



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	Dr. Sarvepalli Radhakrishnan Government Degree College Dharampur, Distt. Mandi (H.P.)
• Name of the Head of the institution	Dr. R.R. Kondal
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01905272870 9418124095
• Mobile No:	9418200244
• Registered e-mail	gcdharampur@gmail.com
• Alternate e-mail	rameshsharma3534@gmail.com
• Address	Dr. Sarvepalli Radhakrishnan Government Degree College Dharampur, Distt. Mandi (H.P.)- 175040
• City/Town	Dharampur
• State/UT	Himachal Pradesh
• Pin Code	175040
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Himachal Pradesh University, Shimla (H.P.)				
• Name of the IQAC Coordinator	Ramesh Chand				
• Phone No.	01905272870				
• Alternate phone No.	01905272870				
• Mobile	9418124095				
• IQAC e-mail address	gcdharampur@gmail.com				
• Alternate e-mail address	rameshsharma3534@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gcdharampur.in/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gcdharampur.in/notice/prospectus-2021-22/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.11	2021	31/03/2021	30/03/2026
6.Date of Establishment of IQAC			14/06/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Department of Higher Education , Himachal Pradesh	Salaries and other allowances	Himachal Pradesh Government	2020-21	19712774	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	03	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>>IQAC coordinated with all the departments of college for ensuring improvement in academic and co-curricular activities of the institution throughout the year. >Online teaching through various online modes > Adherence to Covid-19 SOPs > Collection and analysis of feedback from various stakeholders > IQAC constantly encouraged the faculty members for promoting research aptitude/participation in seminars/conferences.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>IQAC planned for the construction and completion of Eco-park by the Eco-Club unit of the college</p>	<p>The proposal for Eco-park was sent to HIMCOSTE, Shimla and the grant of rupees twenty five thousand was received for the same. The work of Eco-park was completed on 9th March 2021.</p>
<p>IQAC proposed for the Maintenance and Development of Botanical Garden</p>	<p>A committee was constituted for the regular maintenance of the same by means of plantation of more plants.</p>
<p>IQAC planned for the Campus Beautification, white washing of the building, repairs of the electrical and sanitary fittings.</p>	<p>An Amount of Rs 1,67,782/- has been spent from the Building Fund and PTA Funds of the college for the same.</p>
<p>IQAC planned for regular cleanliness of the Bawri (natural fresh water resource) in the Covid-19 pandemic</p>	<p>During the Covid-19 pandemic situation, Bawri was regularly cleaned and bleached by the Class IV employees of the college.</p>
<p>IQAC proposed for the purchase and installation of necessary disinfectants in the college in Covid-19 pandemic</p>	<p>For this, sanitiser dispenser machines costing Rs 9912/- have been installed at three different places in the college building, purchase of sanitisers, sodium hypochlorite, masks, gloves and hand wash of Rs 15795/-for following SOP's of Covid-19.</p>
<p>IQAC planned for the start of proposed construction of Multipurpose hall of the college</p>	<p>For this, IQAC coordinator regularly contacted the construction agency (HPPWD) for starting of the construction work of the Multipurpose hall of college. As a result of which, its construction work has started.</p>
<p>13.Whether the AQAR was placed before statutory body?</p>	<p>No</p>

<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	07/03/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1

14

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

File Description	Documents
Data Template	View File

2.Student

2.1 429

Number of students during the year

File Description	Documents
Data Template	View File

2.2 398

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

File Description	Documents
Data Template	View File

2.3 81

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 17

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 19

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	14
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	429
Number of students during the year	

File Description	Documents
Data Template	View File

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Data Template	View File

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Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	17
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	19
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	13
Total number of Classrooms and Seminar halls	
4.2	1,999,011
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	23
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution is affiliated to Himachal Pradesh University, Shimla and follows the curriculum as designed by the University. 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 institution focusses on 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 (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 table for Arts, Commerce and Science IS 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	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

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 annual theory and practical examination
- Admissions to 1st,2nd and 3rd year
- Principal's meeting on last working day for the session and assigning different activities for the next session.
- Vacation schedule
- PTA General House Meeting
- The teachers are required to complete their teaching and evaluation in the specified time period.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development

D. Any 1 of the above

**of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

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

1.2 - Academic Flexibility

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

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

14

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

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

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

Nil

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

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

Nil

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

Nil

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

1.3 - Curriculum Enrichment

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

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. 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, Women Cell, Prevent Sexual Harrassment of Women at Work place 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	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

0

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

1.4 - Feedback System

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

A. All of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gcdharampur.in/Feedback-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1120

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

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

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

129

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

2.2 - Catering to Student Diversity

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

The 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.

Due to Pandemic, remedial classes for slow learners were taken online as per the queries of the students.

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

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

Number of Students	Number of Teachers
429	17

File Description	Documents
Any additional information	View File

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

Various methods of teaching including power point presentations and demonstrations are adopted by most of the teachers of the institution. During the Covid-19 pandemic environment, online classes have been regularly conducted via various online modes. 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 NCC, NSS, Rovers and Rangers, cultural activities and activities of other clubs/ societies. At the end of the session, students are assessed internally on the basis of attendance, assignments, presentations, seminars and house examinations (HE) , practical examination by the institution and externally by the University through 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 year end examination. The college library is equipped with seven computers (one for librarian and six 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.

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

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

Today, it is essential for the students to learn and master the latest technologies. Teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. Different types of ICT tools are used by the

Institutionlike Projector in smartclassrooms/labs,desktop in th library and IT lab andVirtual Classroom. Online Classes are conducted through various apps like Zoom, Google Meet, Google Classroom etc.Use of ICT is also carried out by thefaculty members through Power Point presentationsand projectors. All the educational institutions of the state were closed due to global Covid-19 Pandemic. Therefore, all the teaching learning processes were conducted through online mode by using different platforms like Google Meet, Google Classroom and ZOOM applications. The record of online classes is duly submitted by the teachers in the office.

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

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

2.3.3.1 - Number of mentors

15

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

2.4 - Teacher Profile and Quality

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

16

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

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

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

06

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

146

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

2.5 - Evaluation Process and Reforms

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

Transparency is an important part of teaching learning process. The mid term examination (MTE) are conducted by the institution and evaluated by concerned subject teachers. However, the evaluation of end year examination is done by the Himachal Pradesh University itself. In the beginning of new academic session, students are well-informed about the process of evaluation of end year examination, mid-term examinations, attendance, assignments, seminars, viva-voce and practical examination. The college adheres rules and regulation regarding 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 and seminars along with mid-term exams and percentage of attendance. Continuous Comprehensive Assessment (CCA) has the weightage of thirty per cent (i.e. 30 Marks) of the total marks allocated to each course. Out of these 30 marks, 15 marks are allocated for mid-term examination, 5 marks for attendance, 10 marks for seminars and assignments. The evaluated answer sheets of mid-term examination are shown to the students so that they can improve their performance in near future. The internal assessments of the students are uploaded by the concerned teachers through their unique login id on the university portal. All the faculty members of the institution also maintain the hard copies of award lists and submit it to the office for record. After the compilation of marks of Continuous Comprehensive Assessment (CCA) end year examination, the final result is declared by the university.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.gcdharampur.com/

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

The grievances of the students related to the examinations are resolved by the examination committee and RUSA affairs committee of the college. Internal examination is conducted by the house examination committee of the college and external examination conducted by the University. Grievances related with internal examination are redressed by the concerned teacher. The answer scripts are shown to the students so that they can check their marks. The evaluation work is done with full transparency. The

issue related to evaluation process are received by the teachers and resolved immediately. The students who are failed to appear in the mid-term examination due to some valid reasons are allowed to appear in special mid-term examination with the prior permission of the college Principal. After declaration of the final result by the university various grievances related to result are received from the students. The RUSA Affair Committee and examination committee of the college deals with the exams and result related grievances of the students. The students approach to the Principal and request to address exam or result related grievances which is forwarded by the Principal to this committee. The matter is verified from concerned teacher to the university clerk and the reason is to be known about the discrepancy. This type of grievances is rectified by the teacher appointed by the Principal and concerned subject teacher. These are verified by the Principal and after few days it is updated on the university portal.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.gcdharampur.com/

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.

The institution offer 14 programmes at under graduation level in different streams i.e. 08 programmes in BA, 05 programmes in B.SC and B.Com. As per the guidelines of the university the admission is done purely on merit basis. 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 will be chosen by the student out of a number of subject combinations stated in the college prospectus. Notably, for the completion of degree (B.A./B. Sc./B. Com.), the student will have to obtain 132 credits 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 40 per cent in aggregate. However, the candidate has to secure minimum 35 per cent in CCA and ESE. Teachers prepare learning objectives of the subjects they teach and the same is shared with students. It is also documented in academic activities files. General expectations of student

enrichment are displayed on the campus at places frequently visited by students. Students learning outcome of the program of study is shared with students in the department by teachers. In addition to this, all the key stakeholders are made familiar with program outcomes by faculty members. The syllabus depicts the learning objectives readily available for the students and the teachers on college and university websites.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.gcdharampur.com/syllabus
Upload COs for all courses (exemplars from Glossary)	View File

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

A comprehensive evaluation process is adopted by the college for attainment of program outcomes, program specific outcomes and course outcomes. The concerned teachers use both formal and informal methods for evaluation of the students through various academic and non-academic activities conducted during the year. The mid-term examinations (MTE) are conducted by the examination committee of the institution and evaluated by concerned subject teachers. The students are informed about class tests and assignments in advance. However, the evaluation of End Term Examination 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 annual examination which is also stated in the college prospectus. The Principal conducts staff meetings to monitor the course and program outcomes. 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. Results of internal evaluation of all students are kept in office record for further correspondence. Students can check their results and grades from the website of Himachal Pradesh University.

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.hpuniv.ac.in

2.6.3 - Pass percentage of Students during the year

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

144

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

2.7 - Student Satisfaction Survey

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

<http://gcdharampur.in/Feedback-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

00

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

06

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

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

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

02

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

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 year

The institution is promoting institution- neighbourhood- 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.

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.

NCC:The college has NCC unit of 16cadets. Cadets participated in Seven Days Camp at Pandoh, District Mandi.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from

Government/ government recognized bodies during the year

0

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

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

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

09

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

166

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

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 year

0

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

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.

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.

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

- Principal office: Computer, Printer cum scanner, LAN
- Administrative office: Photostat cum printer and scanner, five computers, fax machine, VPN, printers-2, landline-2
- IT Lab: Desktop computers-8, OHP, VPN, printer.
- Faculty Room: Computer and wi-fi facility , adequate furniture
- Library: Seven computers with Internet facility, 4117 books (Book bank-367), six newspapers, Eleven magazines, eight journals, two study rooms
- Zoology Lab: B.P. Apparatus (Digital and manual), Stethoscope, H.B Meter, haemocytometer, B.O.B. Incubator (220/230 V), Water bath digital, Rexime charts, Permanent slides, skeleton of Human and frog disarticulated, Models, compound microscope, binoculars, dissecting microscope, specimens of animals, ABD blood group kit.
- Chemistry lab: Water bath rectangular (steel), Muffle furnace, Magnetic Stirrer, hot plate, rotary shaker,

calorimeter(copper), desiccator, Hot air oven 14X14X14, hot air oven 24x24x24, centrifuge machine, Soxhlet Apparatus, digital balance, distillation plant(steel).

- Physics lab: Common emitter amplifier, NPN transistor p-n junction, fly wheel, half and full wave rectifier, Ionisation Potential of Hg, Kater's pendulum, LCR series of parallel, microscope, Physical balance, Screw Gauge, Spectrometer, Sextant, travelling microscope, resolving telescope, zener diode.
- Botany Lab: Hot air oven, autoclave, laminar airflow, microscope, dissecting microscope, spectrophotometer, centrifuge machine, PH Digital, Auxanometer, Farmer's potometer, Simple Potometer, Ganog's Potometer.
- Geography Lab: OHP, models, maps, GPS and survey instruments.
- Music Room: Sitar Calcutta type, Manual Tabla, Electronic Tabla, Electronic Tanpura, Harmonium, Dholak.

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

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

The institution has 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.

Yoga and meditation sessions are conducted 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	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

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

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

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

1964480

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

4.2 - Library as a Learning Resource

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

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 4117 books (general stock-3116, gifted stock-634 , book bank- 367) 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, Samsamyiki 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.

Library link from college website

<https://gcdharampur.in/library/>

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://gcdharampur.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above
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File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0

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

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

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

2846

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

4.3 - IT Infrastructure

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

The 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 softwares 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.

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

4.3.2 - Number of Computers

23

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

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

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

597272

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

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.

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 CommitteeCollege
- 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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

28

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

239

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

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

D. 1 of the above

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

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

0

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

0

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

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

D. Any 1 of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

09

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

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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)

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.

Note: Due To COVID-19, no notification from the Himachal Pradesh University Summer Hill Shimla has come regarding constitution of CSCA in the Colleges. So, no CSCA is constituted in the college during 2020-21.

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

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

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

0

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

5.4 - Alumni Engagement

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

The institution has an Alumni Association i.e. Old Students' Association (OSA) which was formed on 2nd November 2018. The rules and by-laws of the association have been framed and registered under Societies Registration Act 2006. The alumni association is

constantly supporting the institution through financial and non-financial resources. The OSA is a functional body of the college. Regular meetings are also conducted by the association time to time to discuss the future action plans, suggestions and support to improve and the betterment of the institution.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	View File

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

Vision:

The vision of the institution is:

- To provide the best possible education, skill enhancement, ethics and values for the universal development of students coming from rural areas as well as backward panchayats.
- To use available resources in an efficient and effective manner for the inculcation of critical thinking, wisdom and professional competence among the students.

Mission

The mission of the institution is:

- To impart holistic quality education to students irrespective of gender, caste, creed, religion and diverse socio-economic status.
- 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.
- To instill integrity, discipline, perseverance and confidence through a conducive academic environment.

The institution is dedicated towards imparting quality education with the available resources to the students coming from rural background and backward panchayats. This would enable them to lead a quality life. The institution is continuously working to develop competitive spirit, critical thinking, human ethics, moral values, and environment consciousness among the students. For the attainment of objectives, academic session begins with the designing of academic calendar. The time table regulates the teaching schedule and classes are taken accordingly. Various stakeholders play significant role in this chain of development in order to achieve vision and mission of the institution.

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

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

The management of the institution is headed by Principal, IQAC and staff council. At the beginning of the academic session, various committees are constituted which are headed by the conveners who guide and ensure effective functioning of their respective committees. The conveners of the committees report to the Principal. IQAC recommends to Principal regularly for carrying out various plans effectively.

Regular meetings are convened and other stakeholders are also consulted time to time. Moreover, regular interaction is done with other local administrative bodies.

An example for effective working in the institution through decentralization:

Firstly, requirement is given by the concerned department. Then, sanction is given by the Principal for its purchase and execution.

The purchase is done by the purchase committee of the college. The main purchase is done through GeM portal and some other purchases are done through quotation basis. On the receipt of material, its verification is done by the purchase/ verification committee and then material is handed over to the concerned department. On receipt of material and bills by the concerned department, stock entry is made in the stock registers. After this, the purchase committee duly signs the bills and recommends for payment. And the payment is passed by the Principal. On completion of all the codal formalities, payment is made to the vendor/ supplier through cheque/ NEFT/ RTGS.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Principal convenes a meeting in the beginning of the academic session. In the meeting, duties are assigned to different committees. Before commencement of classes, Principal and staff address the newly enrolled students and make them aware about the academic calendar and student charter. The outbreak of Corona Virus became a major disruption for the institution which led to cancellation of in-person classes and moving to online mode of teaching. IQAC convened meeting followed by the meeting of staff council. An effective strategy has been formulated for teaching in the Covid-19 pandemic environment. As per the SOP's issued by the higher authorities, the in-person classes were suspended and online mode of teaching was adopted. For ensuring the effective teaching, separate online whatsapp groups were made by the teachers for different classes. Students were regularly provided with the notes, online study links, website links. Online classes were held regularly as per the time table framed through various online modes of meeting like Google meet, zoom, cisco webex, etc. The reports regarding the online classes were regularly submitted by the teachers to the Principal. After which a compiled report of college was prepared and sent to Directorate of Higher Education. Students were made aware about the precautions and teachers focused on keeping the students motivated and affirmative in the pandemic environment.

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

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

The administration of the institution is committed to ensure the effective and efficient management. The vision and mission are the guiding principles for functioning of the institution. Secretary (Higher Education) and Director of higher education are the controlling and policy making bodies. The Principal of the institution is the official link between the Director (Higher Education) and Secretary (Higher Education) and the institution. Principal leads the staff council and all decisions are taken in consultation with the staff council. Employees are governed by the Recruitment and Promotion (R&P) rules and regulations of the state government. Superintendent is the ministerial head of the administrative wing and coordinates with Principal, teaching staff, non-teaching staff and students. IQAC and staff council are the monitoring agencies and they help in shaping the decisions, plans and policies. CSCA is constituted as per university guidelines and it bridges the gap between college administration and students. PTA is the representative body that brings together the parents and college administration. Every decision is taken by Principal, IQAC and Staff Council. Bursar is appointed by the Principal to assist in exercising control over expenditure from college funds. CSCA, OSA and PTA are the integral part of the institution and contribute in the perspective planning in order to attain vision and mission of the institution.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
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File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college administration is supportive to enhance the professional development of teaching and non-teaching staff and communicated all the welfare schemes of the government. The welfare measures include maternity leave, paternity leave, and duty leave to participate in conferences, seminars and workshops. Medical reimbursement, HCA, leave travel concession, group insurance schemes, provident fund/ NPS, provision to draw an advance and withdrawal from GPF/ NPS is also there. Also, there is provision for gratuity, leave encashment and other benefits on superannuation. The institution has a faculty room with tables, chairs, sofa, wi-fi facility, computer, printer, rack and pigeonholes. The staff has access to canteen facility. Clean and safe drinking water is available with RO facility. There are separate washrooms for male and female staff members. There is separate study room for teachers in the library. The institution has automated salary transfer facility. Prevent Sexual Harassment of Women at workplace committee helps in prevention of any gender based harassment in the workplace. The faculty members are encouraged to participate in international/ national/ state level seminars, conferences and workshops. They are also encouraged to publish research papers in UGC approved journals. There is proper seating arrangement for non-teaching staff to carry out their routine office work.

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

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

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

0

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

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

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

0

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

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

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

7

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

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

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 and remunerations are granted by UGC pay commission recommendations adopted by the state government. The non-teaching staff members are appointed by the Director (Higher Education) through Himachal Pradesh Subordinate Selection Board. Appointment of Class-IV employees is done 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) of non-teaching staff is submitted to higher authority through proper channel. Regular feedback is taken from the concerned subject teachers and students regarding completion of syllabi by the IQAC and then submitted to the Principal.

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

6.4 - Financial Management and Resource Mobilization

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

The college has various committees like advisory committee, purchase committee, stock verification committee which ensures efficient utilization of available financial resources for purchase and monitoring of financial matters. The financial matters of local funds are handled by the Bursar of the institution and the financial matters of government funds are handled by the Dealing Assistant and Office Superintendent. The budget allocations for running the institution 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 challans. The Dealing Assistant and Office Superintendent assist the Principal in exercising the control over the expenditure of Government funds. All financial transactions are transparent. The audit of Local Funds is conducted by Local Audit Department of Government of Himachal Pradesh and the audit of

Government Funds is conducted by the Accountant General, Himachal Pradesh. The audit of local funds of the institution has been done till March 2019 and the audit of Government funds has been done till February 2020. Whenever the institution needs a substantial sum for infrastructure or any other development, funds are sought from the Director of Higher Education which in turn is allocated depending upon the availability of the budget. Other sources of mobilization of resources are PTA fund and OSA fund. These funds are also used for the developmental activities of the institution and for the welfare of the students. The audit of PTA fund is done by Chartered Accountant (CA) every financial year. However, social audit is done for OSA fund.

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

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

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

0

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

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

Our institution 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 institution are budget of state government and fees collected from students. Additional resources for engaging the staff on need basis with prior permission of Director of Higher Education, Government of

Himachal Pradesh and for carrying out minor development activities are also generated from Parent-Teachers' Association (PTA). Different committees of the institution monitor and regulate the activities in the interest of the students. Proper utilization of funds is ensured by the bursar of the institution at the institutional level as per the rules and regulations of the state government.

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

6.5 - Internal Quality Assurance System

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

The institution has established the IQAC. The IQAC has been relentlessly engaged in creating an environment that helps in the achievement of vision and mission of the institution. IQAC was constituted on 14th of June 2014. Quality assurance is a dynamic process and IQAC is moving towards documentation of strategies and processes as per the guidelines. IQAC has been engaged in planning and monitoring the internal quality pertaining to curricular and co-curricular activities for the welfare of the students. The cell is constantly devoting efforts to plan and execute growth oriented programmes. IQAC formulates academic calendar of the institution as per the university guidelines. IQAC regularly makes efforts in upgrading the academic infrastructure of the institution.

With the outbreak of Covid-19 pandemic, the in-person classes were suspended and online mode of teaching was adopted. IQAC convened a meeting followed by the meeting of staff council. An effective strategy was formulated for teaching in the Covid-19 pandemic environment. As per the SOP's issued by the higher authorities, necessary instructions were given to the students from time to time. For ensuring the effective teaching, separate online whatsapp groups were made by the teachers for different classes. Students were regularly provided with the notes, online study links, website links. Online classes were held regularly as per the time table framed through various online modes of meeting like Google meet, zoom, cisco webex, etc. Students were made aware about the precautions and teachers focused on keeping the students motivated and affirmative in the pandemic environment. Regular

monitoring of the implementation of SOP's issued by the health department was done so as to ensure that the students follow it and maintain social distancing. Daily thermal scanning of the staff and students and also the sanitization of the institution building is done.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution has a clearly defined set mechanism to continuously monitor the learning outcome. It boosts the morale of the faculty members and energizes the zeal among the students. The teachers are motivated to adopt new procedures and methodologies for teaching learning process. Also, various extra-curricular activities are organized in the college during the academic session in which staff members take part enthusiastically. Continuous review of teaching learning process is undertaken through various committees by the IQAC. The communication of various quality assurance policies, mechanism and outcomes to various stakeholders like parents, students and staff is provided through various notices, circulars, meetings, etc.

IQAC collects and analyses the feedback from students, parents, teachers and alumni every year. The feedback from the students is collected with the objective to assess the strengths and weaknesses of the teachers and it helps teachers to improve their teaching methodologies. The feedback from teachers, parents and alumni is also collected with the objective to evaluate the suitability of courses, its usefulness, availability of study materials and quality of evaluation system. After analysis of the feedback, the recommendations are forwarded to the University for further modifications and necessary actions so that the university would take decisions accordingly.

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

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution has initiated several measures in gender equity and sensitization which can be seen from the activities organized by the institution. The institution celebrated International Women Day on 8th March during the session 2020-2021. Students participated in activities like speech and poem recitation. The students of the college also presented a beautiful group song. Time to time lectures on women empowerment are organized. The students of the institution always show keen interest in gender equity programmes. Institution also observed Human Rights Day on December 10, 2020 with the theme 'Recover Better-stand up for Human Rights'.

1. Safety and Security

2. Counselling

3. Common Room

Safety and Security

It provides safe environment to its students and staff. Proper security at the entrance of the college campus to check the trespassers and also ensure the safety and security of student. 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 Harassment 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. CCTVs are installed at important locations in the institution. Fire extinguishers are installed at important locations. Anti-ragging committee is formed and the contact numbers of committee members has been displayed on the notice boards.

Counselling

The Redressal cum Adolescent counseling Cell and Mentors provide counseling and aim at helping the young students especially girls to deal with their feelings, behaviors and thoughts.

Common room

College has a Girls' Common Room fitted with sanitary vending machine and comfortable seating area.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

<p>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The institution does not produce any effluents, emissions or solid waste which violates the environmental ethics. Our institution provides best academic environment which sensitizes everyone associated regarding the need to maintain a healthy ecological balance in their respective regions. 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.

Biomedical waste management:

The college is encouraging the use of safer alternatives. Dilute solutions are being used in quantitative analysis, which again minimizes the use of chemicals. In Science laboratories, experiments are carried out with all precautions. Biological waste from life sciences laboratories are made harmless through autoclaving and then disposed. The glassware is then washed and kept aside for next use.

E-waste management:

Reuse is the most eco-friendly and cost effective method for e-waste disposal. The College maintains all its computer peripherals; all old systems are stored in safe place within the campus. Defective systems are upgraded by replacing their parts. Slight e-waste is generated in the institution.

Hazardous waste management:

Plastic bags have already been banned in the state by the Government of Himachal Pradesh and the ban is properly enforced within the college premises. Plastic waste is collected in the dustbins and disposed separately. The College is trying to minimize the use of hazardous and toxic chemicals.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

C. Any 2 of the above

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

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The 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 singing competitions, dance competitions etc. are conducted by the students from time to time. Glimpses of different cultures are seen. The students enjoy all performances. 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 efforts taken by the institution in providing inclusive environment within one year are as follows:

1. Observance of Hindi Diwas on 14th Sep. 2020: Various activities like poster making, essay writing and slogan writing competition were conducted.

2. Observance of Constitution Day on 26th Nov. 2020: Various activities like poster making, essay writing and slogan writing competition through online mode were conducted.
3. Observation of Human Rights Day on 10th Dec. 2020 (Online mode).

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

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

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 organizing various programmes, events and activities so as to make students and employees responsible citizens. Institution has observed 'Constitution Day' on 26 November 2020. 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 observed 'World Human Rights Day' on 10th December, 2020 with the theme "Recover Better- Stand Up for Human Rights." This theme relates to the COVID-19 pandemic and focuses on the need to build back better by ensuring Human Rights are central to recovery efforts.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code

C. Any 2 of the above

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

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

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

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. The days which were celebrated by Institution within one year are as follows:

'International Youth Day' was celebrated from 18th to 31st August, 2020 with the theme 'Youth Engagement for Global action'. Various HIV/AIDS awareness activities were conducted like online essay competition on the theme 'AIDS and Society'; HIV/AIDS awareness through Fact-sheet distribution among local people and online lectures on HIV/AIDS awareness etc. AIDS Day was celebrated on 1st December, 2020 with the theme 'HIV/AIDS Epidemic Resilience and Impact'. 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. World Water Day was also observed to create awareness and encourage the students to preserve water on 22nd March, 2021 with the theme 'Valuing water'. The faculty of English celebrated the birth anniversary of Sri

Aurobindo and Mulk Raj Anand. The faculty of Zoology observed 'World Meteorological Day' on 23rd March, 2021. The faculty of Commerce and Faculty of Zoology observed World Environment Day on 5th June, 2021 through online mode. Yoga Day was celebrated on 21st June, 2021 in the institution to encourage the students to practice yoga and meditation in daily life through online mode, which was organized by Himachal Pradesh Central University, Dharamshala from 2nd May, 2021 to 21st June, 2021. The Institution celebrates Hindi Diwas every year in respect of adoption of Hindi as one of the official languages.

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

7.2 - Best Practices

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

Best Practice 1:

Knowledge, attitudes and practice of face mask utilization during COVID-19.

Intended Outcomes

1. To develop knowledge, positive attitude and good practice like wearing face mask by the students.
2. To aware the mass about the use of face mask and social distancing during pandemic through students.

Underlying Principle

This practice would create awareness among the masses about precautionary measures to be adopted during COVID-19 pandemic which would reduce its spreading.

The Context

COVID-19 has emerged as a major humanitarian crisis that has affected almost everything. In response to this global pandemic, our institution has risen to the need of the hour by strictly implementing and monitoring preventive measures and precautions to prevent its spread within and outside the institution. This is being done through a number of initiatives taken by the students and faculty through production and distribution of hand face masks and conducting online classes through Google meet, WhatsApp etc. all of which play not only an important role in the smooth and effective functioning of the college but also in alleviating the stress and fear generated by the pandemic among the students, faculty and non-teaching staff of our institution. Our college is running strictly adhering to the Covid-19 protocol as put forward by the state government. All the faculty members, student volunteers of NCC, NSS and other clubs and societies all working hard towards imparting proper awareness among the students and their families to obey the rules as it is the need of the hour to slow down the spreading of Covid-19.

The Practice

Students of our college distributed more than hundred face masks to the people of their locality. The people were also made aware about the various SOPs issued by the higher authorities like how to wear, remove, and dispose of these masks and for hand hygiene after removal, maintaining social distancing, avoiding gathering of people, encourage people for vaccination drive, etc.

The best mask management practices based on Government guidelines put forward were:

- Proper placing of the mask carefully, ensuring it covers the mouth and nose, and ties it securely to minimize any gaps between the face and the mask.
- Avoid touching the mask while wearing it.
- Removal of the mask using the appropriate technique: do not touch the front of the mask but untie it from behind.
- After removal or whenever a used mask is inadvertently touched, clean hands using an alcohol-based hand rub or soap and water.
- Replace masks as soon as they become damp with a new clean, dry mask.
- Do not re-use single-use masks.
- Discard single-use masks after each use and dispose of them immediately upon removal.

Our college conducted the University Examinations strictly adhering to the Covid-19 protocol as put forward by the Himachal Pradesh University. Students appearing for the examinations were regularly sensitized. Sanitization of the campus was regularly done. Posters were displayed for the help of students. The following measures were taken to ensure the effective implementation of the Covid-19 protocol.

- Examination halls were sanitized thoroughly before and after each exam.
- Students were instructed to stand in line while entering the campus maintaining proper social distance of two yards.
- Student gatherings were strictly prohibited within the campus. At all times they were asked to maintain social distancing.
- Digital thermometers were used to check temperatures of all the students and staff entering the campus.
- Seating arrangements in the examination halls ensured adequate social distancing among the candidates.
- Hand sanitizers were provided in each exam hall for students and invigilators.
- Teachers assigned invigilation duty was provided with masks, gloves and sanitizers.
- Students were also advised to sanitize their hands before exiting the campus.
- Students appearing for exams from containment zones were assigned separate rooms.

Evidence of Success

- This helped in creating mass awareness about the precautionary measures to be taken in the pandemic environment.
- Students used the clothes in their home and made handmade masks. The masks made by the students were distributed to the local people.
- Also, students volunteered to aware the mass about the benefits of maintaining social distance and good hygiene.
- Automatic sanitizer dispensers have been installed in the campus.
- Regular monitoring of temperature is being done by the class four employees on rotation basis.
- Social distancing is maintained in the campus and also in the classrooms.
- No Covid-19 case was found among the students and staff.

Also, there was no mass spreading of the Covid-19.

Challenging issues

The pandemic created a fear among the students. It was a bit challenging job for motivating and keeping the students in affirmative mindset. But with the regular awareness and guidance by the staff members, the students and faculty overcome this challenge. This led to formulation of a positive environment in which students not only followed the SOPs themselves but they also motivated their locality. This has reduced the spread of the Covid-19.

Best Practice 2:

Title of the practice

Preserving Folk Culture through Generations

Objectives of the practice

To make the students and future generation aware of their folk culture. This practice has been continued from the previous sessions and in the session 2020-21, local idioms have been collected by the students explaining their meaning and usage in the local dialect.

The Context

Himachal Pradesh known as 'Devbhumi' is the north state 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 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 idioms in the local language have a cultural meaning behind them.

The Practice

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, mukhtak, marriage songs, stories of war and gallantry, child birth as well as mourning. Now in the current session, the focus has been on the collection and documentation of the idioms in the local dialect.

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 began preserving the rich folk literature of district Mandi. This has been drafted in the form of a book entitled "Mandi Zila ki vilupt hoti sanskriti".

After the discussion of IQAC 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. For this purpose, idiom collection has been started.

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.

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	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

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 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 institution has a well equipped library having wide collection of magazines, newspapers, text books and reference books easily accessible to the students which help the students to enhance their academic and competitive skills. Various programmes are also organized at institution level to ensure the participation of students for social awareness issues. 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.

During New Normal condition all the faculty members are taking online classes regularly & mentoring the students academically & psychologically. Teachers also provide scanned documents of

different texts, notes and other teaching material related to studies.

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.

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

7.3.2 - Plan of action for the next academic year

Proposed Plan for Academic Excellence in the Academic Year 2021-22

- Opening of new Courses in self-financing mode
- To organize Faculty Development Programme
- Publication of Research Papers.
- To organize Seminar/Workshop/Minor-major Research Projects
- To organize Cultural, Co curricular and Extra Curricular activities in the current academic year.

Proposed Plan for Infrastructural Development in the Academic Year 2021-22

- Renovation work according the needs of the Institution
- Maintenance of Science Laboratories.

Proposed Plan for Social Responsibility of the Institution.

- Organize Health Awareness Programmes through Red Ribbon Club.
- Organize Community Services Program through NSS/NCC/Rovers and Rangers.
- Organize plantation Drive through Eco-Club.
- Adoption of a village every year for awareness and extension activities.