The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution   :   SCVB Govt. College Palampur

- Name of the Head of the institution   :   Dr. Sujit Surroch

- Designation   :   Principal (In charge)

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.   :   01894 235973

- Mobile no.   :   9418043690

- Registered e-mail   : gcpalampur@gmail.com

- Alternate e-mail   : sujitsurroch@gmai.com

- Address   : Shaheed Captain Vikram Batra Government College

- City/Town   : Palampur
- State/UT   : Himachal Pradesh

- Pin Code   : 176061

2. Institutional status:
- Affiliated / Constituent   : yes
- Type of Institution   : Co-education
- Location   : Rural
- Financial Status   : UGC 2f and 12 (B)/ RUSA/Self financing

- Name of the Affiliating University   : H P University, Shimla

- Name of the IQAC Co-ordinator   : Dr Sujit Surroch
- Phone no.   : 01894235973
  Alternate phone no.   : 7070092557

- Mobile   : 9418043690

- IQAC e-mail address   : sujitsurroch@gmail.com

- Alternate Email address   : drajaythakur1968@yahoo.co.in &

    gcpalampur@gmail.com

3. Website address:

  Web-link of the AQAR: (Previous Academic Year):

 For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

4. Whether Academic Calendar prepared during the year? : Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: yes

Weblink   : www.gcpalampur.ac.in

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.50	2014	from:2014 - to 2019
2nd				from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: 10/10/2013

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Human Values, ICT and Yoga and Meditation	**2018-19**	

Note: Some Quality Assurance initiatives of the institution are:
 (Indicative list)
- *Regular meeting of Internal Quality Assurance Cell (IQAC);*

> - *Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Dr Hitesh Thakur	Travel Grant	UGC	2018	Rs106885/
Dr. K K Pandey	Research Project	ICHR	2018	Rs 400000/

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

               Composition of IQAC:
1. No. of Teachers: 06
2. No. of students: 01
3. Administrative/ Technical Staff: 01

10. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: Action taken Report uploaded

  (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   : No

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

     *Installation and repair of Water Purifies(Aqua Guards) and water coolers

     *Purchase and Installation of 2 podiums

     *Purchase of two mikes for class room teaching

     *Addition of e-books and reference books in library

     *Strengthening of IT labs and computer facilities for faculty

13. 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
Improvement of Drinking water facility Purchase of e- books and reference books Improvement in ICT Purchase of Podium Regular cleanliness drive in college Mikes for teaching in class rooms	All these initiatives were successfully completed before 31st December, 2108

14. Whether the AQAR was placed before statutory body?   :   No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?   **: No**

16. Whether institutional data submitted to AISHE   : Yes

   Year: 2018-19   Date of Submission: 26.02.2019

17. Does the Institution have Management Information System? :   **Yes**

   If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

The college has its MIS where all the data of the student admission is maintained. Such as Fee collection, Subject combination, profile of students etc. is taken under consideration. The examination pattern of the university is also online. The college uses various software to maintain all records.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
In order to ensure quality in academics and related activities, the performance of the student is regularly monitored through class tests assignments, in-house exams and specially designed activities like discussions and quizzes. The growth and development of the faculty is ensured by facilitating their participation on workshops, seminars and training Programmes.

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Acquisition of latest information and skills in their respective disciplines by the teachers helps to improve the quality of classroom instruction. The students are also offered remedial advice and support on the basis of their performance in various tests.

The institution ensure active internalized of tits best practices through the support and co-operation of the staff members, student bodies and the PTA as enumerated under various heads above.

The institution has endeavored to enhance the quality of the students not only through academics but also by facilitating their participation in different sports, cultural and community extension activities at the state and national levels.

The students from socially and economically backward sections of the society and differently able students are provided fee-concessions and scholarships to accord them better to college education. They are also provided texts-books on priority from the college library under the Book-Bank scheme.

The bonafide girl students of the state have been exempted from paying tuition fees by the Govt.

The institution has no provision for gender audit gender sensitizing courses.

The college is pre-dominantly a rural college providing quality editions to the local population. The number of tribal students in the college is quite low. They are allowed fee-concession/scholarship as per norms. The data for incremental academic growth of the students from the disadvantaged sections is presently not available. There is no mechanism for promoting social justice available with the college. However, the college does not make any discrimination among its students on the basis of their social background.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year: No

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year) 2013					

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

	Certificate	Diploma Courses
No of Students		
1.3 Curriculum Enrichment		

1.3.1 Value-added courses imparting transferable and life skills offered during the year		
Value added courses	Date of introduction	Number of students enrolled

1.3.2 Field Projects / Internships under taken during the year	
Project/Programme Title	No. of students enrolled for Field Projects / Internships

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	No	No

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

On the basis of Feedback given by the teachers and students, IQAC submitted its recommendations to the Principal and ensured that these recommendations are implemented in time. Installation of new water purifiers and repair/ service of old ones fulfilled the demands of drinking water. Purchase of podiums, laptops, computer and printers etc. Helped the faculty members to achieve their targets whether related to class room teaching or other administrative responsibilities. Addition of e- books, reference books, text books and general books in the library helped the students to access the knowledge and improve their concepts and learning. Purchase of mikes helped the teachers to teach effectively in the class rooms as now students in back benches can hear their voice clearly. Addition and repair of boards(Black/ White) helped in effective teaching. Regular cleanliness drive in the college helped the administration in keeping the college clean and keeping the students fit & healthy.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B. Com.	**840**	635	635
B.A.	**3660**	1141	1141
B. Sc.	**2580**	1251	1251
B.B.A	**180**	167	167
B.C.A.	**180**	162	162
M.A.	**80**	38	38

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3427	38	34+(10 Contractual basis)	03	03

2.3 Teaching - Learning Process

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

Number of	Number of	ICT tools and	Number of ICT	Number of	E-resources

teachers on roll	teachers using ICT *(LMS, e-Resources)*	resources available	enabled classrooms	smart classrooms	and techniques used
44	All	Smart Class rooms & podium	16	16	E-books & Internet

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

There is a provision of remedial teaching for slow learners. There are 19 mentors in the college. These mentors take full responsibility of academic work of the department.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
3465	44	1:80

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
49	45	04	Nil	23

2.4.2 Honours and recognitions received by teachers: No
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination

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

Reforms in Continuous Internal Evaluation (CIE) system at the institutional level College follow the assessment procedure as per the norms of the H P university, Shimla and conduct mid term examinations of each course in each subject as per the question paper style provided by the Board of studies of that subject. Marks of Mid term examination, marks for class Attendance and marks of assignment /seminar together constitute the marks for internal assessment which are 30. marks for end term examination or annual examinations are 50 for practical subjects and 70 for non-practical subjects. End semester examination or annual examinations is conducted by the H P University. In addition to the mid examinations we do conduct assignments & class tests as a part of continuous internal evaluation. The assignments and class tests differ for both the quick learners and slow learners. 20 marks are kept for practicals in practical subjects. E- resources and other lectures techniques are used to support the class room teaching. Comprehensive individual assignments are practiced and students need to present the assignment before submission. Students are encouraged to give Seminars. Debates, declamations, quiz contests are organized regularly on different occasions to spot out the hidden talent of the students. All these activities improved the understanding of students in these domains and help in over all development of students, improved results and pass percentage, improved placements and

opting for higher studies.

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

Examination is the way to express real knowledge and ability in the written form. We at Shaheed CaptainVikram Batra Government College strictly adhere to the academic calendar of Himachal Pradesh University. Institution has its own calendar for class tests, unit tests and midterm examination besides seminars, assignments of quiz or concerned subjects as above mentioned each component has its score as per university.The institution adheres to the academic calendar for the conduct of CIE The committee consisting of Principal and Controller of Examinations prepare the academic calendar well in advance before the commencement of the semester/session. The calendar outlines the semester class work schedule, internal examination schedule and external examination schedule. The faculty members of the concerned department gather the lists of courses for the coming semester. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members are prepares the lesson plan before the commencement of semester, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then, made available to the students. Timetable committee of the college prepares the timetable of each faculty(Science , commerce and Arts and BBA, BCA and MA) for the number of credit hours for each subject prior to the commencement of the semester. Time-table is then displayed in the respective departmental notice boards by their Head of the Departments after distributing it among the faculty members in the department. The performance of the students is assessed on a continuous basis by conducting mid term exams as per the H P University norms per semester/session. In addition to the tests, assignments, seminars and assignments are also the part of Continuous Internal Evaluation. The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any. Finally the InternalExamination is the way to express real knowledge and ability in the written form. We at Shaheed Captain Vikram Batra Government College strictly adhere to the academic calendar of Himachal Pradesh University. Institution has its own calendar for class tests, unit tests and midterm examination besides seminars, assignments of quiz or concerned subjects as above mentioned each component has its score as per university.The institution adheres to the academic calendar for the conduct of CIE The committee consisting of Principal and Controller of Examinations prepare the academic calendar well in advance before the commencement of the semester/session. The calendar outlines the semester class work schedule, internal examination schedule and external examination schedule. The faculty members of the concerned department gather the lists of courses for the coming semester. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members are prepares the lesson plan before the commencement of semester, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then, made available to the students. Timetable committee of the college prepares the timetable of each faculty(Science , commerce and Arts and BBA, BCA and MA) for the number of credit hours for each subject prior to the commencement of the semester. Time-table is then displayed in the respective departmental notice boards by their Head of the Departments after distributing it among the faculty members in the department. The performance of the students is assessed on a continuous basis by conducting mid term exams as per the H P University norms per semester/session. In addition to the tests, assignments, seminars and assignments are also the part of Continuous Internal Evaluation. The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution

(to provide the weblink)

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct method. Direct method is provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment. Throughout the semester the faculty records the performance of each student on each course outcome. Average attainment in direct method = University Examination (70%) +Internal assessment (30%) . The tools used for the assessment of POs/PSOs and their frequency are:

1. End Semester University Examination - At the end of each semester/year university conducts examinations based on the result published by university the course outcomes are measured based on the course attainment level fixed by the program Director at end of each semester

2. Assignment Assignments are given at the end of each module. The assignments are provided to students, such that students will refer the text books and good reference books to find out the answers and understand the expected objective of the given problem. According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BA Pass Course	BA 6th Semester	339	339	100
B.Com Pass Course	B. Com 6th Semester	157	157	100
B.Sc Pass Course	B. Sc 6th Semester	127	127	100
BBA Pass Course	BBA 6th Semester	45	45	100
BCA Pass Course	BCA 6th Semester	31	31	100

2.7 Student Satisfaction Survey

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Interdisciplinary				

Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects *(other than compulsory by the College)*				
International Projects				
Funds received	**2014**	**Sh. R.L. Batra**	**10000**	**Scholarship**
	2014	**Dr. Nirmal Sood**	**30000**	**Scholarship**
Total	**2019**	**Sh. R.S. Patial**	**11000**	**Contribution**

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
07	College	12-14th March 2019 04-04-2019 10-08-2019 27-08-2019

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

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

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

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

Name of the Department	No. of Ph. Ds Awarded

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

	Department	No. of Publication	Average Impact Factor, if any
Nati		03	

onal				
International				

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

Department	No. of publication

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops				
Presented papers				
Resource Persons				

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities	
NSS	**Seven Days Special Camp**			
Tree Plantation Drive	**HP Forest Department**		**45**	
B,day celebration of sir Baden Powell	**JNV Paprola**		**122**	
Swachh Bharat Drive	**Local Panchayat**		**30**	
World Aids Day	**Local Panchayat**		**40**	
Life Skill Workshop at Dharmsharl	**Local Panchayat**		50	
Nasha Nirbran	**Local Panchayat**		2	
Internation Youth-Day Bhawarna	**Local Panchayat**		12	

Activity	Organising / Guest	No. of Students
Exhibition By Red Ribbon Club on Awareness Aids &TB	Local Panchayat	20 / All Students
Rovers & Rangers moot at Dharamshala	Bharat scout & Guide shimla	24
Formation for Club	Nodal Officer +Students	40
Voting Awareness	Chief Guest Principal & Students	50
Mahatma Gandhi Jyanti	Chief Guest Dr. Sujit Surroch	45
Vigilance Awareness	C.S.I.R Dr. Alok Sharma	47
Sveep Program	Chief Guest Nayab Teachildar	123
Internation Human Right Day	Expert Asstt.Prof. Tarshem	120
Constitution awareness	Chief Guest	50
Cyber Crime	DSP Palampur	60

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
TSC		Govt. of India	2018-19
National Youth Parlimentarian	Jury award	Govt. of India	2018-19
National Youth Forum	National Participation	Govt. of India	2018-19

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
NSS	Seven Days Special Camp	NSS	2	45
Tree Plantation Drive	HP Forest Department	NSS	2	122
B,day celebration of sir Baden Powell	JNV Paprola	Rover & Ranger	2	30
Swachh	Local Panchayat	NSS/NCC/Rover &	2	40

Bharat Drive		Swnger			
World Aids Day	**Local Panchayat**	Electoral Club		2	50
Life Skill Workshop at Dharmsharl	**Local Panchayat**	Electoral Club		1	2
Nasha Nirbran	**Local Panchayat**	Electoral Club		2	12
Internation Youth-Day Bhawarna	**Local Panchayat**	NSS/NCC/Rover & Ranger		2	20

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year: **No**

Nature of Activity	Participant	Source of financial support	Duration

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year: **No**

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
25 Lacs	25 Lacs

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area		
Class rooms		
Laboratories		
Seminar Halls		

Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN		
Seminar halls with ICT facilities		
Video Centre		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

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

4.2.1 Library Services:

	Existing No.
Text Books	7483
Reference Books	205
e-Books	55100
e- journals	2100
Journals	11
Others (specify)	18 Magazines & 11 Newspapers

4.3 IT Infrastructure
4.3.1 Technology Upgradation (overall)
Between year 2013 and 2018 more IT infrastructure is developed in the college. The college Library setup computer consoles for students to access library online resources. The Library also has implemented RFID facility almost 4 years ago. Three new Computer Labs namely BCA Lab, Math Lab and Language Lab are also setup in the college with internet connections. More computers are also added to the existing IT Lab. Smart class rooms are established in the college. Two Power Podium and four laptops were purchased to improve work efficiency. In 2019 college improved the internet speed to almost 300 Mbps using Fiber based new internet connections and also has a permanent IP address. College is very keen to improve its IT infrastructure in keeping in mind the future growth and needs. The college has planned to improve the internet connectivity in both wired and wireless modes. The college has planned to improve in campus Wi-Fi access points and extend Wi-Fi facility to Student Hostel, Staff Quarters and new BBA BCA building. The college has also proposal to make college wired LAN available in each nook and corner of the college including each class room. The college in future will also close down all the existing Internet connections and will have a single fiber based connection with at least one Gbps speed. This connection then will be distributed using existing wired LAN and Wi-Fi. The college has also a plan to make the admission process online in near future.

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

………………… MBPS /GBPS

4.3.3 Facility for e-content

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

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

4.4 Maintenance of Campus Infrastructure
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)*   (information to be available in institutional Website, provide link)
CRITERION V - STUDENT SUPPORT AND PROGRESSION
5.1 Student Support
5.1.1 Scholarships and Financial Support

Name /Title of the scheme/Scholarship	Number of students		
SC	**20**		
ST	**8**		
OBC	**8**		
ORDP	**5**		
Kalpna Chawla	**14**		
Balmiki	**0**		
Dr. Ambedkar	**4**		
Thakur Singh Negi	**2**		

Financial support from other sources

a) National			
b) International			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Soft Skill Development		300		

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal

5.2 Student Progression

5.2.1 Details of campus placement during the year

	Abhishek Sapphyia	3,00,000-	BSC
	Ishant	3,00,000-	BSC
	Ijan Hover Singh	3,00,000-	BA
7	Rishav Kapoor	3,00,000-	BA
	Vinod	3,00,000-	B.COM
	Army Varanasi		BCA

	Marketing Executive, DNC Asian classic travels, Dharamshala, H.P Customer care executive, Telly Performance, Mohali, Chandigarh.		**BBA**	

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: Other Examination

280462	Vinod	
280464	Rishav Kumar	
280434	Ishan Hover Singh	
280435	Ishant	
280448	Shubham Vaid	
280429	Rikku	
280432	Sahil	
100710	Rahul Sharma	
100712	Rajat Dhiman	
280439	Abhi Koundal	
100714	Sourabh Kapoor	
100716	Vinay Kumar	
100709	Abhishek Sapehia	
100721	Ashish Kumar	

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

Activity	Level	Participants

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)= 03

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

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

College Students Central Association and CSCA Executive Council are main representative bodies of

students in the college who play pivotal role in smooth running of the affairs of the college and also in improving institutional efficiency contributing in different ways. Members of these bodies by handing over memoranda expressing their grievances and seeking fulfillment of their demands. However they act as safety valve and ventilator and don't allow to pile up repressed feelings among students. Some of the domains through which students' bodies overtly and covertly contribute are as given below;

1.**Academics:**

1.By persuading students to go to the library

2.Seeking procurement of latest books, magazines and journals

3.Persuading students to attend classes and not to bunk on the pretext of raising demands

1.**Infrastructure Development:** Members of these bodies being representatives of students as well important stakeholders of college keep liaison between students and administration bring into light different shortcomings.

2.**Meetings:** College administration conduct meetings with members of these bodies solicit their advice and endeavor to implement.

3.**Site Visits:** It is endeavored to take members of the students' bodies to various locations of the college campus and seek on the spot inputs for the betterment of constructions, cleanliness, and various activities underway.

4.**Face of Youth:** The members are encouraged to conduct their affairs in such a say so that they are role models not only for the college students but also for the youth of the region.

5.3 Alumni Engagement: No

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) **:**

5.3.4 Meetings/activities organized by Alumni Association **:**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution.

Vision: To be a premier institution in the field of Higher education and research for the betterment of society and to serve the country.

Mission: To provide, nurture and maintain conducive environment for academic excellence, research and entrepreneurship to prepare competent, ethical and socially responsible for self-growth of students.

Quality Policy: To provide value based quality education maintaining pace with changing technology to produce competent and skilled professionals ready to accept global challenges.

Quality Objectives:

1. To inculcate the Motto "Excel and Prevail."

2. To imbibe quality consciousness at all levels of the staff.

3. Strict NO to compromise with quality.

4. Strive to do still better.

5. Discourage Short Cuts.

The mission of the college statement defines the Institute's distinctive characteristics in terms of addressing the needs of the society, students, institute's value orientation, and vision for the future. The Vision and

Mission of the institute are in tune with the objectives of higher education. The formal and informal arrangements in the institute to co-ordinate the academic and administrative planning and implementation reflects the institutions efforts in achieving its vision. Reflection of Mission and Vision in the leadership of institute in ensuring: 1. The policy statements and action plans: The Department of Higher Education and Principal actively participate in the betterment of college for ensuring that the policy statements and action plans are aligned for attaining the mission of higher education, disseminates the vision and mission to all stake holders and involve them in forming the policy statements. The Principal makes action plans in consultation with faculty members to review of outcomes from the implementation of action plans through meetings with functional committees and makes necessary changes in action plans if required. The IQAC of college takes review of quality policies and makes amendments in quality policies if required.

Formulation of action plans: The action plans are formulated in line with quality policy under the leadership of the Principal and the same are incorporated into strategic plans for effective implementation.

3. Interaction with Faculty: The Principal ensure that all Teaching, Non-teaching and Students are involved in different activities.

4. Reinforcing the culture of excellence: For the reinforcement of cultural excellence the vision, mission, short term and long term goals, quality policies are kept wide open to all stakeholders for their suggestions, necessary training is provided to its faculty and supporting staff for their development and motivates the team building and team work to create healthy work culture.

Perspective Plan: The perspective plan for next five years of includes accreditation, research centre, centre of excellence and collaborations for higher studies and student placement.

Participation of the teachers: Through participative management, the faculties are involved in various decision making bodies of the college.

6.1.2 Does the institution have a Management Information System (MIS)?
 Yes/No/Partial:

6.2 Strategy Development and Deployment

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

- ❖ Curriculum Development
- ❖ Teaching and Learning
- ❖ Examination and Evaluation
- ❖ Research and Development
- ❖ Library, ICT and Physical Infrastructure / Instrumentation
- ❖ Human Resource Management
- ❖ Industry Interaction / Collaboration
- ❖ Admission of Students

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

- ❖ Planning and Development
- ❖ Administration
- ❖ Finance and Accounts
- ❖ Student Admission and Support
- ❖ Examination

6.3 Faculty Empowerment Strategies

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

Ye	Name of teacher	Name of conference/	Name of the professional body	Amount of

ar		workshop attended for which financial support provided	for which membership fee is provided		support	
	Dr. Hitesh Thakur	BSFPK5917G	Revolutionizing Next Generation Sequencing 2nd Edition in Belgium	UGC	100000	
	Dr. Sujit Surroch	ADAPK1070F	An Analysis of the Continuum in Inter Caste Relations in India Park in Radison Blue Stockholm, Sweden	UGC	140000	

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

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

Name of teacher	Title of the professional development programme	Date and Duration (from – to)
Dr. Hitesh Thakur	Refresher Course ,IISc Banglore	22/11/18-12/18
Dr. Kewal Krishan	Orientation Pogramme at Panjab Univ. CHD	13/11/2018-10/12/208
Dr. Manish Sharma	Orientation programme HRDC ,CU Hyderabad	22-06-2018 to 19-07-2018
Dr. Vivek Chandel	Refresher Course at MDU Haryana	

6.3.4   Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

6.3.5 Welfare schemes for

Teaching	
Non teaching	
Students	

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each**)**

In this regard it is submitted that all type of the College Funds have been managed properly and the Audit of Local Funds managed by this college have been made by the AG office, Shimla by deputing the Senior Auditors till 31.03.2018.

All the fee/funds received from students is submitted online through duly installed Software named "ADVANTA INNOVATION Pvt. Ltd ITC-7, Level-4, IT Park Sector 67 Mohali (Punjab) India and maintained properly under the guidance of the internal committees of senior Professors and College Bursar and approved by Accountant General of Himachal Pradesh, Shimla The funds generated by Self Financing courses (BBA &BCA) has also been managed by appointing 02 Senior Professors as Co-ordinators and local social Audit till March, 2019 has been made through the Charter Accountant. The other accounts has also been maintained properly as per guidance of the Accountant General of Himachal Pradesh, Shimla and the Accountant General of Himachal Pradesh has also done Audit time to time by appointing Senior Auditors. The RUSA Funds has also been managed by this college properly by appointing a senior Associate Professor as RUSA Coordinator and properly been used for the urgent needs of the students under the Heads suggested by the Director RUSA. The grants received under Rusa funds under differents heads like Infrastructure, Renovation, Equipments, New Construction etc. in a specific propotion as per norms set by MHRD, New Delhi.The funds received under Equity(RUSA) scheme has been used for the welfare of the students as mentioned by the MHRD in their booklets. These funds under RUSA (both: RUSA & Equity) have been audited by the local Charter Accountant at approved by the RUSA Coordinatior Directorate of Higher Education, Shimla (H.P). The Funds received under National Service Scheme is utilized as per directions of Directorate of Sports ,Himachal Pradesh University Shimla. The Grants for NSS received in two heads i.e. Regular Activity/ Seven Days Special Camp. At the end of the Financial year. The audit of these grants have been done by the Local Auditor and the report is submitted to concern department. The funds PTA is collected from the students every year is utilized for the welfare of the students as per PTA Constitution and audited by the Local Auditor at the end of the financial year.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done? : **Yes**

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

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

6.5.3 Development programmes for support staff (at least three)

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

6.5.5
a. Submission of Data for AISHE portal   : (Yes)
b. Participation in NIRF   : (No)
c. ISO Certification   : (No)
d. NBA or any other quality audit   : (No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
	Human Values	27.07.2018	Full Year	
	ICT	14.09.2018	Full Year	
	Yoga & Meditation	12.02.2019	Full Year	

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities : 04

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

Title of the programme	Period **(from-to)**	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails		
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		

7.2 Best Practices

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

7.3 Institutional Distinctiveness

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

8. **Future Plans of action for next academic year (500 words)**

Expansion of playground to accommodate all sports discipline, Construction of new building and auditorium.

Name _____   *Name* _____

_____   _____

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

_____***_____

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

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