



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**DR. SARVEPALLI RADHAKRISHNAN GOVERNMENT
DEGREE COLLEGE, DHARAMPUR, DISTT. MANDI (H.P.)**

DR. SARVEPALLI RADHAKRISHNAN GOVERNMENT DEGREE COLLEGE
DHARAMPUR, DISTT MANDI, H.P.-175040

175040

www.gcdharampur.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Dharampur is a small town with Sub-Division headquarters located towards north for about twenty Kilometers from Sarkaghat and north-west for about sixty-five Kilometers from the district headquarters Mandi. The town is situated on the left bank of 'Soun' rivulet which is a tributary of river Beas. Dr. Sarvepalli Radhakrishnan Government Degree College Dharampur, Distt. Mandi (H.P.) was established on the 7th of February, 2007 as UG College by the Government of Himachal Pradesh in response to the persistent demand of the people of concerned assembly segment. The institution presently offers courses in the faculties of humanities, science and commerce. The institution was started with the faculty of humanities in 2007-08 with the strength of 135 students and science and commerce streams from the session 2014-15. The courses are offered as **Choice Based Credit System** under RUSA in semester system from session 2013-14 to 2017-18 whereas annual system has been introduced from the academic session 2018-19. The students of humanities can opt for Discipline Specific Core (DSC) Courses in Hindi, English, Sanskrit, History, Political Science, Economics, Geography, Music (I) and Mathematics. The faculty of Commerce offers Discipline Specific Core (DSC) Courses in Commerce. The students of Science can opt for Discipline Specific Core (DSC) Courses in Chemistry, Botany, Zoology, Physics and Mathematics. The Environmental Science is the inter-disciplinary course and compulsory for all the streams. The institution has been imparting education to the students of Dharampur, Sarkaghat and Joginder Nagar subdivisions of District Mandi. The institution has completed twelve years in higher education offering courses irrespective of gender, geographical location, social and economic strata. It is a co-educational institution in which 440 students are enrolled in all three faculties, out of which 291 are girls and 149 are boys for the session 2019-20. The institution also provides opportunities for the students to participate in co-curricular and extra-curricular activities. The institution has got its own building on 14th of February, 2014. The institution has both experienced as well as young faculty and the entire infrastructure available in the college make it possible to offer students quality teaching- learning environment.

Vision

The vision of the institution is

- To provide the best possible education and values for the overall development of students coming from rural areas and backward panchayats as well.
- To focus on the universal development of students as leaders capable of providing effective leadership and contribution in their chosen areas of work.
- To use available resources in an efficient and effective manner for the inculcation of wise thinking, wisdom and professional competence among students.

Mission

The mission of the institution is:

- To provide quality education to students irrespective of gender, caste, creed, religion and diverse socio-economic status.

- To impart holistic quality education to students and empower them with knowledge, skill, and competence.
- To make the students self-reliant, enlightened and socially committed citizens of the country. To inculcate cultural and spiritual values to the students like honesty, truth, sacrifice etc.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Being in the developing stage the institution imparts best academic environment and quality education particularly among the contemporary colleges established in rural areas in the state.
- Experienced as well as young faculty.
- Caters educational needs of rural areas, backward panchayats and economically weaker sections of the society.
- Governance and management of the institution is decentralised, transparent, participative and democratic
- Teacher taught ratio is good enough.
- Organize various social awareness activities.
- Financial support through various scholarship schemes.
- Quality education to students through ICT, seminars and presentations.
- The institution enjoys a harmonious relationship with the local bodies, Parent Teachers Association (PTA) and Old Student Association (OSA) resulting in a symbiotic exchange of mutually beneficial co-operative interactions

Institutional Weakness

- Weak educational knowledge of students at the entry level in the college.
- Mid-session transfers.
- No Lab staff.
- Mostly financial and policy decisions are taken by the government and university limit the working of the college.
- No hostel facilities for girls and boys.

Institutional Opportunity

- To acquire the status of Model college of the state.
- To organize national and state seminars/conferences.
- To start add-on courses like sericulture, dairy farming, vermiculture, translation, etc.
- Expansion of sports activities.
- Introduction of NCC.
- Facility of hostel for students .
- To attract more students in all streams.
- To establish college-industry community network.
- Strengthen consultancy practices.

Institutional Challenge

- Weak educational knowledge of students at the entry level is a hurdle.
- To change mind set of conservative parents and students.
- To increase the strength of students
- To enhance infrastructure.
- To organize national/state seminars and conferences.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to Himachal Pradesh University, Shimla offering programmes at undergraduate (UG) level in Humanities, Commerce and Science streams and provides teaching facilities in the subjects of Hindi, English, Sanskrit, History, Political Science, Economics, Geography, Music (I), Commerce, Chemistry, Botany, Zoology, Physics and Mathematics with sixteen members of teaching and fourteen members of non-teaching staff. The institution is committed to impart quality and holistic education to students. The Academic Calendar for semester as well as annual system is prepared by the University that specifies the duration of session, date of commencement and end of session and the college follows it. The curriculum for all courses is designed by the Himachal Pradesh University and followed by the college. Students are required to go through one mid-term test (MTT)/House exam (HE), prepare assignments, and participate in discussions, presentations, seminars, etc. The teachers update their knowledge regularly by attending various orientation programmes, refresher courses, induction training, seminars, conferences and workshops. One of the teachers from Geography faculty of the institution had been the member of the Board of Studies of the University for the session 2016-17 and 2017-18. The college provides library and learning facilities to the faculty for the effective curriculum delivery. The Directorate of Higher Education, Himachal Pradesh has also made teachers' training mandatory at various stages of their service. Feedback received from all stakeholders is taken as a base for improving the current practices in teaching-learning process.

Teaching-learning and Evaluation

The admission of students is made through Himachal Pradesh University Roster Pattern. Fifteen percent seats are reserved for SC, seven and half percent for ST, five percent for sports, five percent for cultural, three percent for differently abled and one seat in each major subject for single girl child. The admission process is handled by three Admission Committees comprising for Humanities, Commerce and Science which ensures proper implementation of the guidelines notified by the Himachal Pradesh University. Merit is the base for admission to all courses. At the beginning of every academic session, Principal convenes a meeting of the teaching and non-teaching staff to draw an annual plan for academic activities. Academic calendar is prepared by the university as per the UGC norms which mention the admission schedule, teaching, MTT/HE, vacation and evaluation. The institution adheres to academic calendar. Course outcomes are decided by Himachal Pradesh University Shimla which are mentioned in the syllabi and communicated to the students by displaying on the notice board and uploaded on college website. This is monitored by the IQAC of the institution. Time table, attendance registers and various circulars are the tools for managing the curriculum. The college follows the system of Continuous Comprehensive Assessment (CCA) with the weightage of fifty percent of total marks for the academic session 2013-14 and 2014-15 and thirty percent from the session 2015-16 onwards. Different methods such as class room teaching, seminars, interactive sessions, quiz competition, mid-term tests and end

semester/annual examinations evaluate the course specific outcomes.

Research, Innovations and Extension

As per state government rules teachers interested in higher studies and research degrees can apply and avail the facility of study leave. The teachers are also encouraged to attend seminars, conferences and workshops. Six (thirty-eight percent) teachers have Ph.D. degrees and two (thirteen percent) teachers are pursuing their doctoral research. Some of the teachers have been contributing articles and research papers in National and International journals of repute. The Director of Higher Education has authorized the Principal to sanction special leave to teachers for attending and making presentations in conferences, seminars and workshops. Various extension activities and community development programmes are conducted through NSS, Rovers and Rangers, Red Ribbon Club and Eco-Club. Educational tours are also organized for the students.

Infrastructure and Learning Resources

NAAC

The institution is spread over an area of 23498 square meters (02-34-98 hectares) with built up area of 1199 square meters. The institute has adequate infrastructure to support its academic and other activities. There are six lecture theatres (one virtual classroom), five class rooms (one smart classroom) and six science laboratories, one geography laboratory, one Information Technology (IT) Laboratory with internet facility, one examination hall, one library with two spacious study rooms, Principal's office, administrative office, faculty room, sport's office, gymnasium, NSS/First Aid Room, office of Rovers and Rangers, one girls common room, college canteen with dining hall for students and separate dining space for staff. There are also toilets on all the floors and separate washrooms for girls and female staff in the college. To maintain personal hygiene among the girl students two Sanitary Napkin Vending Machines and two Sanitary Napkins Incinerators machines have been installed. Thirty six fire extinguishers have been installed for the safety of the campus. CCTV cameras have also been installed. The institution has a big playground which makes it possible for students to play various outdoor games. Cultural activities are carried out in a smooth manner on three stages having two green rooms adjacent to the ground. One botanical garden has also been established. The library has 3806 books which comprise of both text and reference books. Book bank is also functional in the college that has stock of 212 books. Some of the clubs like Eco Club, Red Ribbon Club and some subject societies are also functional in the college.

Student Support and Progression

The college has been a prominent Centre of learning and inspiration. The prospectus is printed and also uploaded on college website (www.gcdharampur.com) every academic year which provides all necessary information to the students. There is a Career and Counselling Cell in the college which guides the students about their future aspects and also organizes lectures by the resource persons. Various Government sponsored scholarships, MNREGA sponsored scholarships and some scholarships by Sai Engineering Foundation, Dharampur (Mandi) are also provided to various categories of students such as meritorious, SC, ST, and economically weaker students in general category. Some of the clubs such as Red Ribbon Club, Eco Club and some subject societies are functional in the college. The college has an active student body College Student Central Association (CSCA) which is constituted every year as per university notification. The college has Students' Grievance Cell to redress their grievances. Prevent Sexual Harassment of Women at Workplace Committee, Women Cell, Anti-Ragging Committee and Anti- Ragging Squad and task force/ Eve teasing /Discipline Committee are also functional in the college to maintain discipline, security and sense of responsibility among the students. The students are encouraged to participate in Himachal Pradesh University Inter-College Youth Festival, Sports championships and other competitions.

Governance, Leadership and Management

Good governance is at the heart of any successful institution. It is important for any institution to achieve its objectives through good governance, leadership and management by ensuring holistic and quality education. A transparent and accountable functioning is ensured by various bodies, such as thirty-seven committees, Old Student Association (OSA), Parent-Teachers Association (PTA), the office of Bursar, various clubs and some subject societies. The IQAC of the college is the monitoring agency. The staff council helps the Principal in taking various decisions. The prominent committees which ensure smooth and effective functioning are Admission Committees, Anti Ragging/ Discipline Committee, Redressal cum adolescent Counseling Cell, College Advisory Council Cum CSCA, Campus Development and Beautification Committee, Purchase Committee, Legal Matters Committee, Prevent Sexual Harassment of Women at Work Place Committee, Grievances Redressal Cell, etc. Various clubs and subject societies organize numerous events and activities to make the students realise the true meaning of gender equality, community engagement, social responsibility and national consciousness. The financial matters of the institution are managed in an effective and efficient manner. The auditing and reporting of institution programmes and a series of performance evaluation instruments such as Performance Based Appraisal System (PBAS), Academic Performance Indicator (API) and work and conduct for teaching staff and Annual Confidential Report (ACR) for non-teaching staff, Annual Reports and Departmental audits ensure transparency. The faculty is also given opportunities to participate in various programmes, trainings and seminars/ conferences for their academic, personal and professional growth.

Institutional Values and Best Practices

The institution has adopted healthy practices in its day to day working. It has sensitized to the latest management concepts like team-work and participative management, regular staff meetings, PTA meetings, meetings and interaction with students' representative body (CSCA) contribute to the means of internal quality checks. The Old Student Association has also been framed by the college. These bodies ensure the decentralized, transparent and accountable functioning of the college. Members of teaching staff attend orientation programmes, refresher courses, induction training and skill development programmes. The college has Book Bank facility which provides books to the needy students for the whole academic session. Every year

a number of plantations are done by NSS and other volunteers. Red Ribbon club organizes AIDS awareness Programme. Water coolers and RO have been installed in the college campus to provide clean drinking water to the students and staff. Mock drills are conducted to aware the students about various disasters and their management. The students participate in marking the birth anniversaries of various National heroes. The college also conducts interactive seminars by resource persons on various student related issues. To promote and conserve the oral form of folk culture the institution has taken the initiative in this direction and started collecting the rich literature of Mandayali folk. In order for a culture to be respected and its survival in globalized world, the people must be educated about their local culture and way of life. The best way to do this is through respectful collection and preservation of local culture. Documentation of the folk culture has been started and one copy of every collection is kept in the library and the students are showing their keen interest in this regard. Students perform local songs in various cultural functions at institution level and also perform local songs in Inter-College Youth Festival.

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2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DR. SARVEPALLI RADHAKRISHNAN GOVERNMENT DEGREE COLLEGE, DHARAMPUR, DISTT. MANDI (H.P.)
Address	DR. Sarvepalli Radhakrishnan Government Degree College Dharampur, Distt Mandi, H.P.-175040
City	Dharampur
State	Himachal pradesh
Pin	175040
Website	www.gcdharampur.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	R. R. Kondal	01905-272870	9418200244	01905-19052 72870	gcdharampur@gm ail.com
Associate Professor	Ramesh Chand	01905-7018313565	9418124095	01905-19052 72104	rameshsharma3534 @gmail.com

Status of the Institution	
Institution Status	Government

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

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	07-02-2007
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University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Himachal pradesh	Himachal Pradesh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	DR. Sarvepalli Radhakrishnan Government Degree College Dharampur, Distt Mandi, H.P.-175040	Rural	5.806	1199

2.2 ACADEMIC INFORMATION

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Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Humanities	36	Ten plus two	Hindi	80	5
UG	BA,Humanities	36	Ten plus two	Hindi	80	17
UG	BA,Humanities	36	Ten plus two	Hindi	80	1
UG	BA,Humanities	36	Ten plus two	Hindi	80	44
UG	BA,Humanities	36	Ten plus two	Hindi	80	31
UG	BA,Humanities	36	Ten plus two	Sanskrit	80	3
UG	BA,Humanities	36	Ten plus two	English	80	9
UG	BA,Humanities	36	Ten plus two	Hindi	80	1
UG	BCom,Commerce	36	Ten plus two	English,Hindi	80	45
UG	BSc,Science	36	Ten plus two	English	80	3
UG	BSc,Science	36	Ten plus two	English	80	16
UG	BSc,Science	36	Ten plus two	English	80	18
UG	BSc,Science	36	Ten plus two	English	80	8
UG	BSc,Science	36	Ten plus two	English	80	10

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				2				17			
Recruited	0	0	0	0	2	0	0	2	7	6	0	13
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				19
Recruited	8	6	0	14
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	0	0	0	0
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	3	0	6
M.Phil.	0	0	0	2	0	0	4	0	0	6
PG	0	0	0	0	0	0	0	3	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	149	0	0
	Female	291	0	0	0	291
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	66	65	40	47
	Female	83	83	58	66
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	12	10	5	3
	Female	13	15	8	8
	Others	0	0	0	0
General	Male	125	179	164	120
	Female	259	308	282	234
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		558	660	557	478

3. Extended Profile

3.1 Program

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

2018-19	2017-18	2016-17	2015-16	2014-15
438	438	438	438	435
File Description			Document	
Institutional data in prescribed format			View Document	

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	14	14	14

3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
478	557	660	558	417
File Description			Document	
Institutional data in prescribed format			View Document	

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

2018-19	2017-18	2016-17	2015-16	2014-15
398	398	398	398	398
File Description			Document	
Institutional data in prescribed format			View Document	

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

2018-19	2017-18	2016-17	2015-16	2014-15
139	206	153	81	53
File Description		Document		
Institutional data in prescribed format		View Document		

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
15	15	15	11	9
File Description		Document		
Institutional data in prescribed format		View Document		

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	19	19	19	19
File Description		Document		
Institutional data in prescribed format		View Document		

3.4 Institution

Total number of classrooms and seminar halls

Response: 13

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

2018-19	2017-18	2016-17	2015-16	2014-15
36.45	13.68	7.03	6.76	11.95

Number of Computers

Response: 22

Total number of computers in the campus for academic purpose

Response: 20

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution is affiliated to Himachal Pradesh University, Shimla and follows the University designed curriculum. The University has given instructions for each paper in every subject for the implementation of curriculum. The institution operates at under-graduate (UG) level. The foremost objective of the institution is the overall development of students through holistic education. The institution follows the curriculum and academic calendar designed by Himachal Pradesh University. The University prepares an Academic Calendar that specifies the duration of the academic session (semester/ year), the date of commencement and the end of session and the college follows it.

The College level action plan is developed and deployed as under:

- The Principal convenes a staff meeting at the beginning of the session and assigns various administrative assignments to the members which are mentioned in the prospectus.
- The IQAC is constituted and it prepares an action plan for the academic year in which separate time tables for Arts, Commerce and Science are prepared. The faculty members of concerned departments discuss and divide particular portion of the curriculum for teaching with time table.
- The syllabi is well-defined, which clearly mentions the topics to be taught, number of working hours allocated to respective papers and the extent of syllabi to be given in various internal examinations. Teachers frame a teaching plan according to the given framework of time and proceed for the implementation of curriculum accordingly.
- The lectures are delivered with the help of blackboards, power point presentations, models and maps.
- The attendance registers are maintained by each faculty containing details of students, assignments, records of exams, record of seminars, attendance, presentations etc.
- Students are required to go through one midterm exam, prepare assignments and participate in seminars, presentations, quiz and class tests.
- The library is enriched with textbooks, reference books, journals, magazines and many other knowledgeable books for students. The students are encouraged to visit the library and use ICT.
- The staff room of the college has Wi-fi facility so that faculty members can get extra information from the internet regarding their subjects and also upload assessment of students online.
- The IT Lab has the VPN (Virtual Private Network) facility for students.
- The students are encouraged to work with the bodies such as CSCA, NSS, Rovers and Rangers, Eco Club, Red Ribbon Club and subject societies.

File Description	Document
Upload Additional information	View Document

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

Response:

At the beginning of the academic session, a staff meeting is convened by the principal in which the blueprint of the academic calendar of college is drawn. The academic calendar of the college is prepared by the IQAC in line with the university calendar and the blue print prepared by the college. The college prospectus incorporates all the details regarding various committees, internal evaluation and co-curricular activities.

Important dates in the Calendar include:

- Re-opening after summer vacation in the month of June.
- Admission process.
- Display of Merit list.
- Commencement of regular classes followed by the Principal address.
- Enrollment of students in NSS, Rovers and Rangers, clubs and societies
- CSCA election
- Filling of online scholarship forms
- Filling of e-examination forms
- Mid-term tests.
- College Annual Athletic meet
- Submission of articles to the college magazine
- Tentative date of end semester and annual theory and practical examination
- Admissions to 2nd, 4th and 6th semester
- Principal's meeting on last working day for each semester for assigning different activities for the next semester.
- Vacation schedule
- PTA General House Meeting
- The teachers are required to complete their teaching and evaluation in the specified time period.

File Description	Document
Upload Additional information	View Document

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

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

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: C. Any 2 of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 14

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

1.2.3.1 Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

1.3 Curriculum Enrichment

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

Response:

This college being a co-educational institution sensitizes its staff and students on various issues. The institution has provision for activities which may not be directly linked with one's discipline of study but contribute to sensitizing students to cross-cutting issues relevant to value based education, women empowerment, gender sensitization, skill development, competency in communication skills and personality development. Various activities like tree plantation, cleanliness drive, gender sensitization, health education including personal hygiene are regularly taken up by the college. Awareness campaigns about environment pollution, general cleanliness and health issues including basic information about AIDS and Drug Abuse, preservation of natural water resources etc. are also undertaken in the surrounding areas. Our college has a well-established Red Ribbon Club that works towards increasing awareness, dispelling myths and misconception regarding HIV / AIDS.

NSS, Rover and Rangers and Eco Club of the college work actively for encouraging the students to participate and take up environmental activities by organizing various programmes. Quiz competitions are also organized by the institution on various burning issues. On the occasion of International Women's Day the institution organizes debates, declamations, poster making and slogan writing on the issues related to women, its consequences and ways to cope up with them. The institution observes and celebrates important occasions such as Science Day, World Waters' Day, World Consumer Rights Day, Martyrs Day, Human Rights Day, Constitution Day, etc.

The subject of environmental science is a part of college curriculum and makes students sensible and aware towards the environment. The students are sensitized on human values and gender equity by organising lectures and discussions. The college has Anti Ragging Squad and Task Force/ Eve Teasing/ Discipline Committee, Redressal cum Adolescent Counselling Cell, Prevent Sexual Harrassment of Women at Work place Cell, Women Cell, etc. for ensuring fair and timely resolution of complaints, if any, and ensuring extreme confidentiality. These committees/cells work according to the regulations of the State Government, UGC and Himachal Pradesh University in this regard.

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

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

Response: 0.64

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	3	0	0

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

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

Response: 0.84

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 4

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

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the

following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: C. Any 2 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

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

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

E. Feedback not collected

D. Feedback collected

C. Feedback collected and analysed

B. Feedback collected, analysed and action has been taken

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 20.46

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

2018-19	2017-18	2016-17	2015-16	2014-15
156	179	257	300	254

2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1120	1120	1120	1120	1120

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

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

Response: 28.89

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

2018-19	2017-18	2016-17	2015-16	2014-15
124	111	73	153	114

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

2.2 Catering to Student Diversity

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

Response:

The institution follows the guidelines of admissions of the Himachal Pradesh University and Directorate of Higher Education, Government of Himachal Pradesh. The college offers various Discipline Specific Core Courses (DSC), Discipline Specific Elective Courses (DSE), Ability Enhancement Compulsory Courses (AECC), Core Compulsory Courses, Skill Enhancement Courses (SEC) and Generic courses. The students can opt for courses of their choice at the time of admission. Proper guidance is also provided by the admission committees to them about the choice of various courses. The students are allowed to change their opted courses within specified time period as per the instructions mentioned in the prospectus. The institution has all the students from rural backgrounds and backward panchayats. About sixty-six percent of students are girls. Teachers monitor the academic performance of students and sort them as advanced, average and slow learners.

Advanced learners

Advanced learners are recommended additional reference books. They are also given advanced assignments, tasks, presentations, seminars, etc. They are encouraged for further studies and competitive exams. They are free to seek guidance from teachers inside and outside the class.

For slow learners

Remedial classes of English Grammar are arranged to improve the performance of the students of all streams. Special attention is given to them in the classroom. For encouraging them, their notebooks are checked and they are also given some special assignments and presentations.

File Description	Document
Upload any additional information	View Document

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

Response: 31.87

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem

solving methodologies are used for enhancing learning experiences

Response:

Various methods of teaching including power point presentations and demonstrations are adopted by most of the teachers of the institution. Lectures are delivered in a very simple language with appropriate translations are done as the students belong to rural areas including some backward panchayats. Prescribed syllabus is duly covered by the teachers. Queries of the students are properly entertained and assignments are also given to the students. Assignments, presentations and seminars of each course are taken by the concerned subject teachers. Such practices make students to have good hold topics and it further lead them to enhance their knowledge. Stage fear of students is also removed through this activity. Participatory learning through group discussions and declamations are done that enhances the creativity of the students. Students participate in various activities such as poster making competition, rangoli competition, collage making, mehndi competition, spot painting, slogan writing, declamations, debates, rallies, etc. which help them in increasing their creativity. Educational tours are organized and students take part in Inter-College Youth Festival. Collaborative learning is also promoted among the students by their active participation in NSS, Rovers and Rangers, cultural activities and activities of other clubs/ societies. At the end of each semester/ annual end examinations, students are assessed internally on the basis of attendance, assignments, presentations, seminars and mid-term tests (MTT), practical examination by the institution and externally by the University through end semester / year end examination. Record of the attendance and Continuous Comprehensive Assessment (CCA) is maintained by the subject teacher and 75 percent attendance is required condition to appear in the semester/ year end examination. The college library is equipped with four computers (one for librarian and three for students) and remains open from 10 am to 5 pm. In the library a separate book bank provision has also been made for poor and needy students and they are issued books for the whole session. There are various books, journals, magazines and newspapers are available in the library. Every year new books, journals and magazines are purchased to meet the needs of the students. The college magazine (Sondhara) is published every year and it provides the platform for improving analytical ability of the students.

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

Response:

ICT is an extended term for Information Technology (IT) which provides access to information through telecommunication. It is mostly based on communication technologies. It integrates computer system/hand held system, audio video display and internet. Information and Communication Technology (ICT) has become an integral component of teaching-learning process. The purpose of integrating ICT is to improve the quality of teaching and learning and to equip learners with latest skills. Through the use of ICT enabled tools one can access online resources to get assistance on demand beyond the physical reach. Information and Communication Technology (ICT) enabled teaching methodologies are being followed by the faculty members in the class rooms. The use of multimedia teaching aids like, Overhead Projectors, Smart classroom, IT Laboratory, Library with internet enabled computers and virtual classroom are usually in use. Some Departments conduct workshops and guest lectures on the core subjects for effective teaching-learning process.

File Description	Document
Upload any additional information	View Document

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

Response: 31.87

2.3.3.1 Number of mentors

Response: 15

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

2.4 Teacher Profile and Quality

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

Response: 68.42

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 20.08

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	2	1	2	2

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

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

Response: 4.39

2.4.3.1 Total experience of full-time teachers

Response: 65.9

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Transparency is an integral part of teaching learning process. The mid-term tests (MTT)/ House Tests (HT) are centrally conducted by the institutions and evaluated by concerned subject teachers. However, the evaluation of end semester examination (ESE)/ annual examination is done by the university. Before the commencement of the session, students are educated about the process of evaluation of end semester/ annual examination, mid-term tests, attendance, assignments, seminars, viva-voce and practical examination. The college follows Continuous Comprehensive

Assessment (CCA) prescribed by the university. There is an efficient system for the maintenance of academic record of students. Proper attendance registers are maintained by the concerned subject teachers. Students are assessed internally on the grounds of proper assignments, seminars and presentations along with Mid-Term/ House Tests exams and percentage of attendance. Continuous Comprehensive Assessment (CCA) has the weightage thirty per cent of the total marks allocated to each course. Out of the thirty per cent marks, fifteen per cent is allocated for one midterm/ house test examination, five per cent for attendance, ten per cent for seminars/ presentations/ assignments. The evaluated answer sheets of midterm/ house examinations are shown to the students so that they can improve their performance. Theory paper consists of seventy marks for arts, commerce and science streams. In case of practical papers, theory is of fifty marks and twenty marks are for the practical examination. Environmental studies and Writing Skills (English) are Ability Enhancement Core Courses (AECC) which are inter-disciplinary courses. Environmental studies is a compulsory qualifying course for all streams and examination is of hundred marks. The internal assessments of the students are uploaded by the concerned teachers through their unique login id and password directly on the university portal. The departments also maintain the hard copies of award lists. After the consolidation of marks of Continuous Comprehensive Assessment (CCA) and end semester/ annual examination, the final result is declared by the university.

Components of CCA from session 2015-16:

	Arts/ Commerce	Science
Attendance	5 Marks	5 Marks
Assignments/ Seminars/ Presentations	10 Marks	10 Marks
Mid Term Test(MTT)/ House Exam(HE)	For semester : 15 Marks For annual : 5+10 Marks (Class Test+ House test)	15 marks
End Semester/ Annual Examination	50marks for practical / 70 marks for non-practical	50marks for practical / 70 marks for non-practical
Practical examination	20 marks (in concerned subjects)	20 marks (in concerned subjects)

Marks for percentage (%) of lectures attended by the students is as under:

- 75 percent less than 80 percent =1 mark
- 80 percent less than 85 percent=2 marks
- 85 percent less than 90 percent =3marks
- 90 percent less than 95 percent=4 marks
- 95 percent and above =5 marks

The end semester/ Annual examination assesses progress in a point scale of letter grades (S+; S; O++; O+; O; A++; A+; A; B+; B; C F; I; P and X) formulated by the university.

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

Response:

The grievances of the students related to the examinations are handled by the Grievances Redressal Committee (RUSA). The concerned subject teachers guide the students in the matters related to their registration and the online filling of forms with course details before their final submission. The students can submit their applications for all the discrepancies in the administrative office. These discrepancies are properly handled by the concerned mentors, RUSA committee and university clerk which are further cross checked by the Principal. If required, the grievances are forwarded to the university and follow up is monitored regularly.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Admission is done purely on merit basis at the time of submission of admission form. The candidate has to mention the subject i.e. Discipline Specific Core Course (DSC-I) in which he/she is interested to seek admission. The students can change their DSC-I course within a specific time period. DSC-II & III will be chosen by the student out of a number of subject combinations stated in the college prospectus.

For the degree (B.A. / B. Sc. / B. Com.), the student will have to cumulate a minimum of 120 credits (old pattern) and 132 credits (new pattern) of course work over a minimum of three years and a maximum of five years from the date of admission.

The minimum passing percentage is forty percent in aggregate for semester and annual system. However, the candidate has to secure minimum thirty-five percent in CCA and ESE(End Semester Examination)/EYE (End Year Examinations) each.

For details visit,

University link <http://www.hpuniv.ac.in/>

College website link <https://gcdharampur.com/syllabus/>

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

Response:

Transparency is an integral part of teaching learning process. The mid-term tests (MTT)/ House Tests (HT) are centrally conducted by the institution and evaluated by concerned subject teachers. However, the evaluation of end semester examination (ESE)/ End Year Examination (EYE) is done by the university.

In the beginning of the session, the concerned teacher briefs the students regarding the procedures involved in the process of internal assessment and the process of evaluation of end semester/ annual examination which is also stated in the college prospectus. The Principal conducts staff meetings regularly. The internal examinations are duly conducted by the mid-term test committee of the college. The students are informed about class tests and assignments in advance. Date sheet of examinations both theory and practical are also displayed on the notice boards and college website. Seminar and presentations of the students are evaluated for the purpose of awarding internal assessment grades. Attendance percentage is also one of the criteria adopted for the award of internal assessment grades. Results of internal evaluation of all students are uploaded on the university website. Students can check their results and grades from the website of

Himachal Pradesh University.

<http://www.hpuniv.ac.in/>

<https://exams.hpushimla.in/>

www.hpuniv.co.in

studentportal.hpushimla.in/

The following table gives a summary of an undergraduate programme:

S.No.	Course Component	Number of Courses	Credit
1	Discipline Specific Core (DSC) Courses (I-IV semesters)	12	6
2	Ability Enhancement Compulsory Courses (AECC) (I-II semesters)	2	4
3	Skill Enhancement Courses (SEC) (III-IV Semesters)	4	4
4	Discipline Specific Elective (DSE) Courses (V-VI semesters)	4(for Arts & Commerce)	6
		6 (for Science)	6
5	Generic Elective (GE) Courses (V-VI semesters)	2 (for Arts & Commerce)	6
	Grand Total		6/4

2.6.3 Average pass percentage of Students during last five years

Response: 72.88

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

2018-19	2017-18	2016-17	2015-16	2014-15
32	101	148	81	49

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

2018-19	2017-18	2016-17	2015-16	2014-15
139	201	150	81	53

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.62

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 10.21

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.21000	9.99944	0.000000	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	14	14	14

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 1

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	00	00	00	00

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 1.38

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	4	4	5

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0.31

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	2	1	0

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

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

Response:

The institution is promoting institution- neighbour- community network by encouraging its students to participate in various community-based extension programs through NSS, Rovers and Rangers, Eco-Club and Red Ribbon Club.

NSS

The college NSS volunteers are enrolled for community service as well as for sensitizing the volunteers for empathetic community service. The college has half unit of NSS comprising of 50 students. Seven-day Special NSS Camp is organized every year in the month of December in which twenty-five volunteers are selected from second and third year. NSS activities are conducted in the college campus and in the nearby adopted village Kalsawai. The main activities of the unit are: Awareness and cleanliness drive Creating awareness about environment pollution, drug addiction, etc. Organising rallies on various social issues.

Rovers and Rangers

Rovers and Rangers is the higher wing of Bharat Scout and guide. It is a voluntary and non-political educational movement for young people and open to all without distinction of origin, race or creed. The college has a unit of twenty Rovers and twenty Rangers. The main activities of the unit are: Four days training camps General cleaning of campus Celebrating Independence Day, Republic Day and Founder's Day Observing Martyrs' Day

Eco-Club

Eco-club plays an important role in creating environmental awareness among the students. It enables the students to be sensitive towards environment. The main activities of the eco-club are:

- Campus cleanliness drive

- Campus beautification programme
- Observing World Environment Day, World Waters Day etc.
- Swachh Survekshan Gramin programme.

Red Ribbon Club

The Red Ribbon Club of the college sensitizes the students and masses regarding HIV/AIDS, drug abuse and drunk driving. The club organizes rallies to create general awareness among masses.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.

Response: 27

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	6	5	5	2

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 8.64

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	150	1	83

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the last five years

Response: 0

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the- job training, research etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

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

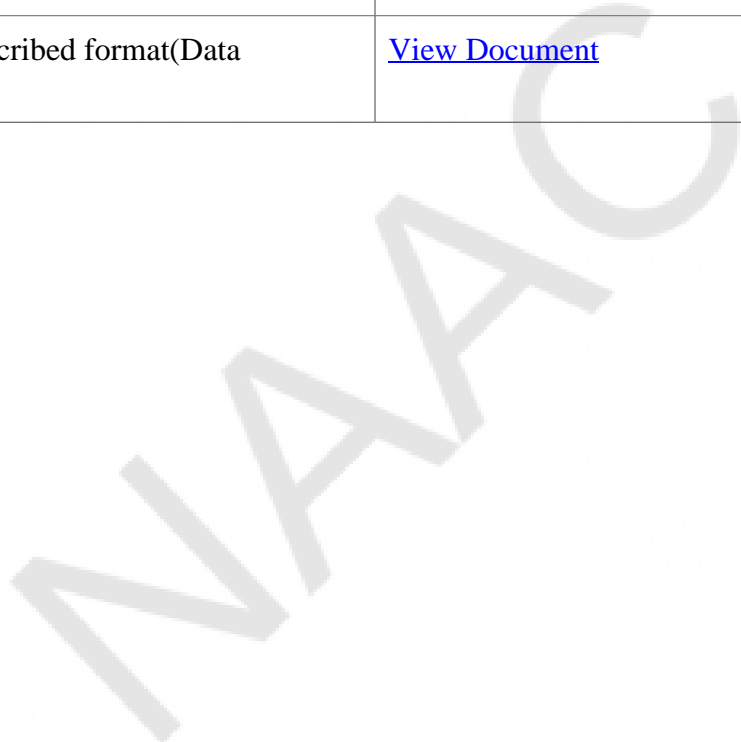
2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)



Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

There are three streams comprising fourteen programmes running in the college. The total area of college campus is 23498 square meters. The total built up area of the college is 1199 square meters. The building of the college has two main blocks i.e. Science and Library block and Administrative, Arts and Commerce block. There are six lecture theatres (one is virtual lecture theatre), five class rooms (one is smart class room) , six science laboratories, one geography laboratory, one information technology laboratory with internet facility, one examination hall, one library with two spacious study rooms, Principal's office, administrative office, faculty room, sport's office, office for NSS cum First Aid room, office of Rovers and Rangers, one girls common room, career & counseling cell, gymnasium, college canteen with dining hall for students and separate dining space for staff. In spite of limited funds, the administration is constantly working for enhancing the learning resources. There are two Sanitary Napkin Vending Machines and two Sanitary Napkins Incinerators machines to encourage personal hygiene among the girl students. However, the college is in a process of developing more physical infrastructures in future by sending proposals and seeking sanction and approval from the Directorate of Higher Education, Himachal Pradesh. Recently the institution has received administrative approval and expenditure sanction of rupees five crores sixty one lakhs for the construction of residential accommodation and also received sanction of rupees four lakh fifty nine thousand and for u-shape drain of the college playground from the Directorate of Higher Education, Himachal Pradesh.

Brief details of physical and learning resources of the college are as under:

S.No.	Departments	Facilities
1	Principal office	Computer, Printer cum scanner, LAN
2	Administrative office	Photostat cum printer and scanner, four computers, fax machine, V landline-2
3	IT Lab	Desktop computers-8, OHP, VPN, printer.
4	Faculty Room	Computer and wi-fi facility , adequate furniture
5	Library	Four computers with Internet facility, 3905 books(Book bank-297) ten magazines, two study rooms
6	Zoology Lab	B.P. Apparatus (Digital and manual), Stethoscope, H.B Meter, haec B.O.B. Incubator (220/230 V), Water bath digital, Rexime charts, skeleton of Human and frog disarticulated, Models, compound mic binoculars, dissecting microscope, specimens of animals, ABD blo
7	Chemistry lab	Water bath rectangular(steel), Muffle furnance, Magnetic Stirrer, h shaker, calorimeter(copper), desiccator, Hot air oven 14X14X14, h 24x24x24, centrifuge machine, Soxhlet Apparatus, digital balance, plant(steel).
8	Physics lab	Common emitter amplifier, NPN transistor p-n junction, fly wheel wave rectifier, Ionisation Potential of Hg, Kater's pendulum, LCR microscope, Physical balance, Screw Gauge, Spectrometer, sexten

		microscope, resolving telescope, Zener diode	
9	Botany Lab	Hot air oven, autoclave, laminar airflow, microscope, dissecting m spectrophotometer, centrifuge machine, PH Digital, Auxanometer, potometer, Simple Potometer, Ganog's Potometer.	
10	Geography Lab	OHP, models, maps, GPS and survey instruments.	
11	Music Room	Sitar Calcutta type, Manual Tabla, Electronic Tabla, Electronic Ta Harmonium, Dholak.	

File Description	Document
Upload any additional information	View Document

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

Response:

The institution has facilities for sports, games and cultural activities. The institution has a big playground of which makes it possible for students to play various outdoor games. There is a gymnasium in the college. The college Ground is multi-purpose, has a stage and doubles up as a venue for sports as well as cultural events. For various sports and cultural related activities incharges are nominated in the beginning of the session.

Sports and games: The facilities for **indoor games** available in the college are for table tennis, carom and chess. A college play ground is adjacent to the college campus. Ground is well equipped with the stage also. Students use this ground for playing **outdoor games** like cricket, athletics, badminton, volleyball, kho-kho, football, handball, etc.

Cultural Activities: The institution has one music room where the students practice their cultural activities at the college level or for inter-college competitions. Cultural activities are carried out in a smooth manner on three stages having two green rooms adjacent to the ground.

Health club and yoga center: Proposed to be set up.

Yoga and meditation sessions have been started from the session 2018-19 in the institution to make the students aware about its benefits and encourage them to practice yoga and meditation for improving their physical and mental well-being.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class,

LMS, etc. (Data for the latest completed academic year)

Response: 23.08

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 46.27

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

2018-19	2017-18	2016-17	2015-16	2014-15
21.94	12.49	0.05	2.34	5.32

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The institution has a library with seating capacity for 130 students and twenty teachers with two study rooms. The library remains open from 10:00 a.m. to 5:00 p.m. during all working days. It is equipped with four computers having internet connectivity. Accession numbers have also been assigned to all the books available in the library and have been entered in SOUL 2.0. Software. The library committee manages the various aspects of library.

The committee asks the subject concerned teachers for the requirements of the books and also manages the

purchase of books, magazines, etc. for academic and competitive exams. The library has a stock of 3905 books (general stock-2974 , gifted stock-634, book bank- 297) and subscription of six newspapers (two english and four hindi). The library has also subscription of ten magazines and four journals namely Pratiyogita Darpan, Him Pratiyogita Sansar, Competition Success Review, Samsaamyiki Mahasagar, India Today (English), Business Today (English), Junior Science Refresher, Grihshobha, Yojana, Employment News and Himalayan Journal of Contemporary Research, University News and Third Concept. There is a Book Bank facility through which books are issued to the needy as well as outstanding students for the whole academic session.

File Description	Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

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

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 0.55

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.40	0.47	0.52	0.69	0.68

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

Response: 0.81

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

Response: 4

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has IT facilities. Principal office has a computer with internet facility and printer cum scanner cum photostat machine. There are adequate numbers of computers with wi-fi facility and printer cum scanner/photostat machine available in the administrative office. The library is also upgraded and equipped with four computers with internet facility. There are eight computers in the IT lab. The faculty members and students have easy access to the internet facility in the library and IT lab. The faculty room has one computer and wi-fi facility. In order to prevent malfunctioning in the computers and to protect those from malware attacks antivirus software are installed. There is one virtual classroom in the college in which online lectures are delivered to the students from other institutions. Time to time up gradation of internet bandwidth is done as per requirement.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 23.9

4.3.3 Bandwidth of internet connection in the Institution

E. < 05 MBPS

D. 05 MBPS – 10 MBPS

C. 10 MBPS – 30 MBPS

B. 30 MBPS – 50 MBPS

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 5.49

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

2018-19	2017-18	2016-17	2015-16	2014-15
10	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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

Response:

Since the institution is a government institution, it follows the rules and regulations of Government of Himachal Pradesh. There is no separate policy and procedure for the maintenance and utilization of physical, academic and sports facilities at the institutional level. However, for the growth, maintenance and development of the institution, the Principal has made internal mechanism within the framework to ensure the smooth functioning. Different committees have been constituted for this purpose which are as follows:

- Purchase Committee
- Physical Verification Committee

- College Property Committee
- College Advisory Council cum CSCA Advisory Committee
- Library Committee
- Time-table Committee works under IQAC
- Mid-term examination committee
- Campus Development and Beautification Committee
- Water and Electricity Maintenance Committee
- RUSA CBCS Committee
- Bus Pass Attestation Committee
- Canteen committee
- Subject based interactive committee
- Anti- Ragging Committee
- Eve- teasing / Discipline Committee
- In charges of various sports related activities
- Scholarship committee
- In charges of various cultural and co-curricular activities
- Energy and eco-club
- Disaster management
- Legal management committee
- Cultural committee
- Career and counseling cell
- Prevent sexual harassment of women at work place committee
- Women cell

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 13.54

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
78	3	91	97	82

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

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

Response: 0.08

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

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

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 28.18

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

2018-19	2017-18	2016-17	2015-16	2014-15
538	158	0	0	0

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

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

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Upload any additional information	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 6.47

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

Response: 9

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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 last five years.

Response: 6

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

2018-19	2017-18	2016-17	2015-16	2014-15
03	03	00	00	00

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

The institution has an active College Students Central Association (CSCA) nominated as per university notification. The office bearers of the CSCA and class representatives are purely nominated on academic merit basis. Whereas representations from NSS, cultural activities, Sports activities, Red Ribbon club, Eco-Club and Rovers and Rangers are nominated amongst outstanding participants/position holders by the concerned in-charges.

Composition of CSCA

The Principal of the college is the principal advisor of CSCA and CSCA Advisory committee. In addition, the committee comprises of

- President (Highest in merit amongst all the nominated students)
- Vice-president (Highest in merit amongst the nominees excluding the faculty/class/department from which the nomination for president is made)
- Secretary (Highest in the merit amongst the nominees excluding the faculty/class/department from which nominations for president and vice-president are made)
- Joint secretary (Highest in the merit amongst the nominees left excluding the faculty/class/department from which nominations for president and vice-president, secretary are made)
- Class Representatives (highest in merit in their respective classes)
- Nominations from
 - Rovers -1 nominations amongst outstanding boy
 - Rangers-1 nomination amongst outstanding girl
 - NSS- 2 nominations amongst outstanding participants
 - Cultural-2 nominations amongst outstanding participants
 - Sports- 2 nominations amongst outstanding/position holder/ participant in inter-university or inter-college
 - Eco-Club 2- nominations from outstanding participants
 - Red Ribbon Club -2 nominations from outstanding participants

The main functions of CSCA are maintenance of a conducive academic environment and discipline among the students. The major activities of the CSCA include putting forward various demands of the students to the Principal regarding facilities to be provided to the students in the college, organising and assisting various academic, cultural and sports activities to enrich talents and developing leadership quality among

students. The students also find representation in various functional bodies like Editorial Board of college magazine, various clubs and subject societies.

File Description	Document
Upload any additional information	View Document

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

Response: 4.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
15	02	02	01	01

File Description	Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

The institution has an Alumni Association i.e. Old Students' Association (OSA) which was formed on 2nd November 2018 and it was unanimously resolved that the alumni association will constantly support the institution through financial and non-financial resources. The rules and by-laws of the association have been framed and registered under Societies Registration Act 2006. In this regard, a bank account has also been opened.

File Description	Document
Upload any additional information	View Document

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

E. <1 Lakhs

D. 1 Lakhs - 3 Lakhs

C. 3 Lakhs - 4 Lakhs

B. 4 Lakhs - 5 Lakhs

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision

The vision of the institution is

- To provide the best possible education and values for the overall development of students coming from rural areas and backward panchayats as well.
- To focus on the universal development of students as leaders capable of providing effective leadership and contribution in their chosen areas of work.
- To use available resources in an efficient and effective manner for the inculcation of wise thinking, wisdom and professional competence among students.

Mission

The mission of the institution is:

- To provide quality education to students irrespective of gender, caste, creed, religion and diverse socio-economic status.
- To impart holistic quality education to students and empower them with knowledge, skill, and competence.
- To make the students self-reliant, enlightened and socially committed citizens of the country.
- To inculcate cultural and spiritual values to the students like honesty, truth, sacrifice, traditions etc.

The institution aims at imparting quality education with the available resources to the students coming from rural areas and backward panchayats so as to enable them to lead quality life. It has been the objective of the institution to develop competitive spirit, critical thinking, moral values, human ethics and environment consciousness among the students. The academic, co-curricular and extra-curricular activities provides an opportunity to the students to develop their overall personality. The academic session begins with a well-designed academic calendar. The time table regulates the teaching schedule for the session and the classes are taken accordingly. The teachers being an important link in this chain of development are dedicated to the achievement of vision and mission of the institution.

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

Response:

The institution has an extensive list of committees constituted at the beginning of the academic session. The management of the institution is done by the Principal, staff council and IQAC. The different

committees are headed by the conveners who guide and ensure the functioning of their respective committees. The progress and functioning of the committees is reported to the Principal by the convener. The members of the committee are consulted in taking every decision. The staff council and IQAC give suggestions to the Principal to carry out various plans effectively. These plans are evaluated and the suggestions are incorporated accordingly. The Principal convenes regular meetings with the staff council, IQAC, CSCA and other committees to formulate, implement and monitor the various plans. The institution tries its best to complete curricular, co-curricular and extra-curricular activity. The Principal also interact with the PTA, CSCA, OSA and other local administrative bodies.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The perspective/ strategic plan of the institution includes upgrading of various laboratories including procurement of the laboratory equipment's according to the curriculum, upgradation of library and other learning resources, procurement of furniture, promotion of cultural and co-curricular activities and upgradation of classrooms, faculty room and college office. The Principal convenes the meeting in the beginning of academic session. In the meeting, the duties are assigned to different committees keeping in view the policies and plans of the institution. Before the commencement of the classes, Principal and staff address the newly enrolled students to make them familiar with the academic calendar of the college. Regular feedback is taken from various stakeholders i.e. students, parents, teachers, PTA, and OSA. An annual report is prepared every year and is presented by the Principal in the Annual Prize Distribution function of the college.

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.

Response:

The administration of the institution is committed to ensure effective and efficient management. The vision and mission are the guiding principles in the academic and administrative functioning of the institution. The Secretary (Higher Education) and Director of Higher Education, Himachal Pradesh are the controlling authority and policy making body. The Principal of the institution acts as the official link between the Director (Higher Education), Secretary (Higher Education) and the institution. The Principal leads the staff council and all decisions are taken in consultation with staff council. The employees are governed by the recruitment and promotion (R&P) rules and regulations of the state government. The superintendent is the ministerial head of the administrative wing and coordinates with the Principal, teaching staff, office and students. The IQAC and Staff Council are the monitoring agencies and they help in shaping the perspective decisions, plans and policies. The CSCA is constituted as per university guidelines and it bridges the gap between the college administration and students. The PTA is the representative body that brings together the parents and college administration. Every decision is taken up by the Principal, IQAC and Staff

Council. Bursar is appointed by the Principal to assist the principal in exercising the control over expenditure from the college funds. College Student Central Association (CSCA), Old Students Association (OSA) and Parent-Teachers' Association (PTA) are integral part of the institution and contribute to the perspective planning in order to attain the vision and mission of the institution.

6.2.3 Implementation of e-governance in areas of operation

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The administration of the institution is supportive to enhance the professional development of teaching and non-teaching staff and communicates all the welfare schemes of the government. The welfare measures includes maternity leave, paternity leave, study leave, duty leave to participate in conferences, seminars and workshops, medical reimbursement, leave travel concession, group insurance schemes, provident fund/NPS, provision to draw an advance and withdrawal from GPF/NPS, gratuity, leave encashment and other benefits on retirement. The institution has a faculty room with tables, chairs, sofa, wi-fi facility, rack and pigeonholes. The staff has access to the canteen facility. Clean drinking water is available with RO facility. Separate washrooms are available for the staff members. There is a separate study room for teachers in the library. The institution has automated salary transfer facility. Prevent Sexual Harassment of Women at Work Place Committee helps in prevention of any gender based harassment in the workplace. The faculty members are encouraged to participate in international, national and state level seminars,

conferences and workshops. They are also encouraged to publish research papers in UGC approved journals. There is a proper seating arrangement for non-teaching staff to carry out their routine office work. There are four computers, printer cum scanner cum Photostat machine, fax machine, two printers, two landline phones and VPN in the administrative office.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 16.04

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	2	1	1	1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The overall performance and achievements of faculty members are monitored and evaluated as per the guidelines of UGC and State Government. All the faculty members are appointed by Principal Secretary Higher Education, Government of Himachal Pradesh, Shimla through Himachal Pradesh Public Service Commission (HPPSC) Shimla. Salary, grades and other emoluments / remunerations are granted as per UGC pay commission recommendation adopted by the state government. The nonteaching staffs are appointed by Director (Higher Education) through Himachal Pradesh Subordinate Selection Board and class-IV is appointed by Deputy Director of Higher Education. Salary, grades and other emoluments / remunerations are granted as per the state government rules. Academic Performance Indicator (API) for teaching and Annual Confidential Report (ACR) for non-teaching staff is submitted to the higher authority through proper channel. Regular feedback is taken from the subject concerned teacher and students regarding completion of syllabi by the IQAC and then submitted to the Principal.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has constituted committees such as Advisory Committee, Purchase Committee and Stock verification committee for the efficient use of available financial resources to make purchases and monitoring the financial matters. The college office has skilled and efficient staff with adequate expertise for doing the routine financial work. The financial matters of local funds are handled by bursar of the

institution and the financial matters of government funds are handled by Dealing Assistant and office Superintendent.

The college has a well-established system for effective and efficient use of available financial resources. First of all, for any expenditure to be made a proper demand in writing is made by the concerned department with full details of requirements to the Principal. The Principal after scrutinizing the application, grants permission and sanction to the department/official concerned for purchase after fulfilling the codal formalities as per the rules of Government of Himachal Pradesh. A meeting of purchase committee is held on the receipt of the quotation/tender. All the codal formalities are completed and done. The payment is made through RTGS/NEFT and by issue of cheques to the concerned parties/suppliers. Proper record is maintained. Bursar is appointed by the Principal to assist in exercising the control over expenditure from the college funds.

The budget allocations for running the college are made by the Department of Higher Education. Salaries and payments are made through Government Treasury after passing the bills by the Treasury Officer. The tuition fee, admission fee, late-admission fee and re-admission fee are deposited in the Government accounts through challan. Dealing Assistant and Office Superintendent assist the principal in exercising control over the expenditure from the government funds. All government financial transactions are online and transparent. The audit of the local funds is conducted by the Local Audit Department of Government of Himachal Pradesh and the audit of government funds is done by Accountant General, Himachal Pradesh. The audit of the local funds for the period June 2007 to March 2012 and April 2012 to March 2019 was conducted by the Local Audit Department of Government of Himachal Pradesh. The objections raised by the auditors are removed and settled. The institution has requested the AG for the audit of government funds. Whenever the institution needs a substantial sum for infrastructure; development or any such other developmental project, funds are sought from the Director of Higher Education which in turn is allocated depending on their availability in the budget. Other sources of resource mobilization are PTA fund and OSA fund and these funds are used for the developmental activities of the college and the welfare of students. Social audit is done of these funds.

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

Response: 1.54

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.74	0.09	0.25	0.25	0.21

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

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

Response:

Dr. Sarvepalli Radhkrishnan Government Degree College, Dharampur, Distt. Mandi is fully funded by the Department of Higher Education, Government of Himachal Pradesh in every respect. So, the institution does not have any resource mobilization policy of its own. The principal sources of funds for the college are budget of state government and fees collected from the students. Additional resources for engaging staff on need basis with the prior permission of Director of Higher Education, Government of Himachal Pradesh and for carrying out minor development activities are also generated through the funds of Parent-Teachers' Association (PTA). Different committees of the institution monitor and regulate the activities in the interest of students. Proper utilization of funds is ensured by the bursar at the institutional level as per the rules and regulations of the state government and university.

6.5 Internal Quality Assurance System

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

Response:

The institution has established an Internal Quality Assurance Cell (IQAC). The IQAC has been relentlessly engaged in creating an environment that helps the institution in achieving its vision and mission. IQAC was constituted on 14th June 2014. Quality assurance in the college is a dynamic process and IQAC is moving towards documentation of strategies and processes as per guidelines. The IQAC has been engaged in planning and monitoring the internal quality pertaining to curricular and co-curricular activities for the welfare of students. It has been a constant effort on the part of the Cell to plan and execute growth oriented programmes.

The IQAC plays an assigned role in quality enhancement by:

- Disseminating information on the various quality parameters of higher education to the faculty and the students.
- Developing strategies for further improvement in academic, curricular and extra-curricular activities.
- Promoting the use of technology for enhancing teaching learning process.
- Encouraging faculty to participate in workshops, seminars and conferences.

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

Response:

The institution has a clearly defined set mechanism to continuously monitor the learning outcome. It boosts morale of the faculty members and energizes the zeal among students of the college, as new procedures and methodologies are adopted/ used by the teachers for teaching learning process. Apart from the curricular activities, extra-curricular activities are organized in the college during the academic session in which staff members of the college takes part enthusiastically. Continuous review of the teaching learning process is undertaken through various committees which are regularly monitored by IQAC. The Institution communicates its quality assurance policies, mechanism and outcomes to the various internal stakeholders like parents, students and staff through notices, circulars, meetings, etc. Specifically, the institution communicates its quality assurance policies to the parents during PTA meetings and the staff during staff meetings and other informal interactions.

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

There is no question that gender equality improves the well being of individuals, communities, cultures and nation worldwide. Gender equality in education gives equal opportunities to men as well as women in economic, social life, culture and politics. The institution is committed to gender equity and has been undertaking several programmes towards this end. For the past years the institution has been celebrating International Women Day and Women Equality Day on 8th March and 26th August respectively. Time to time lectures on women empowerment are organised. The students of the institution carries out activities like elocution and poem recitation and shows keen interest in gender equity programmes. In the session of 2017-18, International Women Day was observed and various activities were done. Seventy eight students attended the programme. On August 26, 2017, Women Equality Day was also observed and ninety eight students marked their presence in the programme. Students participated in activities like elocution, poem recitation and slogan writing. In the session of 2018-19, a women oriented programme named Aprajita was carried out by the team of Amar Ujala in the campus on February 8, 2019. 253 students attended the programme. International Women Day was also observed on March 8, 2019. The students of the college presented a beautiful group song. On October 1, 2019 a lecture on women empowerment was delivered by Manju Asstt. Prof. (Botany), Career Point University, Hamirpur. In her speech she laid stress on the issue of gender inequality. She further added that equal rights of men and women in the society improve the sex ratio and the economic status of women. She also made the girl students aware of the various government aided self employment schemes. The institution has majority number of students who become eligible to cast vote for the first time, various voter awareness programmes are organised in collaboration with the local administration to make them aware about their voting rights and the importance of every single vote casted. The institution is committed towards providing safety and security to the girl students. To meet this end, the institution has constituted various committees like 'Prevent Sexual Harrasment of Women at Work Place Committee' and 'Anti-Ragging Committee'. The name and contact numbers of the committee members have been put in a prominent place so that it readily be seen. Anti-Ragging Squad and Task Force/Eve Teasing/Discipline Committee takes rounds of the college premises on regular basis. The Redressal cum Adloscent counselling Cell and Mentors provide counselling and aim at helping the young students especially girls to deal with their feelings, behaviours and thoughts. The college has a provision for Girls Common Room where the girls students may sit, rest and go for recreation. The room is equipped with a Vending Machine, Chairs, Fans, indoor games like carom and chess etc. The teachers of the institution visited nearby panchayats on account of 'Pre Jan Manch' (State Government Programme in collaboration with local administration) and aware the local people about the college admissions and different scholarship programmes related to girls.

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

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

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

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

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

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

Response:

The institution ensures and is very particular about cleanliness and acutely conscious of its duty towards the safe and clean environment. Negligible hazardous material is produced by the science laboratories. The solid waste generated by all sorts of routine activities carried out in the college includes paper, plastics,

glass, foods, etc. The NSS unit of the college through its one day and seven day camps, Eco club unit and Rovers and Rangers unit helps in keeping the campus of the college clean and its environment hygienic which is very necessary for the healthy academic environment of the college.

Waste management steps by the institution include:

- **Solid waste management:** The institution has two types of dustbins for bio degradable wastes and non-bio degradable wastes. Bio degradable waste is dumped in a pit. Non-bio degradable waste is auctioned from time to time by the college write off committee.
- **Liquid waste management:** This is done by putting the waste in the pit by the concerned departments.
- **E-waste management:** There is negligible quantity of e-waste produced by the institution. The waste is kept till its final disposal in stores and auctioned from time to time.
- **Hazardous chemicals and radioactive waste management:** Negligible hazardous material and radioactive wastes are produced by the science laboratories. However, to dispose the waste of science laboratories separate pits are there.

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

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

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

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

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: D.1 of the above

File Description	Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms

3. Signage including tactile path, lights, display boards and signposts
4. 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

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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

Response:

In the epoch of globalization, where people of different cultures, regions and religions live, study and work together, the goal of establishing tolerance and harmony has become extremely important. Lack of tolerance may lead to misunderstandings and aggression. Education is a powerful means to ensure peace, harmony and development. The institution has identified a number of initiatives and activities focused on creating a more inclusive and welcoming campus. The institution considers tolerance from the point of cultural characteristics of the students. Various activities like song competitions, dance competitions etc. are conducted by the students from time to time. Glimpses of different cultures are seen. The students enjoy all performances. To promote and conserve the oral form of folk culture the institution has taken the initiative in this direction and started collecting the rich literature of Mandayali folk.

Regional Diversity is the acceptance of all folks regardless to their sex, education and disability. Regional diversity is an indication of each person's uniqueness from a certain area. Nowadays tolerance is slowly vanishing and leaving behind anger, violence and hate. The institution is strict towards providing an environment where students and employees with diverse beliefs coexist peacefully without hate and rancor. The institution has students and employees belonging to different regions, gender, caste and creed but there is no single incident reported on intolerant behavior and violation of Article 14-18 till date.

India has been the home of all the religions. It is a vast country with people belonging to different religions living amicably for centuries together. The institution has taken initiatives to promote communal harmony. These include observance of 'Unity Day', 'Republic Day', 'Independence Day', 'Human Rights Day' and 'Constitutional Day'. The teachers also guide the students to give equal respect to all the religions and

maintain the feeling of brotherhood with their fellow mates in spite of their socio economic status. The various other efforts taken by the institution in providing inclusive environment are as follows:

1. Rallies and Awareness programmes related to environment, personal hygiene, prevention of HIV/AIDS, drug awareness, road safety etc by students, in collaboration with local administration are conducted in the campus and surroundings areas.
2. A lecture on Herbal Drug Adulteration was delivered by the Assistant Prof. of CPU, Hamirpur to make the students aware of the food adulteration and various means to check it.
3. Mock Drills on safety from earthquake were conducted by the institution.
4. Various Career Guidance programmes are organized by the institution.
5. The teachers of the institution visited nearby panchayats on account of 'Pre Jan Manch' (State Government Programme in collaboration with local administration) and aware the local people about the college admissions and different scholarship programmes related to girls.
6. The Rover and Ranger unit of the college collected relief fund for Kerala Flood Victims and participated in blood donation camps.
7. The institution has a 'Book Bank'. It is a boon for needy and outstanding students.

File Description	Document
Any other relevant information.	View Document

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

Response:

Constitutional obligations are the moral obligations of all the citizens to help promote a spirit of patriotism and to uphold the unity of the country. These obligations are set out in different Parts of the Constitution concern individuals and the nation. Institution takes various initiatives in organising various programmes, events and activities so as to make students and employees responsible citizens. Institution observes 'Constitution Day' day on 26 November. Various competitions like speech, poster making, slogan writing and essay writing are conducted to make students and employees aware of Fundamental Rights and Duties and other constitutional obligations. An oath is taken to secure justice, liberty, equality to all citizens and promote fraternity to maintain unity and integrity of the nation.

Human rights are moral principles or norms that describe certain standards of human behavior. The institution also observes 'World Human Rights Day' on 10th December. The day is marked by conducting various activities dealing with human rights issues. Students of the institution share their views and make all the people aware of their rights.

Republic Day is observed by the institution on 26th January by NSS volunteers and Rover and Ranger Unit. The volunteers participate in the Parade and the day is celebrated to remember when India's

constitution came into force, completing the country's transition toward becoming a republic. Independence Day is also observed by the institution on 15th August.

National Unity Day is observed by the institution on 31st October to pay tribute to the great man, Sardar Vallabhbhai Patel, on his birth anniversary by remembering his extraordinary works for the country. Celebration of this day by the institution helps the students to promote unity, national integrity and brotherhood.

File Description	Document
Any other relevant information	View Document

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

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

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

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

Response:

The institution is working firmly in order to inculcate the values such as national integration, communal harmony and to acknowledge the contributions rendered by eminent personalities in shaping India. Students celebrate the birthdays of great Indian personalities such as Mahatma Gandhi, Bhagat Singh, Swami Vivekanand, Dr. Sarvapalli Radhakrishnan, Pandit Jawahar Lal Nehru (Children's Day), Sardar Vallabh Bhai Patel (National Unity Day) etc. with the permission of college administration where they pay tribute to them. To commemorate the birth anniversary of Father of Nation, Mahatma Gandhi, Swachhata Diwas is observed every year on 2nd October since 2014. To mark the birth anniversary of Dr. Sarvapalli Radhakrishnan, the institution organizes a function on 5th September every year to celebrate Teachers' Day. The faculty of Sciences celebrates National Science Day on 28th February every year to mark the discovery of Raman Effect by Nobel Laureate Dr. C.V. Raman. The faculty of English celebrates the birth anniversary of Sri Aurobindo and Mulk Raj Anand. The faculty of Hindi celebrates birth anniversaries of eminent poets like Harivansh Rai Bachhan and Yash Pal. National Education Day is also celebrated in the institution on 11th November. The faculty of Commerce observes World Consumer Rights Day on 15th March. Diwali is celebrated by the institution. World Water Day is also observed to create awareness and encourage the students to preserve water. Martyrs Day is observed to create the feeling of patriotism among students. Hindi Diwas is celebrated in respect of adoption of Hindi as one of the official languages. Yoga Day is celebrated in the institution to encourage the students to practice yoga and meditation in daily life. Children's Day is celebrated to remember and mark the birth anniversary of Our first Prime Minister Pandit Jawahar Lal Nehru. Kargil Vijay Diwas is observed.

File Description	Document
Geotagged photographs of some of the events	View Document

7.2 Best Practices

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

Response:

Best Practices are an inherent part of a curriculum that exemplifies the connection and relevance identified in educational research and development. These practices motivate, engage and prompt students to learn and achieve. Our college follows two best practices which add commendable value to our college and its stakeholders. The best practices are:

Best practice 1: BOOK BANK

Objective of the Practice:

Book bank facility is one of the demanded services in libraries. It is boon for the students. It is the student resource that he/she may require for his/ her academic pursuits. It is a unique feature of the institute wherein poor cum needy and outstanding students are provided books from the library and they can retain them until the examinations are over. The following are the main objectives

- To provide the service to the poor cum needy and outstanding students for successfully completing

their educational pursuit.

- To encourage all students to develop positive attitude towards learning and become independent learners.
- To provide material that will develop literary appreciation, aesthetic values and ethical standard among students.

Context and The Practice

Book Bank is a boon for needy and outstanding students. The students coming from rural background and diverse socio-economic status are full of enthusiasm, energy and commitment but due to lack of adequate exposure extra efforts are required in teaching learning process. It was started from a modest beginning in 2012 with a collection of seventy five books covering International and Indian authors with separate section in the library. Presently the book bank has a separate collection of 297 books. The main issues that were kept in mind in designing and implementation of this facility were:

- To carry out proper functioning in smooth manner irrespective of the limited man power.
- The procedure for the identification of beneficiaries has been kept simple i.e. by producing IRDP/BPL certificates and merit certificates. Further, the students do not require any extra registration or charges.

Issue/Return Policy

- Users must show their college identity cum library card along with IRDP/BPL certificates and merit certificates at the time of borrowing books.
- Book Bank issues up to four books to every student, for one academic session.
- Books are issued on first-come-first serve basis.
- Students must fill the requisition slip at the time of issuance of book(s) and submit it to the dealing staff.
- Students are required to return the issued books after completion of final examination.

Evidence of Success:

As the students come from diverse socio- economic status, they do not have adequate resources for buying books. By following this practice the financial burden of the parents has reduced.

Problems Encountered and Resources Required:

The institution faces problems in the expansion of book bank due to limited funds. Efforts are being made to raise the funds for book bank with the help of alumni associations, faculty members, local bodies, NGO etc.

Best practice : Preserving Folk Culture through Generations

Intended Outcomes

- 1.To make the students and future generation aware of their folk culture which is on the verge of

extinction.

2. To make the folk literature available to the educated lot.

Underlying Principle

This practice connects the people as it documents daily life which encompasses rituals, religion, foods, arts and other facets that make a culture unique.

The Context

Himachal Pradesh known as '*Devbhumi*' is the north state (32°01' 7510 ?? E) of India. It has a rich culture which is very much apparent in the day to day lives of its people. Reflecting unity in diversity Himachal Pradesh is a land where the different religions, customs, tradition and beliefs are followed and different languages and dialects are spoken. The most commonly spoken languages in the state are Hindi, Pahari, Kangari, Mandayali, Bilaspuri and kinnauri.

The culture of district Mandi (31°20' 7658 ?? E) is synonymous with various events and happening in the day to day life of the people. The Mandi region has four local languages namely seraji, mandayali, suketi and kamlaha. The subject of this folk forms shift according to the season and there is a song for almost every occasion. A need to collect these folk forms which are available in oral form is being felt. So the institution has begun to take an initiative in this direction and started collecting and preserving the rich literature of Mandayali folk.

The Practice

With careful documentation and artifact preservation a culture can be recorded and remembered regardless of its future. It can also be shared and understood by those from different culture and background. The institution has been carrying out the practice of documentation and preservation of folk culture since session 2018-19. The main subjects of the songs are romance, sanskara, religious, dance songs, muktak, marriage songs, stories of war and gallantry, child birth as well as mourning. The folk literature of Mandi is available mainly in oral form which passes from generation to generation through verbal discourse and very less is available in scripted form. The institution has begun to take initiative in collecting and preserving the rich folk literature of district Mandi. After the discussion of IQAC committee and cultural committee with the Principal it was decided that every faculty member would make the students aware about their local culture and motivate them to collect and preserve the folk culture as it is on the verge of extinction. The students realized the importance and started working in this direction. The students collect these oral tales and songs from their parents and grandparents and put it in writing and also in audio visual forms. It has helped a lot in connecting their folk literature and culture through written word. These written collections are also kept in library and institution has decided to publish these collections in the college magazine '*Sondhara*'. To draw the attention and make these collections accessible to all the students and employees they are displayed on notice board as well. The students also collect photographs and try to explore historical background of nearby places, temples etc. which helps in displaying alternative

perspective on history. To make the folk culture reachable to wider masses the institution has also planned to create a You Tube channel for uploading the videos of these collections. It will give a boost to this practice. The unavailability of scripted local dialect is a big challenge in accomplishment of the target.

Evidence of Success

In order for a culture to be respected and its survival in globalized world, the people must be educated about their local culture and way of life. The best way to do this is through respectful collection and preservation of local culture. Documentation of the folk culture has been started and one copy of every collection is kept in the library and the students are showing their keen interest in this regard. Students perform local songs in various cultural functions at institution level and also perform local songs in Inter-College Youth Festival. These collections will also be published in the college magazine, 'Sondhara' from this session.

Problems encountered and Resources Required

Discussion of local cultural preservation does not happen enough at the society level and institutional level as well. The lack of awareness among students is causing the local culture like dialects, customs, traditions, values, norms, beliefs etc. to die out, a notable loss for humans as a species. The main problem encountered was that many of the local dialects, literature etc. is in the hands of the elders but the young generation has no interest in knowing their folk traditions. The western mindset of the people has come at the cost of the loss of local dialects, rituals and culture preservation. The unavailability of scripted local dialect is a big challenge in accomplishment of the target.

The best way to preserve cultural heritage, whatever it may be is to share it with others. The foremost requirements by the institution for the preservice of folk culture are various means of digital storage and active involvement of the society.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

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

Response:

“IF DAUGHTER IS EDUCATED IT IS EQUIVALENT TO AN EDUCATED SOCIETY”

The institution is situated in rural area including some backward panchayats. Our college has a large number of students from the surrounding villages. The number of girl students is more in number. Most of the students from rural areas & poor background, but they are not poor in talent, knowledge and humility.

It is motivating people for encouraging their children especially girls to pursue higher education. The teachers of the institution visited nearby panchayats on account of 'Pre Jan Manch' (State Government Programme in collaboration with local administration) and aware the local people about the college admissions and different scholarship programmes related to students. It is very much importance in the overall progress and development of the institution. Our college staff identifies their talent and encourages them. This institution was established in 2007. The vision of the college is to provide best possible education and values for the overall development of the students and use of available resources in an efficient and effective manner. For this purpose the institution organizes different activities, which enriches the character and gravity of student personality. Beside regular classes, class test, midterm tests and house tests are conducted on scheduled time. Seminars, quiz contests, guest lectures are also conducted to improve the overall personality of the students. The academic curriculum has prepared these students for the business of life while the values imparted to them through all the minute details of the curriculum make them responsible citizens. The various other efforts taken by the institution in providing inclusive environment are as rallies and Awareness programmes related to environment, personal hygiene, prevention of HIV/AIDS, drug awareness, road safety etc are conducted in the campus and surroundings areas. A lecture on Herbal Drug Adulteration was delivered by the Assistant Prof. of Career Point University, Hamirpur to make the students aware of the food adulteration and various means to check it. Mock Drills on safety from earthquake were conducted by the institution. Various Career Guidance programmes are organized by the institution. The Rover and Ranger unit of the college collected relief fund for Kerela Flood Victims and participated in blood donation camps. The institution has a 'Book Bank'. It is a boon for needy and outstanding students.

Additional information:

1. Our college provides an opportunity for the rural youth.
2. Active participation of students especially girls in various activities has increased gradually.
3. Yoga and meditation sessions have also been started from the session 2018-19 in the institution to make the students aware about its benefits and encourage them to practice yoga and meditation for improving their physical and mental well-being.
4. To promote and conserve the oral form of folk culture the institution has taken the initiative in this direction and started collecting the rich literature of Mandayali folk.

5. CONCLUSION

Additional Information :

The institution has the responsibility to inculcate some good habits to make the students responsible and accountable citizens. The administration plays a significant role with its earnest efforts in this direction. The students are encouraged to save electricity and make the environment eco-friendly. They are also encouraged to keep the campus clean by utilizing the dustbins. Various subject societies and clubs involve the students in numerous activities like quiz competitions, awareness programmes, guest lectures, etc. An amount of rupees ten lakhs was released and spent on the railings of the corridors of the college building. The NSS, Rovers and Rangers, Eco-Club, Red Ribbon Club and Indian Red Cross Society Youth Group make the students sensitise about various social issues. The approval and expenditure sanction of rupees five crores sixty one lakhs has been granted by the Govt. of Himachal Pradesh for the construction of staff accommodation. In this regard thirty lakhs has already been released. Apart of this, rupees four lakh fifty nine thousand administrative approval and sanction have also been accorded for construction of u-shape drain of the college playground. And four lakh fifty thousand has been released to the Executive Engineer HPPWD. An amount of forty lakh has been released for the construction of the building. Proposal for starting the NCC Army Wing Division has also been sent for approval. The request for the creation of the post of Physical Education has been submitted to the Director of Higher Education.

Concluding Remarks :

Dr. Sarvepalli Radhakrishnan Government Degree College, Dharampur, Distt. Mandi was established by the Government of Himachal Pradesh in response to the persistent demand of the people of concerned assembly segment. The institution was started with the faculty of Humanities in 2007-08 and Science & Commerce streams from the session 2014-15. The institution has been imparting education to the students from rural areas of Dharampur, Sarkaghat and Joginder Nagar Sub-divisions of District Mandi. The institution has completed twelve years in higher education offering courses irrespective of gender, geographical location, social and economic strata. The institution also provides opportunities for the students to participate in co-curricular and extracurricular activities. The institution has both experienced as well as young faculty and the entire infrastructure available in the college make it possible to offer students quality teaching-learning environment. The college's quality aspect extends to ensuring and enhancing the quality of students through enriched curriculum by providing knowledge, wisdom and character to the students. The college is aware of its social responsibility and is engaged with local communities for capacity building to bring into the mainstream. The institution is working constantly with a vision to build holistic and vibrant learning environment founded in the value based academic principles.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 3 Answer after DVV Verification: 14</p> <p>Remark : DVV has made the changes as per provided self declaration letter of all Programmes- BA (English, Economics, Hindi, Sanskrit, History, Music Instrumental, Geography, political Science, Mathematics), B. Com, B.Sc (Physics, Botany, Chemistry, Zoology).</p>																				
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>6</td> <td>3</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per circular syllabus provided by HEI.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	1	2	1	0	0	2018-19	2017-18	2016-17	2015-16	2014-15	5	6	3	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	2	1	0	0																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
5	6	3	0	0																	
1.4.2	<p>Feedback process of the Institution may be classified as follows:</p> <p>Options:</p> <ol style="list-style-type: none"> 1. Feedback collected, analysed and action taken and feedback available on website 2. Feedback collected, analysed and action has been taken 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: C. Feedback collected and analysed Remark : HEI not provides action taken report. IQAC meetings not considered.</p>																				

2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table border="1" data-bbox="306 309 1046 443"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>478</td> <td>557</td> <td>660</td> <td>558</td> <td>417</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 519 1046 654"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>156</td> <td>179</td> <td>257</td> <td>300</td> <td>254</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1" data-bbox="306 734 1046 869"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1120</td> <td>1120</td> <td>1120</td> <td>1120</td> <td>1120</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 949 1046 1084"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1120</td> <td>1120</td> <td>1120</td> <td>1120</td> <td>1120</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per provided details of first year students by HEL.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	478	557	660	558	417	2018-19	2017-18	2016-17	2015-16	2014-15	156	179	257	300	254	2018-19	2017-18	2016-17	2015-16	2014-15	1120	1120	1120	1120	1120	2018-19	2017-18	2016-17	2015-16	2014-15	1120	1120	1120	1120	1120
2018-19	2017-18	2016-17	2015-16	2014-15																																					
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1120	1120	1120	1120	1120																																					
2.1.2	<p>Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years Answer before DVV Verification:</p> <table border="1" data-bbox="306 1478 1046 1612"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>113</td> <td>98</td> <td>148</td> <td>149</td> <td>92</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1693 1046 1827"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>124</td> <td>111</td> <td>73</td> <td>153</td> <td>114</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per provided admitted students of SC,ST and OBC.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	113	98	148	149	92	2018-19	2017-18	2016-17	2015-16	2014-15	124	111	73	153	114																				
2018-19	2017-18	2016-17	2015-16	2014-15																																					
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124	111	73	153	114																																					
3.1.1	<p>Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)</p>																																								

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
21000	999944	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.21000	9.99944	0.000000	0	0

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	5	5	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	4	4	5

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	0	2	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	2	1	0

3.3.3 Number of extension and outreach Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
18	9	9	9	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
9	6	5	5	2

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1786	418	289	216	131

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	150	1	83

Remark : DVV has made the changes as per provided report of students participating in extension activities by HEI in 2014-15 and 2016-17. Provided some report has shown only the few students participating in activities which not reflect actual count. so we revise the input 1 instead of 0 in 2015-16, 2017-18 and 2018-19.

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 4

Answer after DVV Verification: 3

Remark : DVV has not considered classrooms with LED TV enabled facilities.

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

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last

five years (INR in lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2194168	1249653	5573	234334	532239

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
21.94	12.49	0.05	2.34	5.32

Remark : DVV has made the changes as per provided detail of budget allocation amount for infrastructure augmentation duly certified by CA.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
46056	53204	58881	76871	72032

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.40	0.47	0.52	0.69	0.68

Remark : DVV has made the changes as per expenditure of books and journals in a CA certified statement.

4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

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

Answer before DVV Verification : 16

Answer after DVV Verification: 4

Remark : DVV has made the changes as per average of logbook entries of students using library on 27.06.2019,28.06.2019 and 29.06.2019.

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

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

academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1451780	118934	697706	441910	663344

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
10	0	0	0	0

Remark : DVV has made the changes as per construction expenditure in certified statement by CA for the year 2018-19. Repair and maintenance expenditure has not reflect in given statement for 2014-15,2015-16,2016-17 and 2017-18.

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. 1 of the above

Remark : DVV has made the changes as per provided Timely redressal of the grievances through appropriate committees by HEI.

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 last five years.

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
06	03	00	00	00

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
03	03	00	00	00

Remark : DVV has made the changes as per provided certificate from state level competitions.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
18	03	02	01	01

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
15	02	02	01	01

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
74046	9090	25325	25315	20675

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.74	0.09	0.25	0.25	0.21

Remark : DVV has made the changes as per provided letter of grants received from non-government bodies by HEI.

7.1.5 Green campus initiatives include:

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

Answer before DVV Verification : Any 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has made the changes as per provided photos of Pedestrian Friendly pathways,

landscaping with trees and plants and Restricted entry of automobiles .

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>14</td> <td>14</td> <td>14</td> <td>14</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>438</td> <td>438</td> <td>438</td> <td>438</td> <td>435</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	14	14	14	14	14	2018-19	2017-18	2016-17	2015-16	2014-15	438	438	438	438	435
2018-19	2017-18	2016-17	2015-16	2014-15																	
14	14	14	14	14																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
438	438	438	438	435																	
1.2	<p>Number of programs offered year-wise for last five years?</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>14</td> <td>14</td> <td>14</td> <td>14</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	3	3	3	3	3	2018-19	2017-18	2016-17	2015-16	2014-15	14	14	14	14	14
2018-19	2017-18	2016-17	2015-16	2014-15																	
3	3	3	3	3																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
14	14	14	14	14																	
2.3	<p>Number of outgoing / final year students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>144</td> <td>211</td> <td>154</td> <td>82</td> <td>74</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>139</td> <td>206</td> <td>153</td> <td>81</td> <td>53</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	144	211	154	82	74	2018-19	2017-18	2016-17	2015-16	2014-15	139	206	153	81	53
2018-19	2017-18	2016-17	2015-16	2014-15																	
144	211	154	82	74																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
139	206	153	81	53																	
3.2	<p>Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>3645968</td> <td>1368587</td> <td>703279</td> <td>676244</td> <td>1195583</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p>	2018-19	2017-18	2016-17	2015-16	2014-15	3645968	1368587	703279	676244	1195583										
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3645968	1368587	703279	676244	1195583																	

2018-19	2017-18	2016-17	2015-16	2014-15
36.45	13.68	7.03	6.76	11.95

NAAC