategies of the institution are structured mainly on the schedules of the academic calendar issued by the HP University Shimla, Himachal Pradesh. Our institution being affiliated to HPU is bound to adhere to the academic calendar approved by the higher authorities. The regulation of each course specifies the framework for academic schedule. The number of teaching days, number of subject papers to be taught, hours of instruction per paper, practical, method of teaching and learning and house examination and methods of assessment and declaration of results.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

19

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1w8R7_EkjYPbV_q5WB9LgXkHrB9NL4r-cM465cPTHx9E/edit?pli=1

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institution has created an eco-system for innovations and taken initiatives for creation and transfer of knowledge through the speeches of various experts and resource persons. Sanskrit scholars of different subjects are invited as resource persons in Workshops/ Seminars/ Conferences, etc. organized by external professional agencies. The teachers are encouraged to pursue higher studies and they are deputed to attend in-service teacher trainings/ workshops to gain knowledge of the latest advanced developments in their respective subjects or fields.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	I

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

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 year

Session 2020-21

NSS- NSS provides students with opportunities for serving the

community, nation, and society.

Activities:

- 1).15/8/2020- Mask and Hand wash distribution campaign.
- 2). 24/9/2020- Virtual Celebration of 51st NSS foundation Day
- 3).24/10/2020- National Celebration of Solidarity Day.
- 4). 26/11/2020- Constitution Day celebration.
- 5). 06/12/2020- Prabhat Phreiesto observe "Fit India Week".
- 6). 16/12/2020- "Padho Aur Padhaao" Abhiyaan organized.

Activities

- 1). 21/06/2020- International Yoga Day.
- 2). 26/6/2020- International Day against Drug-Abuse and Illicit trafficking.
- 3). 1/08/2020-15/08/2020- Aatama Nirbhar Bharat Abhiyaan and Independence Day celebrations.
- 4). 15/8/2020-14/09/2020- Fit India Campaign.
- 5). 01/10/2020- 06/10-2020- Webinar on "Ek Bharat Shresth Bharat".
- 6). 07/11/2020 - National Cancer Awareness Day.
- 7). 15/10/2020-13/11/2020- Online Swachhta Awareness Program.
- 8). 01/12/2020-15/12/2020- Swachhta Pakhwada

Activities: Red Ribbon Club 1. International Youth Day 2. Slogan writing 3. Poster making4. Rangoli 5. Quiz competition

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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.

The institution has adequate facilities for teaching, learning viz. classrooms, one auditorium, one hall housing a library, computers etc. College has 10 lecture halls having seating capacity of around 80 students each. Each room is equipped with lecture stand, blackboard and furniture. The college too has a well-equipped smart classroom having the capacity of 40 students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The institution has adequate facilities for sports, games and cultural activities. The college has a spacious multipurpose auditorium with the capacity of 200 students. It is used for examinations and cultural activities. There is a huge ground in the vicinity of college. It is used for outdoor games like football, cricket, volleyball and basketball. Athletics and Kabaddi are also practised in this playground. Different sports and cultural activities are carried throughout the session in the playground as it is also having an open stage at one end.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

The college has a library which is easily accessible by both students and teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college is in the process of being technology enabled. The internet connection is always available for staff. There is also a well-equipped smart classroom.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

07

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

01 lakh

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms. Library is maintained by a faculty member in this college as there is no Librarian in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

04

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

04

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

04

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

19

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Due to closure of the college during most of the session no student body could be elected.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

Nil

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

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

The college is a government institution and thus there is no financial aid from any Alumni Association. The institution keeps in touch with the old students and former faculty. They are frequently invited on various occasions such as Annual Function and important celebrations. The meeting of old students of the college is fruitful in the sense that it aims at various developmental activities pertaining to the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

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

Given the fact that all government colleges in the state are at par due to their affiliation with Himachal Pradesh University, our institution has a special challenge to be met; to evolve with the changing trends in education, to redefine quality keeping in mind tradition and modernity and infuse values of equity and tolerance in students while they pursue ambitious personal goals. The college ensures the right environment for students to flourish in. The principal provides effective leadership by allowing all stakeholders to participate democratically in decision-making processes. The Department of Higher Education and Himachal Pradesh University monitor our functioning and strengthen our developmental endeavors. All decisions pertaining to recruitment, salaries, and service issues of the employees are taken by the

government. All academic decisions are made by the university. The ease with which the college coped with the Covid situation was commendable. We have upgraded our ICT, infrastructure and mechanisms. All financial dealings are transparent and are audited regularly. Information systems for the benefit of students, staff, and stakeholders are regularly upgraded.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Institution has adopted decentralized and participative management as far as the process of academic administration is concerned. The college functions with the collaborative efforts of the Head of the Institution and all other stakeholders like students, employees (teaching, administrative, ministerial staff), Alumni, PTA and community representatives. The smooth functioning of the college is ensured by the formation of various committees, the appointment of a bursar and the formation of a staff council. No administrative decisions are made solely by the principal without consultation with the committees. Committees that are crucial to student welfare have adequate student representation. Examples of such committees are: IQAC, Anti-ragging committee, Women's Cell, Committee for prevention of sexual harassment, and Hostel and Canteen. All decisions taken by these committees take into account the opinions, suggestions, and complaints of the students. Student representatives were invited to all meetings of the IQAC. Most of the suggestions given by the students are approved by the IQAC and communicated to the concerned committees. Though political activity is officially discouraged as a practice in colleges, we still have student organizations from diverse ideologies. Decisions pertaining to student welfare are always taken after discussion with campus leaders of the prominent student outfits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution strives to reach the summit of excellence through realistic planning and execution of that planning by means of visionary management, realization of the goals and objectives in accordance with the Vision and Mission of the institution. The Principal manages and leads the institution in consultation with various bodies such as the IQAC, Staff Council, and College Advisory Committee. The strategic planning is done, executed and later on assessed from time to time. The College adopts a realistic and positive approach in understanding the strengths, weaknesses, opportunities and challenges of the Institution. The prospective plan is formed and developed by the Institution after taking into consideration the suggestions and feedback given by various stakeholders such as the teaching staff, students, parents, and Heads of Departments through different committees/bodies. These committees operate in their respective domain represented by all the stakeholders. The IQAC constantly works for quality improvement by brainstorming, proposing, executing and informing the latest developments in the fields of academics, teaching learning process, research, administration, and Student Welfare which our institution should adopt. This is clearly stated in the Academic calendar for the year which is prepared at the beginning of the session. The college administration, along with the IQAC, and various academic and administrative committees assess the implementation of the strategic plan from time to time.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

With the Principal at the top of the college administration, the administrative structure of the institution displays the important and exemplary role that bodies such as CSCA, IQAC, Staff Council, Advisory Committee, House Exam Committee and other bodies/committees are expected to play. It showcases the coordination displayed by the teaching and non-teaching staff, the students along with other stakeholders to make the institution strive for the zenith of academic excellence. It reflects the delegation of powers undertaken by the Office of the Principal for effective administration and optimum utilization of the available resources. The various committees are reflected in the college prospectus for the information of the students. The Purchase Committee, Advisory Committee and the IQAC play a key when it comes to the framing of various plans and monitoring the effective execution of decisions taken thereof. Some of the other important committees are the Student Grievance Cell, Anti-Ragging Cell and the Committee for Prevention of Sexual Harassment of Women at Workplace. Being a government institution, the matters regarding the appointment and service rules are taken care of by the Government. All Conduct and Service rules, and career advancement procedures as notified by the Government and HP University are applicable to the employees of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Welfare measures for the teaching and non-teaching staff are as follows:

a. Faculty members are provided with internet-enabled computers and printers to facilitate effective teaching-learning process.

b. Functional 'Women Cell' and 'Prevention of Sexual Harassment of Women at Workplace Committee'.

c. Medical Leave, Earned Leave, Maternity & Paternity Leave for eligible staff members as per HP Govt/UGC rules.

d. Infrastructure Facilities: Common Staff room with all necessary furniture, Microwave, individual lockers and washrooms.

e. Staff Council.

f. Gym facility.

g. Study Leave for up to 2 years is provided to the staff

h. Duty Leave for teaching and non-teaching staff for participation in Conferences/ Seminars/ Workshops/ FDPs etc

i. Parking facility for both teaching and non-teaching staff

j. Vacation(65 days), Gratuity, Medical Reimbursement, LTC, GPF, Pension benefits.

Therefore, it can be safely concluded that the institution strives

hard to keep its staff happy and healthy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

The evaluation of the teaching and non-teaching staff is done in accordance with the Performance Appraisal System of UGC and related API (Academic Performance Indicators). The Proforma to this effect is designed by the Department of Higher Education,

where the teaching and non-teaching employees fill in their self-evaluation for the year along with supporting documents. The Proforma has columns for the participation of the faculty members in FDPs/Refresher/Orientation, Induction, Co-curricular and Extension activities among other columns. The results of different classes are also mentioned in the proforma. The faculty's performance inside the classroom is evaluated through a teacher-evaluation feedback form which is given to many students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

As per the guidelines issued by the H.P. Finance Department, there are three mechanisms of audit: (1) H.P. Auditor-General (HPAG) (2) General Departmental auditing (3) Local Audit.

Grants received from the central and state governments are audited by the H.P. A.G. office. The audit of funds received from the state government is performed by the Department of Higher Education (DOHE) and the expenditure incurred from funds raised by the institution is audited by the college Bursar and a Chartered Accountant. The C.A. hired by the college administration conducts the audit of the National Service Scheme (N.S.S) and PTA. Physical verification of stock/ articles in every department is done internally by the internally designated committees. The college clears all audit objections raised by the auditors before the next audit by producing the supporting documents or by making recoveries. P.T.A. audit is done every year by the college P.T.A secretary. The salaries and payments are made through the government treasury (HIMKOSH) after the passing of the bills by the Principal and treasury officer. The tuition fees collected are deposited in the government accounts through challans.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a government institution, the college receives the chunk of its funds from the State government under different heads. The other sources of funds are Infrastructure Development grants under RUSA, developmental grants received from the UGC, fees collected from the students and PTA funds collected from the parents. An amount of Rs 1000/- per annum is charged as PTA fee. The funds received from the State Government are earmarked with the designated purpose and come under pre-determined heads. These funds are used for recurrent expenditures and other needs. Minor developmental activities are also undertaken from funds under this head only after recommendations from the PTA council. Some needy students are sponsored from the PTA fund. Expenditure is incurred only after proper recommendation by the committees concerned and full codal formalities are observed before the release of payment by the office. The college Bursar and the locally hired CA play a pivotal role in the scrutiny of the expenditure incurred.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Considering the prolonged lockdown during the year 2020-21, the teaching and non-teaching staff and the students as well had no other option but to shift to online mode for teaching-learning. The staff adapted themselves to the need of the hour and learnt to create and use online tools and platforms such as GoogleMeet and Zoom for taking classes from their homes. Due to these efforts, the online classes started and as the teachers and students became efficient in the use of such online tools, online teaching too became interactive and interesting. The IQAC decided that the college should reach out to its students in view of the recurrent reports in the media regarding episodes of domestic violence, mental health, sexual violence, and students dropping out due to financial constraints. It was decided that any student who lost his/her parents due to Covid would be provided financial aid by the college to ensure that they do not drop out. IQAC mobilized the Placement Cell to guide the outgoing students to seek unconventional career paths as employability had taken a major hit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college has an active IQAC constituted as per norms which records the incremental improvement in various activities through discussions and recommendations, identifies need of improvement towards teaching learning and chalks out a plan of action for upcoming session. IQAC used to collect information from

individuals, teaching and non-teaching staff, Library and Hostels. Based on these reports, incremental improvement in quality is identified, and loopholes, if any, are addressed by IQAC. IQAC of the college significantly contributed in maintaining and upgrading the quality of education by suggesting transition to online platforms as an innovative way of teaching. IQAC motivates the faculty members to do FDPs, refresher courses, workshops, and discussion sessions to share and exchange the various teaching methodologies adopted at regular intervals. Every year teacher is expected to fill annual Performance Based Appraisal Form.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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 year

The members of Women's cell have made themselves available for personal counseling for at least one hour each during the week. Covid 19 saw unprecedented mutations of domestic violence and harassment inside homes. For most of the year, the students were expected to stay home and attend classes online.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	CCTV cameras installed in the college, separate washrooms for girl students and for female staff members, gender counselling for students by female faculty members

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

There are dustbins in each corridor on each floor, around the compound, in the lecture rooms, washrooms, office complex, hostel rooms, canteen and kitchen. There are separate dustbins for wet waste in the college canteen and the hostel kitchen. The MC garbage collection service picks up the garbage every day and takes care to receive the wet and dry waste separately. Waste from the science labs is managed as per the guidelines of the department of Town and Country Planning. The college has written to the Government designated body about the collection of its e-waste. We do not have any hazardous chemicals as waste. In the Covid situation, the college had placed special dustbins on the premises for disposal of masks and gloves. these were packed

separately and handed over to the MC Van with extra caution.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

The college provides an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities. The college in its vision, mission, and objectives clearly states its intention to inculcate human values of discipline, tolerance, democratic inclusivity, and personal integrity and to preserve and promote the cultural heritage of the nation and the region. The college, through its various clubs and societies, undertakes different initiatives like the celebration of important national and state days, and special efforts are made to organize lectures on important national and state personalities that have played a significant role in building an inclusive environment. The vision and ideas of our Constitution are disseminated to students through the celebration of Constitution Day. College makes a point to conclude all public events by the singing of the national anthem.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

To inculcate values, duties and responsibilities, students get the chance to engage themselves in various activities and committees in the college. Various committees are constituted such as red cross/ red ribbon, Disaster management, Eco club, NSS, Rangers and Rovers which help students to inculcate values and responsibilities towards community, state and country. Every year, on the occasion of Constitution Day, The department of Political Science organizes a function with a view to educating students about the constitutional rights, responsibilities and duties of the citizens of the country. The department also has a tie-up with the office of the chief electoral officer to host at least one lecture every year to educate students about the importance of casting their vote.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates all national and international commemorative days like Republic Day, National Girl Child day, International Women's Day, Sanskrit Divas, Labour Day, Anti-terrorism Day, World Environment Day, Independence Day, Sadbhawana Diwas, National Sports Day, Teachers' Day, Hindi Pakhwada, Gandhi Jayanti (Swatchata Diwas). World AIDS day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. Practice: Social Outreach

Objectives: Inculcating values like; social responsibility, sensitivity, respect for diversity, and self worth
Context: COVID-19 pandemic.

Practice: Collected essential items like books, clothes, blankets, shoes, masks, etc, and distributed these to the needy. NSS volunteers provided online lessons to children. The lesser privileged colleagues in the college ministerial staff were helped financially by the teaching staff. Needy students of the college could pick up whatever they needed.

Evidence of Success: Teachers/students reported a sense of personal satisfaction. Economically weaker students, and people in hospitals, and colonies were happy and grateful to receive clothes, books, masks, and blankets.

Problems Encountered and Resources Required: For online endeavors, network connectivity and data usage cost became prohibitive.

2. Practice: Mentoring

Objectives: Providing judgment-free counseling and guidance for the psychological needs of students

The Context: Extending the scope of the mentorship program during Covid-19.

Practice: Mentor groups formed with 50-60 students and one teacher. Interactions took place as per the online schedule.
Evidence of success Repeated requests for interaction with mentors beyond scheduled hours. Other sessions on happiness and stress

management were conducted.

Problems Encountered and Resources Required: Hesitation. All mentors are not equipped to counsel.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

A distinctive feature of the college during COVID has been to address the physical/academic /mental well-being of students. The COVID times were challenging for we had to shift to online mode of teaching. The college administration was quick enough to analyze the gaps in the delivery system of online teaching and immediately updated its ITC infrastructure to respond to the new normal which required teachers to be acquainted with the online modes and tools of teaching, whereas students were also motivated to be comfortable with the new system of teaching learning. After lockdown, before online teaching began, teachers were trained in the use of technology for the creation of e-content/lecture, use of online platforms, delivery of content, and assessment/evaluation using online techniques. Many students found the transition from traditional to online teaching difficult. Within a month the teaching-learning process took off seamlessly, it saw a surge in the use of technology by the students. Online interaction dealt not only with academic issues but with mental health too. Keeping in mind the stigma of mental health, such issues were discreetly handled and help was provided.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum of the college is implemented after conducting meetings at regular intervals with the staff and heads of teaching departments. Teachers are encouraged to implement the curriculum through different innovative methods such as ICT, assignments, seminars and class tests along with traditional modes of teaching. Each faculty member chalks out a plan for the implementation of academic and co-curricular activities to be conducted in the whole session. At least 80 percent of the prescribed syllabus is to be taught before the internal house examination which are usually held in the last week of November. The annual exams are conducted by H P University Shimla at the end of the session in the months of April/May. Students are evaluated on the basis of their performance in the house exams, seminars by students, assignments, attendance which accounts for the continuous comprehensive assessment (CCA). Teachers regularly participate in faculty development programmes, workshops, refresher courses, orientation programmes and other academic activities aimed at enhancing and sharpening the skills of teachers. Despite having a restricted autonomy, the faculty and students are provided with internet facility and ICT resources. Classroom teaching is integrated with practicals and field studies. Resource persons are usually invited to brief students and keep them aware of social, economic and environmental issues.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the academic calendar which is prepared at the beginning of the session and is also printed in the prospectus. The complete programme of continuous internal

evaluation is mentioned in the prospectus. The rules and guidelines regarding attendance, house exams and general conduct are conveyed periodically to the students. This year due to unprecedented covid conditions and closure of the institution for most of the time, assignments were given online and attendance was also recorded during online classes. Online seminars were conducted and assignments were also evaluated online. The internal assessment was then calculated on the basis of all these activities.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

01

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

Nil

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Environment Science is included as one of the compulsory subjects in the first year so that the students become aware of their responsibility to keep the environment neat and clean. There is an Eco Club in the college which enrolls students for keeping the campus clean and green and thereby making students responsible citizens who protect and preserve environment.

Number of activities are organised to create awareness among students about environment. There is a woman cell in the college which organises gender sensitization programmes in the college.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

219

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

83

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college has to follow the guidelines of admission of the affiliating University and the Directorate of Higher Education, Government of Himachal Pradesh and no such mechanism is being provided by these statutory bodies to assess the skill and learning levels of students at the time of admission. However, proper guidance is provided by the committee of senior faculty members about the choice of the programme and courses. They are also allowed to change the courses within a specified periods as per rules. The college administration provides conducive environment for learning and all round growth of the students from diverse backgrounds. Most of the students belong to rural areas. Over 60 percent students are girls. The special learning needs of students are identified by the teachers by means of getting feedback through varied methods like interaction, asking basic questions, class tests, assignments and mid-term tests. Performance in the qualifying examination can also help to identify the slow and advanced learners in the class. The teacher then modifies his/her teaching style according to the learning abilities of the students. Personal attention is given to slow learners both inside and outside the class.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
219	09

File Description	Documents
Any additional information	No File Uploaded

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

The college has well qualified, experienced and full time faculty members who take personal interest in student centric activities. As a result, the teaching learning process becomes more interesting, creative and dynamic. As students hail from different socio- economic background, possess distinct abilities and diverse attributes, all possible efforts are made to cater to the requirements of such a diversified group by using appropriate and varied student centric methods of teaching and learning. Although the time-tested lecture method is used in the teaching process; classroom discussions and presentations are also encouraged to make learning more useful, effective and result oriented. It is mandatory for the teachers to attend Orientation courses, Refresher courses and other Faculty Development Programmes as to improve their teaching skills and keep them updated, with regard to the contemporary developments in the respective subjects. Collaborative learning is also promoted among the students by their active participation in NCC, NSS, and activities of cultural and other clubs/societies. Remedial and coaching classes are arranged for slow learners. The college library is well equipped and remains open from 10 a.m. to 5 p.m. New books and journals are purchased from time to time to meet the requirements of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT-enabled tools for effective teaching and learning process
 The Institute follows ICT enabled teaching in addition to the traditional chalk and talk method of teaching. The faculty members are using the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work. The Available ICT facilities in the institution are as follows: 1. College Administrative Office: Administrative office of the college is furnished with high configured computer systems with internet and Wi-Fi connectivity, attached with printers. The college has Biometric System to monitor the movement of the staff. The college is completely technology enabled. There are LCD projectors, laptops, speakers, cameras, interactive boards, digital board, router managed switches. All these resources are well utilized to make teaching and learning meaningful. The College has dedicated one Smart Classroom with interactive board, projector, speakers, internet and Wi-Fi connection.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

09

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

08

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	No File Uploaded

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

63 years	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded
2.5 - Evaluation Process and Reforms	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>Various methods are used to assess the understanding of concepts by the students. After the completion of a unit, assignments are given to the students which are evaluated and shown to them. They are also encouraged to improve the manner of presentation of their assignments. These assignments give them the requisite practice for attempting the final examination. The answer-books of mid-term tests are shown to the students to ensure transparency in the evaluation and maintenance of CCA record. The Internal Assessment is given to the students on the basis of their performance in the mid-term examination, their attendance and the quality of assignments which they submitted. Assignments are checked and shown to the students so that they come to know about the mistakes they made and the way they can improve their writing skills. Frequent class tests - both written and oral, are given to the students for practice and evaluation of their learning outcomes.</p>	
File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil
2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient	
<p>In order to resolve the problems related to examination and continuous comprehensive assessment (CCA), a special committee is constituted and notified through the college prospectus. Besides, all the concerned teachers solve the problems of the students within the shortest possible time period. All the teachers guide the students in the online filling of</p>	

examination forms, course names and their codes and other requisite information so as to reduce the problems relating to examination and CCA. If the problem is related to the university, such cases are taken up with the concerned authorities for the timely and prompt action.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

The vision, mission and objectives of the institution is communicated to the students and teachers through various means such as the Prospectus, P.T.A. meetings, Introductory classes, tutorials, and through formal as well as informal interaction.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The teaching, learning and assessment strategies of the institution are structured mainly on the schedules of the academic calendar issued by the HP University Shimla, Himachal Pradesh. Our institution being affiliated to HPU is bound to adhere to the academic calendar approved by the higher authorities. The regulation of each course specifies the framework for academic schedule. The number of teaching days, number of subject papers to be taught, hours of instruction per paper, practical, method of teaching and learning and house examination and methods of assessment and declaration of results.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

19

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1w8R7_EkjYPbV_q5WB9LgXkHrB9NL4r-cM465cPTHx9E/edit?pli=1

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institution has created an eco-system for innovations and taken initiatives for creation and transfer of knowledge through the speeches of various experts and resource persons. Sanskrit scholars of different subjects are invited as resource persons in Workshops/ Seminars/ Conferences, etc. organized by external professional agencies. The teachers are encouraged to pursue higher studies and they are deputed to attend in-service teacher trainings/ workshops to gain knowledge of the latest advanced developments in their respective subjects or fields.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	I

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

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 year

Session 2020-21

NSS- NSS provides students with opportunities for serving the community, nation, and society.

Activities:

- 1).15/8/2020- Mask and Hand wash distribution campaign.
- 2). 24/9/2020- Virtual Celebration of 51st NSS foundation Day
- 3).24/10/2020- National Celebration of Solidarity Day.
- 4). 26/11/2020- Constitution Day celebration.
- 5). 06/12/2020- Prabhat Phreiesto observe "Fit India Week".
- 6). 16/12/2020- "Padho Aur Padhaao" Abhiyaan organized.

Activities

- 1). 21/06/2020- International Yoga Day.
- 2). 26/6/2020- International Day against Drug-Abuse and Illicit trafficking.
- 3). 1/08/2020-15/08/2020- Aatma Nirbhar Bharat Abhiyaan and Independence Day celebrations.
- 4). 15/8/2020-14/09/2020- Fit India Campaign.
- 5). 01/10/2020- 06/10-2020- Webinar on "Ek Bharat Shresth Bharat".
- 6). 07/11/2020 - National Cancer Awareness Day.
- 7). 15/10/2020-13/11/2020- Online Swachhta Awareness Program.
- 8). 01/12/2020-15/12/2020- Swachhta Pakhwada

Activities: Red Ribbon Club 1. International Youth Day 2. Slogan writing 3. Poster making4. Rangoli 5. Quiz competition

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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.

The institution has adequate facilities for teaching, learning viz. classrooms, one auditorium, one hall housing a library, computers etc. College has 10 lecture halls having seating capacity of around 80 students each. Each room is equipped with lecture stand, blackboard and furniture. The college too has a well-equipped smart classroom having the capacity of 40 students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The institution has adequate facilities for sports, games and cultural activities. The college has a spacious multipurpose auditorium with the capacity of 200 students. It is used for examinations and cultural activities. There is a huge ground in the vicinity of college. It is used for outdoor games like football, cricket, volleyball and basketball. Athletics and Kabaddi are also practised in this playground. Different sports and cultural activities are carried throughout the session in the playground as it is also having an open stage at one end.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

The college has a library which is easily accessible by both students and teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
Nil	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
0	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college is in the process of being technology enabled. The internet connection is always available for staff. There is also a well-equipped smart classroom.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

07

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and

academic support facilities) excluding salary component during the year (INR in lakhs)

01 lakh

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms. Library is maintained by a faculty member in this college as there is no Librarian in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

04

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

04

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

04

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

19

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Due to closure of the college during most of the session no student body could be elected.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

Nil

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

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

The college is a government institution and thus there is no financial aid from any Alumni Association. The institution keeps in touch with the old students and former faculty. They are frequently invited on various occasions such as Annual Function and important celebrations. The meeting of old students of the college is fruitful in the sense that it aims at various developmental activities pertaining to the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

Given the fact that all government colleges in the state are at par due to their affiliation with Himachal Pradesh University, our institution has a special challenge to be met; to evolve with the changing trends in education, to redefine quality keeping in mind tradition and modernity and infuse values of equity and tolerance in students while they pursue ambitious personal goals. The college ensures the right environment for students to flourish in. The principal provides effective leadership by allowing all stakeholders to participate democratically in decision-making processes. The Department of Higher Education and Himachal Pradesh University monitor our functioning and strengthen our developmental endeavors. All decisions pertaining to recruitment, salaries, and service issues of the employees are taken by the government. All academic decisions are made by the university. The ease with which the college coped with the Covid situation was commendable. We have upgraded our ICT, infrastructure and mechanisms. All financial dealings are transparent and are audited regularly. Information systems for the benefit of students, staff, and stakeholders are regularly upgraded.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Institution has adopted decentralized and participative management as far as the process of academic administration is concerned. The college functions with the collaborative efforts of the Head of the Institution and all other stakeholders like students, employees (teaching, administrative, ministerial staff), Alumni, PTA and community representatives. The smooth functioning of the college is ensured by the formation of various committees, the appointment of a bursar and the formation of a staff council. No administrative decisions are made solely by the principal without consultation with the committees. Committees that are crucial to student welfare have adequate student representation. Examples of such committees are: IQAC, Anti-ragging committee, Women's Cell, Committee for prevention of sexual harassment, and Hostel and Canteen. All decisions taken by these committees take into account the

opinions, suggestions, and complaints of the students. Student representatives were invited to all meetings of the IQAC. Most of the suggestions given by the students are approved by the IQAC and communicated to the concerned committees. Though political activity is officially discouraged as a practice in colleges, we still have student organizations from diverse ideologies. Decisions pertaining to student welfare are always taken after discussion with campus leaders of the prominent student outfits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution strives to reach the summit of excellence through realistic planning and execution of that planning by means of visionary management, realization of the goals and objectives in accordance with the Vision and Mission of the institution. The Principal manages and leads the institution in consultation with various bodies such as the IQAC, Staff Council, and College Advisory Committee. The strategic planning is done, executed and later on assessed from time to time. The College adopts a realistic and positive approach in understanding the strengths, weaknesses, opportunities and challenges of the Institution. The prospective plan is formed and developed by the Institution after taking into consideration the suggestions and feedback given by various stakeholders such as the teaching staff, students, parents, and Heads of Departments through different committees/bodies. These committees operate in their respective domain represented by all the stakeholders. The IQAC constantly works for quality improvement by brainstorming, proposing, executing and informing the latest developments in the fields of academics, teaching learning process, research, administration, and Student Welfare which our institution should adopt. This is clearly stated in the Academic calendar for the year which is prepared at the beginning of the session. The college administration, along with the IQAC, and various academic and administrative committees assess the implementation of the strategic plan from time to time.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

With the Principal at the top of the college administration, the administrative structure of the institution displays the important and exemplary role that bodies such as CSCA, IQAC, Staff Council, Advisory Committee, House Exam Committee and other bodies/committees are expected to play. It showcases the coordination displayed by the teaching and non-teaching staff, the students along with other stakeholders to make the institution strive for the zenith of academic excellence. It reflects the delegation of powers undertaken by the Office of the Principal for effective administration and optimum utilization of the available resources. The various committees are reflected in the college prospectus for the information of the students. The Purchase Committee, Advisory Committee and the IQAC play a key when it comes to the framing of various plans and monitoring the effective execution of decisions taken thereof. Some of the other important committees are the Student Grievance Cell, Anti-Ragging Cell and the Committee for Prevention of Sexual Harassment of Women at Workplace. Being a government institution, the matters regarding the appointment and service rules are taken care of by the Government. All Conduct and Service rules, and career advancement procedures as notified by the Government and HP University are applicable to the employees of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>Welfare measures for the teaching andnon-teaching staff are as follows:</p> <p>a. Faculty members are provided with internet-enabled computers and printers to facilitate effective teaching-learning process.</p> <p>b. Functional 'Women Cell' and 'Prevention of Sexual Harassment of Women at WorkplaceCommittee'.</p> <p>c. Medical Leave, Earned Leave, Maternity & Paternity Leave for eligible staff members as per HP Govt/UGC rules.</p> <p>d. Infrastructure Facilities: Common Staff room with all necessary furniture, Microwave, individual lockers and washrooms.</p> <p>e. Staff Council.</p> <p>f. Gym facility.</p> <p>g. Study Leave for up to 2years is provided to the staff</p> <p>h. Duty Leave for teaching and non-teaching staff for participation in Conferences/ Seminars/ Workshops/ FDPs etc</p>	

i. Parking facility for both teaching and non-teaching staff

j. Vacation(65 days), Gratuity, Medical Reimbursement, LTC, GPF, Pension benefits.

Therefore, it can be safely concluded that the institution strives hard to keep its staff happy and healthy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

The evaluation of the teaching and non-teaching staff is done in accordance with the Performance Appraisal System of UGC and related API (Academic Performance Indicators). The Proforma to

this effect is designed by the Department of Higher Education, where the teaching and non-teaching employees fill in their self-evaluation for the year along with supporting documents. The Proforma has columns for the participation of the faculty members in FDPs/Refresher/Orientation, Induction, Co-curricular and Extension activities among other columns. The results of different classes are also mentioned in the proforma. The faculty's performance inside the classroom is evaluated through a teacher-evaluation feedback form which is given to many students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

As per the guidelines issued by the H.P. Finance Department, there are three mechanisms of audit: (1) H.P. Auditor-General (HPAG) (2) General Departmental auditing (3) Local Audit.

Grants received from the central and state governments are audited by the H.P. A.G. office. The audit of funds received from the state government is performed by the Department of Higher Education (DOHE) and the expenditure incurred from funds raised by the institution is audited by the college Bursar and a Chartered Accountant. The C.A. hired by the college administration conducts the audit of the National Service Scheme (N.S.S) and PTA. Physical verification of stock/ articles in every department is done internally by the internally designated committees. The college clears all audit objections raised by the auditors before the next audit by producing the supporting documents or by making recoveries. P.T.A. audit is done every year by the college P.T.A secretary. The salaries and payments are made through the government treasury (HIMKOSH) after the passing of the bills by the Principal and treasury officer. The tuition fees collected are deposited in the government accounts through challans.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a government institution, the college receives the chunk of its funds from the State government under different heads. The other sources of funds are Infrastructure Development grants under RUSA, developmental grants received from the UGC, fees collected from the students and PTA funds collected from the parents. An amount of Rs 1000/- per annum is charged as PTA fee. The funds received from the State Government are earmarked with the designated purpose and come under pre-determined heads. These funds are used for recurrent expenditures and other needs. Minor developmental activities are also undertaken from funds under this head only after recommendations from the PTA council. Some needy students are sponsored from the PTA fund. Expenditure is incurred only after proper recommendation by the committees concerned and full codal formalities are observed before the release of payment by the office. The college Bursar and the locally hired CA play a pivotal role in the scrutiny of the expenditure incurred.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Considering the prolonged lockdown during the year 2020-21, the teaching and non-teaching staff and the students as well had no other option but to shift to online mode for teaching-learning. The staff adapted themselves to the need of the hour and learnt to create and use online tools and platforms such as Google Meet and Zoom for taking classes from their homes. Due to these efforts, the online classes started and as the teachers and students became efficient in the use of such online tools, online teaching too became interactive and interesting. The IQAC decided that the college should reach out to its students in view of the recurrent reports in the media regarding episodes of domestic violence, mental health, sexual violence, and students dropping out due to financial constraints. It was decided that any student who lost his/her parents due to Covid would be provided financial aid by the college to ensure that they do not drop out. IQAC mobilized the Placement Cell to guide the outgoing students to seek unconventional career paths as employability had taken a major hit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college has an active IQAC constituted as per norms which records the incremental improvement in various activities through discussions and recommendations, identifies need of improvement towards teaching learning and chalks out a plan of action for upcoming session. IQAC used to collect information

from individuals, teaching and non-teaching staff, Library and Hostels. Based on these reports, incremental improvement in quality is identified, and loopholes, if any, are addressed by IQAC. IQAC of the college significantly contributed in maintaining and upgrading the quality of education by suggesting transition to online platforms as an innovative way of teaching. IQAC motivates the faculty members to do FDPs, refresher courses, workshops, and discussion sessions to share and exchange the various teaching methodologies adopted at regular intervals. Every year teacher is expected to fill annual Performance Based Appraisal Form.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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 year

The members of Women's cell have made themselves available for personal counseling for at least one hour each during the week. Covid 19 saw unprecedented mutations of domestic violence and harassment inside homes. For most of the year, the students were expected to stay home and attend classes online.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	CCTV cameras installed in the college, separate washrooms for girl students and for female staff members, gender counselling for students by female faculty members

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

There are dustbins in each corridor on each floor, around the compound, in the lecture rooms, washrooms, office complex, hostel rooms, canteen and kitchen. There are separate dustbins for wet waste in the college canteen and the hostel kitchen. The MC garbage collection service picks up the garbage every day and takes care to receive the wet and dry waste separately. Waste from the science labs is managed as per the guidelines of the department of Town and Country Planning. The college has written to the Government designated body about the collection

of its e-waste. We do not have any hazardous chemicals as waste. In the Covid situation, the college had placed special dustbins on the premises for disposal of masks and gloves. these were packed separately and handed over to the MC Van with extra caution.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

The college provides an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities. The college in its vision, mission, and objectives clearly states its intention to inculcate human values of discipline, tolerance, democratic inclusivity, and personal integrity and to preserve and promote the cultural heritage of the nation and the region. The college, through its various clubs and societies, undertakes different initiatives like the celebration of important national and state days, and special efforts are made to organize lectures on important national and state personalities that have played a significant role in building an inclusive environment. The vision and ideas of our Constitution are disseminated to students through the celebration of Constitution Day. College makes a point to conclude all public events by the singing of the national anthem.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

To inculcate values , duties and responsibilities, students get

the chance to engage themselves in various activities and committees in the college. Various committees are constituted such as red cross/ red ribbon , Disaster management , Eco club, NSS, Rangers and Rovers which help students to inculcate values and responsibilities towards community, state and country. Every year, on the occasion of Constitution Day, The department of Political Science organizes a function with a view to educating students about the constitutional rights, responsibilities and duties of the citizens of the country. The department also has a tie-up with the office of the chief electoral officer to host at least one lecture every year to educate students about the importance of casting their vote.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates all national and international commemorative days like Republic Day, National Girl Child day, International Women's Day, Sanskrit Divas, Labour Day, Anti-terrorism Day, World Environment Day, Independence Day, Sadbhawana Diwas, National Sports Day, Teachers' Day, Hindi Pakhwada, Gandhi Jayanti (Swatchata Diwas). World AIDS day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. Practice: Social Outreach

Objectives: Inculcating values like; social responsibility, sensitivity, respect for diversity, and self worth
Context: COVID-19 pandemic.

Practice: Collected essential items like books, clothes, blankets, shoes, masks, etc, and distributed these to the needy. NSS volunteers provided online lessons to children. The

lesser privileged colleagues in the college ministerial staff were helped financially by the teaching staff. Needy students of the college could pick up whatever they needed.

Evidence of Success: Teachers/students reported a sense of personal satisfaction. Economically weaker students, and people in hospitals, and colonies were happy and grateful to receive clothes, books, masks, and blankets.

Problems Encountered and Resources Required: For online endeavors, network connectivity and data usage cost became prohibitive.

2. Practice: Mentoring Objectives: Providing judgment-free counseling and guidance for the psychological needs of students

The Context: Extending the scope of the mentorship program during Covid-19.

Practice: Mentor groups formed with 50-60 students and one teacher. Interactions took place as per the online schedule. **Evidence of success** Repeated requests for interaction with mentors beyond scheduled hours. Other sessions on happiness and stress management were conducted.

Problems Encountered and Resources Required: Hesitation. All mentors are not equipped to counsel.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

A distinctive feature of the college during COVID has been to address the physical/academic /mental well-being of students. The COVID times were challenging for we had to shift to online mode of teaching. The college administration was quick enough to analyze the gaps in the delivery system of online teaching and immediately updated its ITC infrastructure to respond to the

new normal which required teachers to be acquainted with the online modes and tools of teaching, whereas students were also motivated to be comfortable with the new system of teaching learning. After lockdown, before online teaching began, teachers were trained in the use of technology for the creation of e-content/lecture, use of online platforms, delivery of content, and assessment/evaluation using online techniques. Many students found the transition from traditional to online teaching difficult. Within a month the teaching-learning process took off seamlessly, it saw a surge in the use of technology by the students. Online interaction dealt not only with academic issues but with mental health too. Keeping in mind the stigma of mental health, such issues were discreetly handled and help was provided.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Extension activities and outreach programs would be conducted through NSS, Rover & Rangers, ECO club.
2. Celebration of all commemorative days by the respective departments.
3. Organization of seminar/conference (National/State/Local)
4. Students will be motivated to participate in inter-college competitive events in view of their all-round development.
5. Career and Counseling sessions would be organized by each department for students.
6. Faculty members will be encouraged to attend online/face to face FDPs, workshops; to publish books and also to write & submit research papers and research proposals for grant.
7. For an environmental consciousness and awareness, afforestation derive would be carried out throughout the year.