Government Degree College Banjar (Kullu)

(Affiliated to Himachal Pradesh University, Shimla)

Self-Study Report

(First Cycle)

2015

Submitted to

National Assessment and Accreditation Council

Bangalore- 560072

CONTENTS

PREFACE

A. EXECUTIVE SUMMARY……4

B. PROFILE OF THE INSTITUTION……...4-13

C. CRITERIA WISE ANALYTICAL REPORT……...13-17

1. Curricular Aspects……..17-24

2. Teaching-Learning and Evaluation……25-46

3. Research, Consultancy and Extension……...47-57

4. Infrastructure and Learning Resources……..57-68

5. Student Support and Progression……...69-77

6. Governance, Leadership and Management……78-92

7. Innovations and Best Practices……...92-94

D. EVALUATIVE REPORT OF THE DEPARTMENTS……94-107

E. UNDERTAKING BY THE HEAD OF THE INSTITUTION…….108-109

D. ANNEXURES……..110-123

PREFACE

It is our privilege to submit the Self-Study Report of Government Degree College, Banjar for the first accreditation by NAAC. This college has contributed its best towards improving the teaching learning process which is revealed by the growing number of students over the years. The other important contribution of this college is becoming a part in the development of entire Seraj valley and the adjoining areas by acting as the nodal centre of growth.

The vision of our college is to impart quality education and inculcate traditional cultural values. In this competitive world it has become very important that the youth is guided carefully so that they become responsible citizens. This college is putting all the efforts to achieve its mission of structuring intellectually and socially responsible, humane and aware youth.

The preparation of self study report for its first cycle accreditation is going on for the last six months and all the staff members (both teaching and non teaching) were enthusiastically involved in this process. As a team it has been a wonderful experience. Never the less, heterogeneity and minute details were not discarded at individual level.

I am thankful to the members of staff and especially the steering committee for putting their best efforts for preparing this report. I am quite hopeful that the NAAC will appreciate our sincere and honest efforts put in by my team to accomplish this task especially under all constraints.

T. S. Verma
Principal
Government Degree
College Banjar, Kullu,
Himachal Pradesh

A. EXECUTIVE SUMMARY

The topography and climate of Banjar provides a viable and serene location and a congenial environment for teaching and learning to Government Degree College Banjar. This college came into existence on 19th May, 1999 with the efforts of Sh. Karan Singh the then MLA Banjar. Though it started functioning with only 84 students and five lecturers but now after over a decade the strength of this institution has grown manifolds. The number of students has grown to 1057 in the current academic session 2015-16. At present there are 18 members of teaching and 09 members of the non-teaching staff. The college not only caters to the needs of the students belonging to the inner and the outer Seraj but also the adjoining areas of Mandi District. It has a big building of Arts block equipped with laboratories, IT lab and an established library. To maintain quality of higher education an Internal Quality Assurance Cell (IQAC) has also been constituted as per the guidelines of UGC.

The College although not included under section 2(f) and 12 B of UGC Act but it is one the selected three colleges which will be upgraded to Model Degree Colleges by the MHRD, GOI (See Annexure- I).

B. PROFILE OF GOVERNMENT DEGREE COLLEGE BANJAR, KULLU

Name and address of the college:

Name: Government Degree College, Banjar

Telephone No. 01903-221602

Fax No. 01903-221602

E mail gcbanjar-hp@nic.in

Address: Banjar, District Kullu, Himachal Pradesh

City: Banjar Pin: 175123 State: Himachal Pradesh

Website: ***www.gdcbanjar.com***

For Communication:

Designation	Name	Telephone and Fax	Mobile	Email
Principal	Mr. T. S. Verma	01903 221602	9418164440	vtejsingh@yahoo.in
Vice Principal	Dr. Jaswant Singh	09418097819	09418097819	jaswant4594@gmail.com
Steering Committee Coordinator	Ms. Renuka Thapliyal	09805115066	09805115066	rsrenu1@gmail.com

Status of the Institution:

Affiliated College	√
Constituent College	
Any other (specify)	

Type of Institution:

By Gender

i. For Men ☐

ii. For Women ☐

iii. Co-education ☑

b. By shift

i. Regular ☑

ii. Day ☐

iii. Evening ☐

Is it a recognized minority institution?

Yes	
No	√

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

N. A.

Source of funding:

Government	√
Grant-in-aid	
Self-financing Any other	

a. Date of establishment of the college …19/05/1999 (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college) | Himachal Pradesh University, SHIMLA |

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	N. A.	
ii. 12 (B)	N. A.	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

Note: (For Affiliation certificate see Annexure-II)

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

Under Section/clause	Recognition/Approval details Institution/Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
	N. A.			

(Enclose the recognition/approval letter)

Does the affiliating University Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☐ No ☑

If yes, has the College applied for availing the autonomous status?

Yes ☐ No ☐

Is the college recognized by UGC as a College with Potential for Excellence (CPE)?

Yes ☐ No ☑

If yes, date of recognition: N. A.…… (dd/mm/yyyy) for its performance by any other Governmental agency.

Yes ☐ No ☑

If yes, Name of the agency: N.A.…… and
Date of recognition: …… (dd/mm/yyyy)
Location of the campus and area in square meters:

Location *	**Area in square meters**
Rural and Hilly Area Balagad Panchayat of Banjar in District Kullu, Himachal Pradesh	17928
Built up area	1600

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

Auditorium/seminar complex with infrastructural facilities NO

Sports facilities

Play ground YES

Swimming pool NO

Gymnasium NO

Hostel NO

Boys' hostel NO

Number of hostels NIL

Number of inmates: N.A.

Girls' hostel Proposal sent

Number of hostels: NIL

Number of inmates: N.A.

Facilities

Working women's hostel: Nil

Number of inmates: N.A.

Facilities (mention available facilities)

Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise) NIL

Cafeteria – College Canteen is being run on contract basis

Health centre NO

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance…….

Health centre staff – There is no health centre but first aid kit is available in the college and the Government Hospital of Banjar provides emergency ambulance and other services.

Qualified doctor Full time ☐ Part-time ☐

Qualified Nurse Full time ☐ Part-time ☐

Facilities like banking, post office, book shops NIL

Transport facilities to cater to the needs of students and staff NIL

Animal house NIL

Biological waste disposal NO

The institution does not require specific biological waste disposal system at moment

Backup batteries have been purchased in the IT Lab to ensure uninterrupted supply of electricity.

Solid waste management facility has not been developed as yet.

Waste water management system has not been set up.

Water harvesting system is yet to be set up in the institution.

Details of programmes offered by the college (Give data for current academic year)

Sr. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ Approved Student strength	No. of students admitted
1	Under-Graduate	Bachelor of Arts	3 yrs	10+2	English & Hindi	80*11=880	299
2	Under-Graduate	Bachelor of Science	3 yrs	10+2	English	80*5=400	131
3	Under-Graduate	Bachelor of Commerce	3 yrs	10+2	English & Hindi	80	72

Does the college offer self-financed Programmes?

Yes□ No √

If yes, how many? N. A.

New programmes introduced in the college during the last five years if any?

Yes		No	√	Number	00

List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	Research
Science	**Departments:** 1. Chemistry 2. Physics 3. Mathematics 4. Zoology 5. Botany 6. Geography	NIL
Arts	**Departments:** 1. English 2. Hindi 3. Economics 4. Mathematics 5. Geography 6. Sociology 7. Public Administration 8. History 9. Political Science 10. Sanskrit 11. Music Vocal	NIL
Commerce	Commerce	NIL
Any other not covered above	No	N. A.

Number of Programmes offered under (Programme means a degree course like B.A., B. Sc., M.A., M.Com…)

Annual system	0
Semester system	3
Trimester system	0

Number of Programmes with Choice Based Credit System 3

Inter/Multidisciplinary Approach 3

Any other (specify and provide details)

Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐ No √

If yes,

Year of Introduction of the programme(s)……(dd/mm/yyyy) and number of batches that completed the programme | N. A.

NCTE recognition details (if applicable)
Notification No.: N.A.……

Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐ No ☑

Does the college offer UG or PG programme in Physical Education?

Yes ☐ No ☑

If yes,

Year of Introduction of the programme(s)……N.A……. (dd/mm/yyyy)

and number of batches that completed the programme ☐

NCTE recognition details (if applicable)

Notification No.: ……N.A.……
Date: …… (dd/mm/yyyy)
Validity:……

Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐ No ☑

Number of Teaching and Non-teaching Positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government *Recruited*	0	0	04	02	08	04	07	02	00	00
Yet to recruit	0	0	0	0	0	0	0	0	0	0

*M-Male *F-Female

Qualifications of the Teaching Staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D. Sc./D. Litt.	0	0	0	0	0	0	0
Ph. D.	0	0	02	01	06	01	10
M. Phil.	0	0	02	01	02	03	08
PG	0	0	0	0	00	0	00

Number of Visiting Faculty /Guest Faculty engaged with the College. 0

23. Furnish the number of the students admitted to the college during the last four academic years.
Details of students admitted during the last four years:

Categories	2011-12		2012-13		2013-14		2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	60	53	89	84	83	83	136	146
ST	NIL	NIL	03	01	01	06	NIL	NIL
OBC	15	12	15	09	22	13	06	05
General	251	299	245	314	293	357	300	398
Handicapped	01	NIL	01	NIL	01	NIL	02	NIL

Details on students' enrolment in the college during the current academic year:

Type of students	UG
Students from the same state where the college is located	1057
Students from other states of India	0
NRI students	0
Foreign students	0
Total	1057

Dropout rate in UG (average of the last two batches) 29.9%

Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component Rs. 22000

(b) Excluding the salary component Rs.485

27. Does the college offer any programme/s in distance education mode (DEP)? Yes √ No ☐

If yes,

a) Is it a registered centre for offering distance education programmes of another University

Yes √ No ☐

Name of the University which has granted such registration Indira Gandhi National Open University (IGNOU)

Number of programmes offered 15

Programmes carry the recognition of the Distance Education Council.

Yes √ No ☐

Provide Teacher-student ratio for each of the programme/course offered

Teacher –Student Ratio for Courses Offered by the Institution

Sr. No.	Subject/Course	No. of Students	No. of Teachers	Teacher-Taught Ratio
1	Economics	99	01	1:99
2	English	190	02	1:95
3	Geography	100	01	1:100
4	Hindi	312	01	1:312
5	History	350	VACANT	--
6	Mathematics	160	01	1:160
7	Political Science	345	01	1:345
8	Music	160	01	1:160
9	Pub Administration	130	01	1:130
10	Sanskrit	250	01	1:250
11	Sociology	324	01	1:324
12	Commerce	180	02	1:90
13	Botany	100	01	1:100
14	Zoology	92	01	1:92
15	Chemistry	208	01	1:208
16	Physics	145	02	1:73

29. Is the college applying for

Accréditation : Cycle 1 [√] Cycle 2 [ ] Cycle 3 [ ] Cycle 4 [ ]

(Cycle 1refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only) N. A.

** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*

Number of working days during the last academic year 225

Number of teaching days during the last academic year *(Teaching days means days on which lectures were engaged excluding the examination days)* 150

Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC 30/09/2012… (dd/mm/yyyy)

Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC

AQAR (i) N.A. (dd/mm/yyyy)

Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

C. CRITERIA WISE ANALYTICAL REPORT

The highlights of criterion wise analysis are described below:

Criterion - I: Curricular Aspects

The vision of our college is to provide 'a congenial environment for the pursuit of quality higher education with commitment to inculcate the values of humanism, patriotism and scientific temper among students'. Apart from imparting higher education in various disciplines this institution takes keen interest in promoting Sports, N.S.S., Ranger and Rovers and Cultural activities for the overall personality development of the students. The college has provided scholarships, library, computer-internet facilities and canteen facilities to the students. To instill creativity and writing skills amongst the students, the college regularly publishes its annual magazine 'Seraj Shikha'. Since the college is affiliated to Himachal Pradesh University it has no role in curriculum planning. Our college is a fast growing educational institution offering various graduate programmes. It is a progressive and growth oriented college affiliated to Himachal Pradesh University, Shimla.

The introduction of Choice Based Credit and Semester System (CBCS) in the graduate programmes offers some extent of academic flexibility by selecting core, elective, compulsory and hobby courses. The College offers all the three programmes i.e., Arts, Science and Commerce stream. Regarding curriculum enrichment, the College is offering remedial coaching to selected students. An

efficient tutorial system is functioning in the College. The Institution has made available computer facility to the students and free internet facility (10mbps) is available in IT lab and library.
Feedback is taken from the parents and their suggestions are included. A Parent Teacher Association is made for this purpose where parents regularly visit the institute and take part in the activities.

Criterion - II: Teaching, Learning and Evaluation

The students come from a rural background. Majority of them belong to general castes. There are reservations to Scheduled Castes and Scheduled Tribes to the extent of 15 percent for SC, 7.5 percent for ST, 5 percent for Sports, 5 percent for Cultural, 3 percent for Handicapped and one seat in each major subject for single girl child (see Annexure-III).
The admission process is handled by an Admission Committee which ensures proper implementation of the guidelines notified by the Himachal Pradesh University. It follows a Rooster pattern. The merit list in different major subjects is displayed on the notice board within the time period notified by the University. Student counseling is done during and after admissions so as to make the students aware about various disciplines and help them in selecting appropriate subjects. To create awareness about environment Himachal Pradesh University has made Environmental Studies as an audit pass course for students.
At the beginning of every academic year, the Principal convenes a meeting of the teaching staff to draw an annual plan of academic activities. An academic calendar is prepared by the University which decides the number of working days, contact hours etc. as per the UGC norms. This is monitored by the IQAC of college. Time table, attendance registers and various circulars are the tools for managing the curriculum. Students' performance is monitored through two minor examinations, seminars, quiz, assignments, continuous comprehensive assessment and end semester examinations conducted by the University. The college tries its best to help students in boosting their confidence and developing their personalities for their careers.

Criterion - III: Research, Consultancy and Extension

Being a relatively new college the infrastructure for research activities is not yet developed. Recently a research committee has been constituted under RUSA grant for the preparation of plan for research, innovation and quality improvement vide office order no: EDN-KLU-GCB-RUSA-486, dated 30th December, 2014. The committee has made a proposal worth Rs Fifty lakhs for developing infrastructure for research activities. This is initially done by departments like Physics, Botany, Zoology and Geography. The proposal has been made to purchase both hard and soft components. The various proposals are- establishment of Botanical garden, construction of a Green House, Dark room for Mushroom cultivation, purchase of various equipments for labs, establishment of Computational facility, establishment of GIS (Geographic Information System) lab etc. The allocation of budget is as follows:

Sr. No.	Department	Amount for Hard Components (in Rs.)	Amount for Soft Components (in Rs.)
1.	Botany	2358295	NIL
2.	Geography	228245	202925
3.	Physics	87528	1794389
4.	Zoology	313295	2000
	Total	2987363	1999314

Our teachers are pursuing their doctoral research and some have been awarded Ph.D Degrees recently. Some of the teachers have been contributing articles and research papers in reputed international publications. Teachers are allowed study leave for higher education. Recently the Directorate of Higher Education has authorized Principals of the colleges for sanctioning of special leave to teachers for participating in conferences, seminars etc. The college is surrounded by rural area and various community extension programmes are carried through NSS, awareness campaigns and sanitation surveys.

Criterion - IV: Infrastructure and Learning Resources

The institute has adequate infrastructure to support its academic and other activities. Since it is a new college some of the construction work is still going on like a new Science Block, College Stage and Ground, Sports Facilities etc. The administration has been constantly trying to acquire new land. The college has 22.16 Bighas (17928 sq mt) of land situated at Gram Panchayat Balagad of Banjar. Himachal Pradesh Government has transferred some adjoining land of Horticultural Department measuring 5.19 Bigha (4199 sq mt) to the college in the year 2014 (See Annexure-IV). Annually some budget is allocated for providing lab equipments, furniture items, books etc. All the departments give their requirements to the Principal who allocates budget to different departments. There are 10 Lecture Halls and 5 Laboratories cum class rooms, one Examination Hall, one IT Lab, one Library, Principal's Office, Administrative Office, Staff room, one Music room, one Sports office, one Table Tennis room, one Girls' Common room, Principal's Retiring room, Electricity Control room, Toilets in all the floors and separate Wash Rooms for girls and female staff in the college.

The class rooms are spacious and well furnished but some new furniture is required due to the growing number of students. For this under RUSA an amount of Rs. 50 lakhs were sanctioned which were utilised under two heads. For infrastructure Rs. 30 lakhs have been utilized and Rs. 20 lakhs were deposited for construction of boundary wall and college gate to Himachal Pradesh Public Works Department. Free internet facility is provided in the IT Lab and Library to the students. IT Lab has projector facility which is used by teachers for power point presentations. For the construction of Girls' Hostel the estimated proposal under RUSA Infrastructure Grant are pending at the Chief Architect's Office at Mandi which includes facilities for the accommodation of around 60 girls initially.

The library has 5000 books which comprise of both text and reference books. For current affairs and competitive preparations there are subscriptions of twelve magazines such as Pratiyogita Sansar, Competition Refresher, Pratiyogita Darpan, Front Line, India Today, Yojna, Competition Success Review, Readers Digest, Sarita, Biology Today, Mathematics Today, Chemistry Today, Physics Today, Vigyan Pragati and Vani Prakashan. We have subscription of both Hindi and English Newspapers. More information can be accessed from internet available in the library. A printer and photo copier is also there for the use of students. Some of the recreational facilities like Table Tennis, Caroms and Chess etc. are also available to the students. A separate room is also available for girls. There is a big Hall for extra-curricular activities, NSS activities, Workshops and Seminars. Some of the clubs are also functioning in the college.

Criterion - V: Students Support and Progression

To guide the students about various subjects and providing other information there is a Guidance Cell in the college. There are three tutorial groups to help weak students. The prospectus is printed every academic year which provides all necessary information to the students. The college has a website also *www.gdcbanjar.com* which is updated time to time. This college has given excellent results over the years. Various Government sponsored scholarships are also provided to various categories of students such as SC, ST, IRDP and economically weaker students in general category. Himachal Government has also made tuition fee concession to the girl students. Centrally sponsored schemes adopted by the state Government provide merit scholarships to the students such as Kalpana Chawla scholarship for girls, Thakur Sen Utkrisht Chatravriti Yojna and Dr. Ambedkar Medhavi Chatravriti yojna etc. The details of scholarships are given in 5.1.2. This college is putting every effort to help the students in their careers. Seats are reserved for categories such as SC, ST, Physically Challenged, Sports, Cultural and single girl child. Medical assistance is provided to all students, and in case of emergency the Government has made 108 ambulance services available. Various clubs such as Energy, Red Ribbon, Eco club and societies such as Literary, Science, Geography etc. are functioning in this college to aware students about current issues and impart inter disciplinary knowledge. For helping students to explore their talents they are allowed to join hobby courses in Music department. For developing leadership qualities the CSCA is constituted every year which helps students in resolving their issues.

Criterion - VI: Governance, Leadership and Management

The vision of our college is to *impart quality education and inculcate traditional cultural values.* The aim is to generate an army of intellectually high, physically and mentally sound citizens which can become responsible leaders in their respective fields. They should be able to contribute constructively towards national goals by upholding the values of secularism, national integration and social commitment. This is done through intelligent, resourceful and capable governance and leadership. The college has an

Advisory Committee which helps the Principal in taking policy decisions. The IQAC of the College is the monitoring agency. The IQAC prepares action plans at the beginning of every academic year. Since the catchment area is rural the college has to adjust its timings and other activities in a specified time period. Due to inadequacy of transport facilities the Time Table span can not be expanded much.

The staff members are given various administrative responsibilities also for the smooth functioning of college. The faculty is also given opportunities to participate in various programmes, trainings, seminars and conferences for their academic growth and enrichment of their respective subjects.

The finances of the college are managed in an effective and efficient manner. A Bursar is appointed by the principle to check all the funds and take care of any discrepancy. The amount so collected through fee etc. is deposited daily in the bank account of the College. The accounts are audited annually by Audit Department of Himachal Pradesh Government. The last local audit was conducted in March, 2013.

Criterion - VII: Innovations and Best Practices

This college has tried to make the campus eco-friendly. Every year a number of plantations are done by NSS and other volunteers. There is an eco club for this purpose which conducts workshops every year to make the students aware about their environment.

Water Cooler and aqua guard have been installed in the college canteen to provide clean drinking water to the students. Clubs like NSS, Nature Club, Red Ribbon Club etc are functioning to aware students about civic responsibilities.

The two best practices followed by us are:

1. Celebration of Annual two day cultural function
2. Adoption of a village every year for awareness and extension activities

CRITERIA-WISE INPUTS

CRITERION - I

CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision:

The vision of our college is to *impart quality education and inculcate traditional cultural values.*

Mission:

- To produce an intellectual and skilled human resource which can contribute towards the progress of Nation
- To groom the personalities of students so that they are able to face contemporary challenges
- To develop leadership qualities among students
- To sensitize learners towards inclusion and equity, human rights, environmental awareness and gender equality

Objectives:

The main objective of the institution is to give quality education and prepare students for competitions and help them in grooming their personality. The distinguishable goals of the institution are:

- To attain excellence in higher education
- To produce sincere, responsible and civilized citizens
- To motivate faculty for their academic growth and participation in extension activities so as help them serve as quality human resource in the development of the nation
- To motivate students about their societal responsibilities

Communication to Stakeholders:

For communication with various stakeholders the important academic bodies of the institution are- The College Advisory Committee, IQAC, PTA, CSCA and the Magazine Committees. Students are communicated various information through displaying notices on the notice board and making announcements in the class rooms. Various important information about environmental awareness, anti smoking and anti ragging are displayed through banners at various places in the college. All the relevant information about admissions, academic table etc. can be accessed from the college website *www.gdcbanjar.com* also. Parents can talk to the Advisory Committee and give their feedback.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

For effective management and implementation of curriculum the college carefully develops its action plans. The academic calendar is issued by the Himachal Pradesh University and the college follows it. The College level action plan is developed and deployed as under:

At the beginning of each semester, the Principal convenes a staff meeting and allocates various administrative assignments to the members. Every committee is headed by a convener who is responsible for the proper functioning of that committee. For the implementation of curriculum the University has given instructions for each paper in every subject. Students are required to go through two minor exams, prepare assignments, and participate in discussions, workshops, seminars, field trips etc. They are also encouraged to use ICT. The syllabus is defined by the University which clearly mentions the topics to be taught and number of working days allocated to respective papers and the

extent of syllabus to be tested in various internal examinations. Teachers maintain attendance of students in registers.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The curriculum prepared by the Himachal Pradesh University, to which the college is affiliated, is implemented. The University also organizes various refresher courses, orientation programmes and workshops for teachers. These programmes help them in updating their subjects and some of the general workshops are for their awareness. Special attention is paid to provide infrastructural facilities with special emphasis on ICT-enabled tools to improve the teaching learning practices in the institution. Recently the Directorate of Higher Education has also made teachers' training at various stages of their service mandatory which is organized for our zone at Government College of Teacher Education Dharamshala. The Directorate of Higher Education has also issued a notification for the benefit of teachers. Now the Principal of college can sanction 14 days special leave to teachers for participating in conferences, workshops, seminars etc.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The students are encouraged to work with various bodies of the college such as CSCA, NSS, Rangers and Rovers, Eco Club, Red Ribbon Club, Energy Club, and various subject societies. The lectures are delivered with the help of blackboards, power point presentations, models, maps, field trips etc. The IT lab incharge provides ICT knowledge to the students and teachers and help them in corresponding with the University. In addition to the regular subject classes, the departments organize special lectures by inviting experts from various fields to share their knowledge with the students. The students are also taken out for educational tours.

Specifically, the institution takes up the following steps for effective curriculum delivery and transaction:

- Preparation and communication of Time table to the faculty at the beginning of each semester
- Preparation of semester plan for timely completion of the curriculum
- Maintenance of attendance in class registers
- Maintenance of a semester file by each faculty containing details of time-table, syllabi, students assignments, records of exams, record of seminars, quiz and presentations etc.
- Meetings with Principle who seeks report on the progress of syllabus completion by the departments from time to time
- Conducting internal and University exams
- Feedback from the parents

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the University in effective operationalisation of the curriculum?

The teachers are allowed study leaves and special leaves for attending seminars, conferences, workshops and symposia for updating their knowledge and helping the college in its betterment.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The college has no role in syllabus framing as it is designed by the University. Some members of staff have attended the workshops when the new semester system under RUSA was about to be introduced in colleges.

Participation in workshops	**Details**
Ms. Renuka Thapliyal	National Seminar-cum-Colloquium on Choice-based and Credit-based System for Assessment and Evaluation Himachal Pradesh University, on November 28, 2011
Dr. Arun Kumar	National Seminar-cum-Colloquium on Choice-based and Credit-based System for Assessment and Evaluation Himachal Pradesh University, on November 28, 2011
Mr. T. S. Verma	Principals' meeting about the introduction of RUSA in colleges held on April, 2013
Ms. Chetan Rana	Principals' meeting about the introduction of RUSA in colleges held on June, 2014

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) by it? If "yes" give details on the process (Needs Assessment, design, development and planning) and the courses for which the curriculum has been developed).
The college has no role in framing curriculum for any academic programme. This is done by the University and the college implements it.
1.1.8 How does institution analyze and ensure that the stated objectives of curriculum are achieved in the course of implementation?
As given in the prescribed syllabi the college conducts two internal examinations and various assignments are given to the students. Every semester quiz and seminars are also conducted and proper documentation is maintained for reviewing.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution
This college has programmes at graduate level in Arts, Science and Commerce streams. A list of these programmes is given below:

Programmes offered	Details
Economics	80 seats in Major
English	80 seats in Major
Geography	80 seats in Major
Hindi	80 seats in Major
History	80 seats in Major
Mathematics	80 seats in Major
Political Science	80 seats in Major
Music	80 seats in Major
Pub Administration	80 seats in Major
Sanskrit	80 seats in Major
Sociology	80 seats in Major
Commerce	80 seats in Major
Botany	80 seats in Major
Zoology	80 seats in Major
Chemistry	80 seats in Major
Physics	80 seats in Major

The students are also given basic knowledge of computer and internet in IT Lab where 21 computers have been installed for this purpose. Forty students of this college also completed a certificate programme 'ebits' (Basics of Information Technology) during 2011-2013 organized by Global Talent Track Pvt. Ltd in agreement with the Department of Education.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If "yes", give details.

This college does not offer dual degree programmes but now the University has made the flexibility of completing degree in more than one major subject.

1.*2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability*

The college does not have academic autonomy to introduce its own curriculum but the students have option of selecting different choice based courses. Interdisciplinary compulsory and hobby courses are offered so as to help students for competitive examinations and excel in their careers.

1.2.4 Does the institution offer self-financed programmes? If "yes", list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The institute does not offer any self financed programmes.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If "yes" provide details of such programme and the beneficiaries.

The college has an IT lab where students can learn to use computers and use internet. Some experts from various fields are invited to deliver guest lectures.

1.*2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If "yes", how does the institution take advantage of such provision for the benefit of students?*

The students can study their regular graduate programmes and go for courses offered by IGNOU as a distance mode simultaneously.

1.3 Curriculum Enrichment

1.3.1 Describe efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

Various efforts made by the institution in this direction are:

- Guest lectures by various experts on financial literacy, banking, awareness about AIDS, Swine Flu etc.
- Educational tours, field trips, Seminars and Workshops are conducted to facilitate awareness of students.
- The Institution, as per the guidelines of the University, implements CBCS system at the UG level by offering various opportunities to the students such as projects and seminar presentations, assignments, group discussions, written/oral tests, quizzes, etc.
- The College also helps rural students in learning and speaking English and conducts ICT classes to improve communication and presentation skills of the students.
- Educational tours are organized to create awareness about the cultural heritage of our country.
- N.S.S. and Rangers and Rovers are additionally opted by the students which help society in various ways by conducting community orientation programmes. Every year N.S.S. organizes a camp and adopts a nearby village as a social responsibility.
- Various academic and cultural competitions are conducted during functions of various societies.
- The students of this college can also study various courses and programmes conducted by IGNOU.
- The College academic calendar is prepared every semester which is checked by the Principal time to time.
- Nature Club organizes awareness programmes on environment related issues.
- Red Ribbon Club makes students aware about AIDS and it also takes up community services like Blood donation.
- Energy club conducts its programmes and organizes workshops for the students about energy conservation.
- Mountaineering club organizes field trips
- Various debate, speech and poster making competitions are also organized by various subject societies.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The feedbacks from various stakeholders are communicated to the academic bodies of the University at the time of re-structuring the curriculum. Based on the feedback received from various stakeholders, the College makes efforts to impart additional training programmes, workshops, seminars etc. for the students so as to improve the skills and make them more employable.

To develop the required skills, various trainings, refresher courses and orientation programmes are held for the faculty members for in-depth knowledge in the respective areas. The Institution is completely computerized at the administration and academic levels. Computer lab is well equipped with latest computers. Internet facility is made available at the library, labs and computer lab. Computers and LCD Projector have been used for effective academic delivery. Students can also choose Python as a compulsory course which enables all graduates to be familiar with computer fundamentals which enhance employability.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The University has made environmental education as an audit pass course. The hobby courses are quite informative and help students for competitive examinations. The college invites experts from various fields to deliver lectures. Following are the efforts made by the College in this direction:

- The Women cell of the college organizes talks on women related issues such as early marriage, physical and psychological harassment, gender inequality in home and workplace etc.
- Doctors from Government hospitals deliver talks on health related issues.
- Nature club organizes environment related sensitization programmes
- Some of the members have attended workshops on Disaster Management
- Science Society organizes nature trips for the study of flora and fauna

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

Various efforts are mentioned below:

- The College offers Career Counseling for the students which give them better opportunities for employment.
- The Literary Society organizes speech and debate competitions and trains them in presentation skills.
- Students are allowed to participate in youth festivals where they can show their academic and cultural talents. These provide them opportunity to interact with other students and gain knowledge.
- The NSS adopts villages where people are provided awareness on various social, moral and ethical principles.
- Rangers and Rovers conduct surveys as an extension activity.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The college informally interacts with various stakeholders such as parents, students, alumni, officers of Banjar and Kullu, faculty members etc. on various matters like addition of infrastructure, construction works, fund raising, academic improvements etc. The Advisory Committee informs the Principal about various issues and remedial measures to be taken. The problems are discussed by the Principal and RUSA coordinator with University members and the Directorate of Higher Education.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The Institution has a very clear and transparent way to monitor and evaluate the quality of various enrichment programmes initiated by it. The feedback in the form of interactions, discussions and suggestions is analyzed by coordinators and report is submitted to the Principal. The IQAC monitors and evaluates the efficiency and success of these enrichment programs. It meets with the higher authorities like Principal and the Managing or Advisory Committee from time to time and amends the enrichment programs to meet the desired objectives. The Institution makes sure that the programmes offered in the curriculum include contribution to national and local level development, promote traditional cultural values, environmental awareness and scientific aptitude among students.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of curriculum prepared by the University?

The curriculum is prepared by the University and college has no role in its preparation.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If "yes" how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes, the College collects feedback from students at the end of the programme and from parents at the time of Parent-Teacher Meetings. Such feedbacks are reviewed by concerned HODs and discussed at the IQAC meetings. The outcome of the meeting is informally communicated to the University when staff members and the Head of the Institution interacts with the Board of Studies, meeting convened by the University, Seminars in other institutions, Conferences etc.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes? (Any other relevant information regarding curricular aspects which the college would like to include.)

There are no new programmes introduced during the last four years.

CRITERION II:
TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Our College which is affiliated to Himachal Pradesh University is serving the purpose of higher education in the rural area of Banjar for the past 16 years. The college ensures publicity and transparency in admission process.

Publicity:

The admission process in the Institution is guided by an experienced Admission Committee ensuring transparency in the admission process. There are three Admission Committees for three programmes headed by three conveners. The Admission Committee meets frequently to review and strengthen the admission process. The college ensures wide publicity and transparency in the admission process through a planned manner as follows:

a) Distribution of College Prospectus
b) Notification on College Website
c) Following the Rooster System for allocation of seats
d) Display of merit list

College Prospectus:

The Prospectus is issued to students who are interested to take admission in the College. The Prospectus contains information of the academic calendar, programmes offered, eligibility criteria, duration, admission procedure, curricular and co-curricular activities, fee details, scholarships and curriculum details, details of various committees and other activities of the college.

Institutional Website:

The institution has an active website– *www.gdcbanjar.com*. The website gives ample information that includes the profile of the College, important message from Principal, Departments, details of various committees, programmes offered, infrastructure and learning resources, contact details etc., that help parents and students to take decision for admission and information about this college.

Admission Office:

Prospectus and application form can be obtained in person from the Admission Office. The fee can be deposited in this office.

Transparency:

The College follows the academic calendar provided by the Himachal Pradesh University, giving last date for admissions. The selection is through the Admission Committee which includes a convener and other members. The selected candidates' lists are displayed on the College notice boards. Thus, transparency is ensured from the stage of notification till the completion of admission process. Access, equity and social justice are ensured through transparency and strict adherence to rooster pattern followed by the University. The college strictly follows rooster pattern which ensures reservation to different weaker sections of society and also to meritorious students in sports and cultural activities.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit
(ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.
The college follows the rules and regulations stipulated by the affiliating University in all matters related to admission. Applications for admission to undergraduate programmes are called for in the month of June. Counseling of students is also done by the teachers in various phases. The Admission Committee helps the students to make the right choice of major, minor, compulsory and hobby courses.
2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the College and provide a comparison with other Colleges of the affiliating University within the city/district.
The minimum percentage of marks at entry level is set by the University and is applicable to all the affiliated Colleges of the University and maximum percentage of marks secured by students at the entry level differs from college to college.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes', what is the outcome of such an effort and how has it contributed to the improvement of the process?
Formally there is a mechanism in the Institution to review admission process and student profile annually after the last date of the admission. College maintains a Student Identification Register in each Department which gives the admission data for each of the programme run by the College. After the admission process is over, the data is analyzed in terms of minimum percentage of marks of the qualifying examinations and various reservation categories for applying rooster pattern. A merit list is prepared and displayed for the allotted 80 seats in each major subject.
2.1.5 Reflecting on the strategies adopted to increase/improve access for the following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion
- *SC/ST*
- *OBC*
- *Women*
- *Differently- abled*
- *Economically weaker sections*
- *Minority community*
- *Any other*

Student admission is open to all sects. Students who fulfill the criteria as per University norms are given equal opportunity in the admission process. There are students from all sections of the society as well as from rural and urban areas. As majority of the students are from rural area, they are also supported by social welfare scholarships of the State Government. The following Table gives the gender wise and category wise profile of the students admitted during the last four years.

Table: Profile of the Students Admitted

Year-wise and gender-wise categories	2012-13		2013-14		2014-15		2015-16	
	M	F	M	F	M	F	M	F
General	251	299	245	314	293	357	300	398
SC	60	53	89	84	83	83	136	146
ST	NIL	NIL	03	01	01	06	00	00
OBC	15	12	15	09	22	13	06	05
PH	NIL	NIL	01	01	02	NIL	01	01

The admission policy of the institution is in line with the policies of Government and University in reference to the categories of the students as mentioned above.

- Our students' profile strongly demonstrates the national commitment to diversity and inclusion. The students come from all sections of society.
- In the year 2015-16, it can be noticed that 54.6 per cent of the students are girls among the admitted students.
- Differently-abled students are given reservation in admission.
- Deserving students from economically weaker sections are given scholarships.
- The girl students are exempted from tuition fee by the Government.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.
No programmes were included in the last four years.

2.2 Catering to Diverse Needs of Students

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to Government policies in this regard?
The Institution is fully adhering to Government policies regarding the needs of differently-abled students. Seats are reserved at the time of admission in various programmes by the University. They are also provided scholarships under centrally sponsored schemes by the welfare department.
2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If "yes"give details of the process.
Our College has a formal mechanism to assess the students' needs in terms of knowledge and skills before the start of the programme. During the course of admission, the Admission Committee orally assesses the student's interests in terms of the knowledge and skills by having a short inter-active discussion with the student. Before the commencement of the classes, the students are given orientation in which they are informed about the traditions and objectives of the College. It helps the students to identify their current

knowledge of the subject as well as reading and language skills. It pinpoints academic strengths which helps students to go for certain subjects.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.

In the new RUSA system the University has designed the courses in such a way that students can go through a number of compulsory and hobby courses which prepare them for competitions. The courses are offered by Language, Mathematics, History, Geography, Political Science and other departments. Students can appear in various competitive examinations of state and central Governments and private organizations.

The following methods are adopted to help the students:

- For slow learners we have three tutorial groups or remedial classes which help the students in bridging the gaps.
- Advanced learners can take additional courses in their major and minor subjects to increase their overall credits which help them in getting advanced degrees.
- In this competitive world it has become essential for the students that they equip themselves fully to meet the growing demands of jobs. Keeping this objective in mind the college organizes spoken English and personality development classes for the students as enrichment courses.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The initiatives in this direction are:

- Constitution of a Women Cell to deal with the problems and issues of girl students
- Conducting workshops on gender bias and women issues
- Plantations by the NSS as their regular activity
- Field trips and educational tours
- Celebrating *Swachhta divas*
- Organizing poster making and speech competitions regarding contemporary social issues, environmental awareness and personal hygiene etc.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The Institution takes special interest in identifying and promoting the advanced learners from the very beginning. The IQAC plans the year long activities with specific concentration on teams of advanced learners. They are provided motivational talks and trainings by resource persons from outside as well as inside the institution which is meant to encourage and strengthen the skills to become effective participants in their own learning process. The student thus learns:

- To become a life-long learner
- To develop communication skills
- To promote research, culture, and scientific aptitude
- To build student-teacher relationships

- To promote spirit of enquiry, discovery and active learning

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

Our college has an efficient system of maintaining data and information regarding the academic performance of students. Registers are maintained in the office about students' attendance and marks obtained for each examination. Now the marks are uploaded by the teachers directly at the University online system through their unique login id and password.

The departments also maintain the hard and soft copies of award lists. They are also posted to the University in hard copies and CD format. The University consolidates marks of Continuous Comprehensive Assessment (CCA) and End Semester Examination and then declares result.

On the PTA meetings, parents are expected to meet the teachers and in the presence of them, teachers communicate and evaluate the performance of the students. This brings about a positive change in the performance of the students. Parents can access the college website and get information. The decline in the attendance percentage of the students reveals the chance for drop out. Class teachers contact parents of such students over telephone and inform them the attendance and academic status of their wards. Our College has an effective Tutorial and Mentoring system. Tutors take note of students who are probable drop outs owing to low performance.

The measures adopted to improve the performance of the slow-learners during the year are furnished below:

- We have three tutorial groups and each group is managed by a leader and other members of staff
- Various quiz and debate contests are organized
- Various talents of students are promoted through extra-curricular activities
- Regular tests are conducted
- Teachers personally contact parents of weak students

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The College plans and organizes the teaching, learning and evaluation schedules in the following manner.

Academic Calendar:

At the beginning of the academic year the Principal convenes a faculty meeting to draw a blue-print of the college events and activities for the semester. An Academic calendar in line with that of the University and that of the annual blue print of the college is prepared by the IQAC. The IQAC also decides key dates for internal evaluation and co-curricular activities for each semester. The College Prospectus incorporating these details is distributed to every student at the beginning of the academic year.

Important dates in the Calendar include:

- Re–opening after summer vacation in the month of June
- Principal's meeting with staff for preparing annual calendar
- Admission process from 9th -30 June
- Display of Merit list
- Counseling with students in two phases
- Principal's address
- Regular classes from first week of July
- PTA Meeting
- Minor tests
- Schedule of activities such as guest lectures, seminars, workshops, sports and cultural activities
- Principal's meeting with staff regarding feedback
- End semester examinations
- Principal's meeting on last working day for each semester for assigning different activities for the next semester
- Winter vacations

Dates specified in the calendar are rarely changed and teachers are expected to strictly adhere to them in finishing their teaching, revision and evaluation exercise.

Teaching Plan:

Teaching plan is according to the time table. The University has already given a scheme of contact hours in each paper of every subject. The teachers plan their classes according to that scheme. Two minor examinations are conducted after the specified syllabus is over.

Students' feedback collected at the end of every semester is also considered while making the teaching plan and during its implementation for subsequent semesters.

Academic Audit:

This is done by IQAC headed by the Principal. Principal also conducts meetings and circulates notices to ensure that the academic calendar, teaching plan formulated at the department level and the documentation system as prescribed by the IQAC is adhered to.

Evaluation:

At the end of each semester students are assessed internally as well as by the University on the basis of attendance, assignments, seminars, quiz, two internal minor examinations, practical exams and end semester examination. On the basis of their performance they are awarded grades by the University.

2.3.2 How does IQAC contribute to improve the teaching – learning process?

The contributions of IQAC to improve the teaching-learning process are:

The IQAC prepares the guidelines for the departments on quality parameters for their activities

- Prepares an outline for the academic activities of the semester
- Aware the teachers about the latest notifications
- Promotes research activities
- Makes arrangement for special lectures
- Ensures timely, efficient and progressive performance of academic, administrative and financial tasks

- It acts as a monitoring body for the college
- It makes an analysis of various activities and acts as a bridge between the administration and faculty
- It also provides solutions to administration, faculty and students on their specific issues
- Conducts annual academic audit of the functioning of all departments

IQAC Members:

The IQAC is reconstituted in the beginning of the academic year 2015-16 and at present includes the following members.

1. Mr. T. S. Verma (Principal) - Chairman
2. Ms. Renuka Thapliyal- Vice Chairman
3. Dr. Shefali- Co-ordinator
4. Dr. Arun Kumar- Science
5. Dr. Vikram Singh- Arts
6. Dr. Dinesh Singh- Commerce
7. Sh. Door Singh- PTA President (External Expert)
8. Sh. Hari Singh Negi- External Expert- Local Community

As a whole, the IQAC of the college monitors the promotion, implementation and continuous improvement of innovations in Curricular, Co-curricular and Extra-curricular activities of the institution. The IQAC also monitors the performance of slow learners.

2.3.3. How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The teachers of this college try their best by adopting various methods of teaching, use of power point presentations, demonstrations etc. They try their best to make the teaching interesting and student centric. They take care of slow learners. Since Banjar is a rural area the teachers try to deliver their lectures in a very simple language and make translations at appropriate places. The College has also tried to purchase blackboards and audio-visual aids for making presentations although there were limitations of finances before the RUSA grants. Various field trips, educational tours and youth festival participations are allowed by the college. Informative guest lectures by experts from reputed institutes/organizations are organized for students to know recent trends in various subjects.

The College has a good library with a collection of latest books and magazines which the faculty uses efficiently to provide comprehensive and latest information to the students. Students are also encouraged to use the library for various competitive examinations. The college hall is used for various academic and other activities. The College also encourages the use of internet and computers by the staff and students. Students participate in various activities of subject societies, clubs and N.S.S. which help them in increasing their knowledge and awareness. Participatory learning through group discussions, field studies, debates etc. supplement class room teaching. With the help of computers they can type their assignments and make it more understandable with the help of diagrams and graphs. The excursions and

study tours not only make the students disciplined and obedient but also develop a constructive relationship between the students and teachers.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into lifelong learners and innovators?

Every year the students participate in four youth festivals. These festivals which are organized by various colleges in Himachal Pradesh offers group activities. The group-1 is basically for academic and creative activities, group -2, 3 and 4 are for cultural activities. The college also organizes two days cultural function for students where they are allowed to show their talents. The students can do practical work in Science labs. The students are provided opportunities for the following:

- Curriculum
- Compulsory and Hobby courses
- Academic Projects
- Field Trips
- Seminars
- Creative Assignments
- Laboratory work

Co-curricular Activities

- Activities of Societies and various Clubs
- Participation in academic activities at inter -college level

2,3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

Students can use computers and internet facility of the college. All the laboratories have computers and internet facility. Students can take print outs. We have LCD projector in the IT Lab. Students can learn Python, MS Office packages and free softwares. With RUSA grant teachers are trying to acquire computational facilities and GIS lab etc. for which proposal has already been sent.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- For faculty certain refresher courses, orientation programmes and trainings are made mandatory by the Government. The Academic Staff College Himachal Pradesh University offers various inter disciplinary programmes, workshops and trainings for teachers.
- In CBCS system the students have to make projects which help them in associating theoretical knowledge with practical work.
- Under Career Advancement Schemes of UGC the teachers are allowed study leaves for their higher studies. They can participate in national and international conferences.
- Guest lecturers also provide opportunities for both students and faculty to participate.

- Educational tours and visits provide opportunities for knowing actual phenomena and cultural heritage of India.

2.3.7 Detail (process and the number of students/benefited) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advice) provided to students?

The College has a good guidance and tutorial system and its success can be assessed by the fact that almost all the students attend more than 75 % lectures as on date not even a single student has been barred from appearing in end semester examinations for shortage of class attendance. The class teachers inform parents if the student remains absent from class or performs poor in the class. The students are also given guidance about their careers by the Guidance and Counseling Cell of college.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The faculty uses all the possible teaching methods using the facilities and teaching aids offered by the Institution.

- The class room teaching is carried out as per the syllabus prescribed by the University.
- Latest subject related reference books are purchased every year by the departments for library.
- The teachers can use LCD projector to deliver lessons.
- Other teaching methods include interactive sessions, group discussions, seminar/ presentations, field visits and audio-visual aids.

2.3.9 How are library resources used to augment the teaching-learning process?

The Institution has a centralized library with 5000 books at present. The Library is well stocked with text books and magazines. Some departments allot a library hour within the time-table to encourage reading habits of the students. Besides this, the Library is kept open from 10.00 a.m. to 5.00 p.m. from Monday to Saturday. Every year, books and magazines are added as per the requirements of staff & students. Internet, Print outs and Photostat facility is available in the library.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If "yes" elaborate on the challenges encountered and the institutional approaches to overcome these.

Yes the institute faces a number of problems due to its location in a rugged topography and harsh climatic zone. This is a rural hilly area of Himalayas which receives ample precipitation. Because of this there are frequent landslides in rainy season and heavy snowfall in winters. This places a lot of hurdle in front of transport and electricity departments of Government. The area faces lots of problems due to lack of electricity in winters at times for many days. Last year we had to conduct University End Semester Exams without electricity for many days and the University had to postpone certain exams due to heavy snowfall. The area remains cut off due to frequent landslides and snowfall from rest of the world. Without electricity the internet cannot be accessed which devoid the college at times from important information. Due to shortage of bus service the time table cannot be expanded.

Despite these unavoidable situations the teachers try their best to complete their syllabi and other activities of the college timely.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

- The quality of teaching and learning process is being monitored by the IQAC on regular basis by evaluating the performance of each faculty. Internal academic audits by IQAC ensure quality of teaching and learning.
- The teachers maintain attendance registers of students.
- Teachers have to fill Annual Confidential Reports which are evaluated by the Principal and Higher Authorities. On the basis of these reports they get promotions.
- Students' performance is based on their assignments, seminar participation, quiz and marks acquired in examinations.
- Parents also convey the requirements of students to the Principal.
- All the departments keep computerized record as well as hard copies of marks of Assignments, Seminars, Quiz, University Examination marks, Attendance and other relevant information in the Student Identification Register.
- Internet facility is extended to the students for preparing their projects and also to acquire extra knowledge in the subject.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum?

The teachers are appointed through written tests and interview conducted by the Himachal Pradesh Public Service Commission. All the appointments of teaching and non teaching staff are made by the Government. The college has no role in appointments but a few are made on part time basis by the PTA. The following table shows the number of teachers, their qualification and Designation:

Qualification	**Associate Professors**	**Assistant Professors**	**Total**
Ph.D	03	07	10
M.Phil	03	05	08

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The administration regularly corresponds with Government to create more posts as the number of teachers is less in this college. We have not introduced any new programmes in emerging areas like Biotechnology, Bioinformatics etc. To encourage the staff for their participation in State/National level

workshops and seminars/conferences, teachers are allowed special leave and are also given TA/DA and other benefits to upgrade their knowledge. During the last four years, many of our teachers have participated in number of state level and national level seminars and workshops. The details are given below:

Seminars and workshops attended by the teachers in 2011-12:

Department of Geography

I. **Seminars and workshops attended by Ms. Renuka Thapliyal**

1) Co-author of paper 'Being Tibetan in Shimla: Cultural Hybridity and Social Development of the Tibetan Diaspora' which was presented in an International conference sponsored by Ministry of Overseas Indian Affairs, Indian Council of Social Science Research, Indian Council for Cultural Relations and Reserve Bank of India on 'Diaspora and Development: Prospects and Implications for Nation States' organized by School of Extension and Development Studies, School of Interdisciplinary and Trans-disciplinary Studies Indira Gandhi National Open University, New Delhi on 7th -8th September, 2011.
2) Paper entitled 'Relating Eco-feminism with the Contemporary Women Issues of Banjar Area of Kullu District in Himachal Pradesh' presented in National Seminar on 'Women Empowerment: Contemporary Concerns' organised by HPIMS, Shimla, Himachal Pradesh on 10-11th December, 2011.
3) National Seminar-cum-Colloquium on 'Choice-based and Credit-based System for Assessment and Evaluation' in Himachal Pradesh University on 28th November, 2011.
4) Attended three days Short Term Course on 'Disaster Management' organized by UGC-Academic Staff College, H. P. University, Shimla from 19th -21st December, 2011.

II. **Ms. Snehlata** participated in '12th National Conference of Association of Punjab Geographers' organized by Department of Geography H. P. University, Shimla on 8-9th October, 2011.

Department of Public Administration

Dr. Bhupender Dogra presented a paper on 'Development and Assessment of Panchayati Raj in Himachal Pradesh' in a UGC sponsored seminar on 'Panchayati Raj Institutions' organized by the Department of Public Administration in Swami Vivekanand Government College, Ghumarwin, Bilaspur on 29th-30th December, 2011.

Department of Physical Education

1) **Dr. Ramesh Chauhan** attended a Refresher Course in Environmental Science organized by Academic Staff College H. P. University, Shimla.
2) He was also sent as an observer for selection of Table Tennis Team for Inter University Championship by The Directorate of Sports & Youth Programming H. P. University.

3) He has also attended a three day Short Term Course on 'Disaster Management' organized by UGC-Academic Staff College, H. P. University, Shimla from 19th -21st December, 2011.

Department of Music (Vocal)

Dr. S. R. Thakur

1) Presented a research paper in an international conference 'Global Language Meet' organised by the Ministry of Internal Affairs & Bhasha Research Center Government of India at Baroda Gujrat on 7-8th January, 2012 on the topic 'Kullu Language.'
2) Presented a research paper in National Seminar held at Keylong on 27-30th July, 2011 on the topic 'Trilokinath Temple of Lahaul Attraction for Tourist' organised by Cultural Ministry of Government of India.
3) Participated in State Level Seminar on 'Pahari Kahani' at Haripurdhar Sirmour on 2-3rd August, 2011 organised by Himachal Kala Sanstha Bhasha Academy Shimla.

Department of Physics

Dr. Arun Kumar

1) Presented a paper entitled 'Making Computational Physics an Integral part of Physics Curriculum: Possible Strategies' in the UGC National Workshop-cum-seminar on 'Physics Education Research: Research Based Reforms in Physics Instructions' held at St. Bedes College Shimla from 22-29th May, 2011.
2) Attended Refresher course in Physics at ASC, H. P. University, Shimla from 25th July to 13th August, 2011.
3) Participated in National Seminar-cum-Colloquium on 'Choice-based and Credit-based System for Assessment and Evaluation' in Himachal Pradesh University on 28th Nov., 2011.
4) Attended '56th DAE Solid State Physics Symposium' at SRM University Kattankulathur, Tamilnadu from 19–23rd Dec., 2011 and presented a poster entitled 'Electronic and Optical Properties of Free Standing Pt Nanowires using Localized Basis sets'.

Department of Botany

Dr. Man Singh Rana

1) Published a paper entitled 'Diversity, indigenous uses and conservation status of medicinal plants in Manali wildlife Sanctuary, Northwestern Himalaya' in 'Indian Journal of Traditional Knowledge'
2) Published paper 'Population Biology of *Lilium polyphyllum* D. Don ex Royle-A critically endangered medicinal plant in a protected area of North Western Himalaya' in 'Journal for Nature Conservation'

3) 'Status and regeneration of Himalayan Maple in the Himachal Pradesh: Honing red list of species' in 'Journal of Sustainable Forestry'
4) 'Plant communities and factors responsible for vegetation pattern in an Alpine area of the North western Himalaya' in 'Journal of Mountain Science' published in 2011.
5) He also got sanctioned a project of budget seventeen lakhs on 'Spatial pattern of plant diversity and communities, and species environment in the alpine ecosystem of the North western Himalaya' from The Department of Science and Technology.

Department of Commerce

Dr. Dinesh Singh

1) Presented paper 'Global Economic Meltdown and Socio-economic Framework of Indian Society' in an international conference in Bangkok, Thailand from 7-10th February, 2012.
2) Participated in UGC sponsored National Seminar on 'Management of Micro, Small & Medium Enterprises in India, Problems & Prospects' and presented a paper entitled 'Inefficient Management: A Gray Area of Small Scale Business' in PG college Una on 12-13th March, 2011.
3) Attended a UGC sponsored National seminar on 'Corporate Social Responsibility and Business Ethics for Good Corporate Governance' in R.K.M.V., Shimla on 4-5th June, 2011 and presented a paper entitled 'Corporate Social Responsiveness of Hydro Power corporations in India: A Case study of Satluj Jal Vidyut Nigam Ltd.'
4) Participated in National seminar on 'Economic Liberalization: Effects and Challenges' in Himachal Pradesh University Shimla (ICDEOL), on 11-12th November, 2011 and presented a paper on 'Impact of Economic Liberalization on Allied Agricultural Practices in the Hinterland of Himachal Pradesh'.

Dr. Ajai Kumar Principal Government College Banjar participated and presented a paper entitled 'Political System, Erosion of Values and Civil Society in India' in '37th All India Sociological Conference' held in Jawaharlal Nehru University New Delhi from 10-13th December, 2011.

Seminars and workshops attended by the teachers in 2012-13:

History Department

Dr. Mandeep Sharma

Participated in one week Teacher's Training Programme organized at Government B. Ed. College, Dharamsala from 4th to 9th June, 2012.

Geography Department

Ms. Renuka Thapliyal

1) Participated and presented a paper entitled 'Hydroelectric Projects and Livelihood Issues of Tribals: A Case Study of the Kinnaur District of the Himalayan State of Himachal Pradesh, India' in an International symposium on 'Mountain Resource Management in a Changing Environment' organised by The Aquatic Ecology Centre, Kathmandu University and Institute of Forestry, Tribhuvan University in collaboration with the Department of International Environment and Development Studies, University of Life Sciences, Norway at Kathmandu, Nepal, from 29th-31st May, 2012.
2) Participated as a delegate and Rapporteur in a National Seminar on 'Impact of Disasters on Economic Development' organized by Disaster Management Centre on 5th May, 2012 at Himachal Pradesh Institute of Public Administration (HIPA) Fairlawns, Shimla.
3) Contributed a chapter entitled 'River Water Pollution in India and its Management' in an edited book named 'Water: The Epic Struggle For 21st Century'.

Music Department (Vocal)

Dr. S. R. Thakur

1) Attended National Poetic Symposium at New Delhi organised by The National Sahitya Academy New Delhi on 21st June, 2012.
2) Presented a research paper in Yashpal Jayanti at Dharamsala on 25th July, 2012 organised by Himachal Kala Sanskriti Bhasha Academy Shimla.

Department of Zoology

Dr. Basheer

1) Attended Refresher Course in May- June, 2012 at Academic Staff College, Himachal Pradesh University, Shimla.
2) Attended one week Induction Training Programme in June, 2012 organised by Government college of Teacher Education, Dharamsala under the aegis of Department of Higher Education, Himachal Pradesh.

Department of Physics

Dr. Arun Kumar

1) Participated in a Workshop on Parallel Computing using HPCC at Department of Physics, Punjab University, Chandigarh from 2nd-3rd March, 2012.
2) Attended one day seminar on Role of Teachers in Quality Higher Education on 5th October, 2012 at Himachal Pradesh University Shimla.
3) Attended 57th DAE Solid State Physics Symposium (***DAE***-SSPS 2012) at IIT Bombay, Powai, Mumbai from 3rd - 7th December, 2012 and presented a poster entitled "Electronic and Optical Properties of Free Standing Au Nanowires using Density Functional Theory".

4) His paper entitled "Ab initio study of structural, electronic and dielectric properties of free standing ultrathin nanowires of noble metals" got published in journal Physica E: Low-dimensional Systems and Nanostructures Volume 46, September 2012, Pages 259–269.

Department of Botany

Dr. Man Singh Rana

1) Attended Orientation Programme from 17th June- 14th July, 2012 at Academic Staff College, Himachal Pradesh University, Shimla.
2) He also attended the Induction Training Programme from 24th Dec., -5th Jan., 2012 organised by Government college of Teacher Education, Dharamsala under the aegis of Department of Higher Education, Himachal Pradesh.

Department of Political Science

Mr. Deep Kumar

1) Attended the Induction Training Programme from 14th -26th May, 2012 organised by Government college of Teacher Education, Dharamshala under the aegis of Department of Higher Education, Himachal Pradesh with 'A' grade.

Department of Commerce

Dr. Dinesh Singh

1) Participated in an International Seminar on 'Economic Social and Environmental Challenges of Globalisation' at St. Bede's College, Shimla on 5-6th Oct., 2012.
2) He has also attended 13 days Induction Training Programme from 24th Dec., to 5th Jan., 2013 organised by Government College of Teacher Education, Dharamsala under the aegis of Department of Higher Education, Himachal Pradesh.

Seminars and workshops attended by the teachers in 2013-14:

This year Mr. J.P. Jaswal (Chemistry), Mr. Arun Guleria (English), Mr. Kamal Kumar (Economics) and Ms. Jyoti Thakur (Sanskrit) attended Induction Training Programme, organised by Government college of Teacher Education, Dharamsala under the aegis of Department of Higher Education, Himachal Pradesh.

Department of Geography

Ms. Renuka Thapliyal

1) Published her chapter entitled 'Integration and 'Limited Acculturation' of Tibetans at Shimla: Experience and Perceptions of a Diaspora' in book "Global Diasporas and Development: Socioeconomic, Cultural, and Policy Perspectives" Edited by Sadananda Sahoo and B. K. Pattanaik, Springer Publishers.
2) Her joint paper entitled 'Hydroelectric Projects and Livelihood Issues of Tribals: A Case Study of the Kinnaur District of the Himalayan State of Himachal Pradesh, India' got published in

an edited book 'International Symposium on Mountain Resource Management in a Changing Environment' Edited by Mohan K. Balla, Roshan M. Bajracharya and Subodh Sharma, Kathmandu, Nepal.

Department of Physics

Dr. Arun Kumar

1) Participated in a seminar on 'Teaching Computer Based Compulsory Courses through Spoken Tutorials in CBCS-Undergraduate Curriculum' on 30th July, 2013.
2) His paper entitled "Structural, Electronic and Optical Properties of Armchair Sillicon Nanotube of Chirality (6.6)' was accepted in 58th DAE-Solid State Physics Symposium held at Thaper University Patiala from 17-21st Dec., 2013.

Department of Commerce

I. Dr. Dinesh Singh

1) **P**articipated in ten days workshop about 'Research Methodology for Rural Development Professionals' in National Institute of Rural Development (NIRD), Hyderabad from 13th-23rd May, 2013.

II. Ms. Anjana Rani

1) **P**articipated in an International Conference on 'Contemporary Issues in Leadership and Management' and presented a paper entitled 'Corporate Governance: The Relationship Between Audit Committees and Firm Values' on 17th-18th Jan., 2014 organised by PG Department of Commerce and Management at HMV College Jalandhar.

Seminars and workshops attended by the teachers in 2014-15:

Department of Geography

Ms. Renuka Thapliyal

1) Attended Induction Training Programme from 21st to 26th April, 2014 organised by Government college of Teacher Education, Dharamsala under the aegis of Department of Higher Education, Himachal Pradesh.
2) Co-authored a paper entitled 'Carrying Capacity of Shimla: Assessing its Bio-physical Resource Base' which was presented in an International Conference on 'Sustainable Urbanization in India: Challenges and Opportunities' organized by the Institute of Development Studies Kolkata in association with the Indian Institute of Technology Bombay and funded by the Indian Council of Social Science Research on January 15th - 16, 2015.

Department of Physics

Dr. Arun Kumar

1) Attended an International Conference on 'Condensed Matter Physics-2014 (ICCMP-2014)' in the Department of Physics,

Himachal Pradesh University Shimla, from 4th to 6th November, 2014.

2) His four joint papers were also published in AIP Conference Proceedings, 159 (2014) 531; Physica E, 62 (2014) 136 and Journal of Alloys and Compounds, 615 (2014) 194.

Department of English
Ms. Mrinalini Kashyap
Published her paper in the journal 'Dialogue' 'A Temporal Observation of Misogyny and Patriarchy in Ancient Sanskrit Plays: A study of Shudrakas' *Mrichhakatikam* and Kalidasa's *Abhijnanasakuntalam'*.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality?
a) Nomination to staff development programmes
Academic Staff Development Programmes attended by teachers in last four years:

Number of faculty	2011-12	2012-13	2013-14	2014-15
Refresher Course	02	01	01	NIL
Orientation Programme	NIL	01	NIL	NIL
Teachers' Training	NIL	05	04	01

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching learning.

- Some workshops and guest lecturers have been organized for faculty.
- Teachers' training programme was conducted by Government College of Education Dharamshala for teachers' training.
- The College publishes its annual magazine Seraj Shikha.
- The Women cell organizes invited talks on women related issues such as early marriage, physical and psychological harassment, gender inequality in home and workplace etc.
- Some teachers participated in workshops related with RUSA and CBCS

2.4.4 What policies/systems are in place to recharge teachers? (e.g. providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)
The Institution extends full support for the professional development of the faculty. The faculties are encouraged to pursue their part-time M. Phil and Ph. D. There is a provision for special leave to faculty members who want to participate and present papers in seminars, training programmes at State and National level. The Institution deputes its teachers to attend refresher and

orientation programmes, conferences, seminars and training programs organized by other institutes, universities and research organizations.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

None of our faculty has received awards / recognition at the state, national and international level for excellence in teaching during the last four years.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

The Principal of college takes feedback of the teachers from the students and their guardians. Their performance is recorded in their Annual Confidential Reports and sent to the Directorate of Higher Education for further appraisal.

2.5 Evaluation Process and Reforms:

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

A transparent student evaluation is an integral part of teaching learning process. The internal evaluations are done by the teachers and the external evaluations are done by the University. So there remains a negligible chance for biasness. Every teacher briefs the students regarding the steps and procedures involved in the process of internal assessment at the beginning of the semester, which is also given in their syllabi. Time to time staff meetings are also conducted by the Principal. Every student is well briefed on the process of evaluation of end semester examination/projects/viva-voce throughout the period of his/her study. In the PTA meetings, the whole evaluation process is clearly explained to the parents. All internal examinations are conducted by the Examination Committee of the College. The students are informed about class tests and assignments in advance. Date sheet of examinations both theory and practical are also displayed on the notice boards. Results of internal evaluation of all students are uploaded in the University website. Seminar presentations of the students also are evaluated for the purpose of awarding internal assessment grades. Attendance percentage is also one of the criteria adopted for the award of internal assessment grades. Students can check their results and grades from the Website of Himachal Pradesh University.

2.5.2 What are the major evaluation reforms of the University that the institution has adopted and what are the reforms initiated by the institution on its own?

In an affiliating system, there is little scope for a college to introduce its own examination reforms. The college follows continuous assessment pattern as prescribed by the University for all Programmes. Fifty per cent of the total marks are set apart for continuous assessment for each paper. Of the fifty per cent marks, thirty per cent is for two minor examinations, five per cent for attendance, five per cent for seminars and ten per cent for assignments. The evaluated scripts are shown to the students so that they can improve their mistakes for the End Semester Examination.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the University and those initiated by the institution on its own?

Being an affiliated institution, the college follows the evaluation reforms introduced by the University. There is an Examination Committee which maintains records. Evaluated answer scripts are shown to the students individually by the concerned teacher pointing out the strengths and weaknesses of the student. Their marks and attendance percentage is communicated to the students on notice boards. The final result cards are sent by the University after consolidating the marks of Continuous Comprehensive Assessment (CCA) and End Semester Examination.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system

The formative evaluation approach adopted by the college to measure student achievement is (CCA). The CCA acts as an effective tool for assessing the overall personality of the students. The methodologies used for this purpose are two Minor exams, Assignments, Seminar presentations, Project work, Practical work and Viva –voce.

The evaluation process helps students in following ways:

- Provide effective feedback to students which build their confidence
- Seminars and assignments help them in better understanding and better communicating
- Allow the active involvement of students in their own learning
- Increased use of books in library and other facilities like internet and photo copy etc.
- Final evaluation is done at different evaluation centers by the University by appointing examiners. Secrecy is kept by the University in this matter and the teachers of the college hardly have any chance to evaluate the papers of their own students.

The formative and summative evaluation has the following impact on students:

- The formative assessment helps the teacher to decide on the teaching-learning process according to the academic level of students
- The Summative assessment determines how much of the content taught is retained by the student.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course / programme? Provide an analysis of the students' results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

To know students' progress the faculty members monitor the students' progress and performance by following a number of evaluative methods such as class-room interactions, assignments, seminars, quiz, project works and internal exams. The teachers keep a complete record of the students' performance in internal examinations. At the time of admission the students are thoroughly guided by the Guidance and Counseling Cell and Admission Committee about the CBCS and CCA. Retests are conducted for those

students who have not appeared in the internal exams on genuine grounds or medical reasons.
Progress and performance of the students are communicated to them in the following ways:

- Written test results are discussed in class by respective faculty members.
- The corrected assignments and evaluated answer scripts are shown to the students with suitable comments.

Programme- wise Result Analysis as given in the following Table depicts the trend of pass percentage of students.
Table Pass percentage

Sr. No.	Programme	2011-12	2012-13	2013-14	2014-15
1.	B. A.	75	80	90	86
2.	B. Sc.	90	96	100	100
3.	B.Com	75	78	40	80

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.
The system of internal assessment for UG Programmes being practiced in the College under University guidelines since 2013 provides for continuous student-assessment by their teachers in the prescribed curriculum knowledge, assignments, projects, seminars, tests and attendance etc. Percent of the total credits in each course is assigned for the internal assessment and the remaining 50% credits for the End Semester University Examination.
Components of Continuous Comprehensive Assessment (CCA):
(a) Assignments 10 marks
(b) Two minor exams 30 marks
(c) Attendance 5 marks according to percentage of lectures attended by the student.
≥75 but <80=1marks
≥80 but <85=2 marks
≥85 but <90=3marks
≥90 but <95=4 marks
≥95=5 marks
(d) Seminar 5 marks
The End Semester Examination assesses progress in a point scale of letter grades (S+; S; O++; O+; O; A++; A+; A; B+; B; C F; I; P and X) formulated by the University.

= and > 95 % marks Grade Point 10.0 Letter grade S+
90 to less than 95 % marks Grade Point 9.5 Letter Grade S
85 to less than 90 % marks Grade Point 9.0 Letter Grade O++
80 to less than 85 % marks Grade Point 8.5 Letter Grade O+
75 to less than 80 % marks Grade Point 8.0 Letter Grade O
70 to less than 75 % marks Grade Point 7.5 Letter Grade A++
65 to less than 70 % marks Grade Point 7.0 Letter Grade A+

60 to less than 65 % marks Grade Point 6.5 Letter Grade A
55 to less than 60 % marks Grade Point 6.0 Letter Grade B+
50 to less than 55 % marks Grade Point 5.5 Letter Grade B
45 to less than 50 % marks Grade Point 5.0 Letter Grade C
Less than 45 % Marks Grade Point 0.0 Letter Grade F (Fail)
Incomplete ------ Letter Grade I
Audit Pass ------ Letter Grade P
Audit Fail ------ Letter Grade X

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

The curricular defined by University has already mentioned percentage of marks for different sections for evaluating student performance. Since this system is new and implemented recently it is very difficult to assess achievements of learning objective and planning at this stage.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The students can come to administrative office and submit their applications mentioning discrepancies. These are further checked by the Principal and if required their grievances related to evaluation are forwarded to University for necessary action and corrections.

2.6 Students Performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If yes, give detail on how the students and staff are made aware of these?

The college has clearly stated the learning outcomes in its mission statement- to achieve excellence in education, produce intellectual and skilled human resource and sensitize learners towards issues like inclusion, equity, human rights, gender equality and environmental awareness. To materialize this, the curriculum and the syllabi of the academic programmes offered in this college are transacted in such a way that these objectives are realized by the successful completion of the programmes. Self-reliance and skills in communication, writing and presentation are to be acquired by the students through these programmes. These learning outcomes are communicated to students' right from the beginning of the academic programmes.

2.6.2 How are the Teaching, Learning and Assessment Strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The college provides a learning environment to the students. Teachers try their best to guide and help students in various ways. The monitoring of activities is done by the IQAC of the college which assesses the quality of teaching. It also monitors the tutorial groups which help weak students. Most of the learning and teaching practices is student centric. The college assesses the learning outcomes of students through their performance in continuous assessment and end semester University examination. Each department assesses the

performance of students on a regular basis and takes remedial measures to overcome barriers of learning.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship innovation and research aptitude) of the courses offered?

The University has designed courses in the RUSA system which has both social and economic relevance. At the time of admission the students are given guidance about the choice of subjects. The Career and Guidance Cell also guides students about various careers related to their subjects. The students are sensitized on the societal responsibilities through guest lectures and various programmes organized by NSS and various clubs.

2.6.4 How does the institute collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning

Each department maintains a file of the students in which all the records related to student performance and their award lists are maintained. The main activities of departments are also monitored and analyzed by the IQAC.

The procedures followed by the college in this direction are:

- Continuous Comprehensive Assessment with two minor exams, assignments, viva -voce, project work and seminar presentations
- Introduction of objective, descriptive and multiple choice questions which ensure comprehensive study and understanding of the entire course contents by the student
- End semester University exams for all programmes

The College has taken following steps to overcome barriers:

- Question papers are made according to the pattern of end semester examination.
- Showing evaluated answer scripts to students to make them understand their relative strengths and weaknesses
- Tutorial groups for weak students to solve their problems

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes?

The institution monitors and ensures the achievement of learning outcomes through the Continuous Internal Assessment and results of End Semester University exams.

The Institution monitors the learning outcomes in the following ways:

- Attendance records are maintained and students as well as parents are made aware of the shortage if any
- Regular assessment of student performance and comparison with their earlier performance
- Projects, term papers and field reports are the outcome of learning process
- Results are the indicators of learning outcomes and hence they are analysed regularly

2.6.6 What is the graduate attributes specified by the college /affiliating University? How does the college ensure the attainment of these by the students?

The college takes care of developing qualities in students such as competence, excellence, academically sound and employable.

CRITERION - III
RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?
The College does not have any recognized research centre. Recently under RUSA grant a proposal has already been sent to develop research facilities in future.
3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.
At present the college does not have a research committee but most of the teachers are involved in research related activities and participate in conferences, seminars etc. the details are given in evaluative report of departments.
3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

At present the college faculty does not undertake any research project. However, following facilities are provided to teachers:

- Purchase of equipments in labs, use of computers, increase in number of books in library
- Faculty is allowed to do part time research and attend national/ international seminars
- Sanctioning special leave to teachers

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The students are encouraged to make research based projects and field reports. Some of the subjects have specifically introduced research methodology and statistical analysis in their syllabi which helps students to develop scientific temper and research culture and aptitude.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual / collaborative research activity, etc.

Some of the faculty members are either pursuing part-time research for their Ph.D in different Universities or have recently completed their Ph.D. The following faculty of the college is involved in part-time research activities:

Sr. No.	Name	Department	Research Activity	Thrust Area
1	Ms. Renuka Thapliyal	Geography	Pursuing Ph.D from Indian Institute of Technology, Delhi	Urban Sustainability
2	Ms. Anjana Rani	Commerce	Pursuing Ph.D from Punjab University, Chandigarh	Financial Management, Corporate Governance
3	Ms. Mrinalini Kashyap	English	Pursuing Ph.D from Punjab University, Chandigarh	Decoding Hierarchies in Ancient Sanskrit Plays
4	Dr. Jaswant	Zoology	Completed Ph.D from Himachal Pradesh University, Shimla	Vertebrate Faunal Diversity
5	Dr. Arun Kumar	Physics	Completed Ph.D from Himachal Pradesh University, Shimla	Computational Condensed Matter Physics
6	Dr. Dinesh Singh	Commerce	Completed Ph.D from Himachal Pradesh University, Shimla	Finance
7	Dr. Ratnesh Tripathi	Economics	Completed Ph.D from Banaras Hindu University	Rural Development

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The following conferences/workshops/training programmes were conducted by various departments during last four years for the benefit of the students and faculty:

Sr. No.	Workshops/Training/ Sensitization programmes	Department	Resource Person	Date
1	Geographical Information System and Remote Sensing	Geography	Sh. Nishant Vaidya and Sh. Rohit Chauhan from G. B. Pant Institute of Himalayan Environment and Development, Mohal, Kullu H.P.	3rd Aug., 2011
2	Seminar on 'Importance of Biodiversity'	Geography	Ms. Renuka Thapliyal	9th Oct., 2012
3	Workshop on disaster management	Fire Department organized by SDM Banjar	Sh. Virender Sharma (SDM Banjar) and Sh. Hira Lal Fire Officer, Kullu	12 Nov., 2012
4	Awareness camp with the help of HIMCON Consultation Agency about self-employment schemes	Economics	Mr. P. K. Modgil from the Department of Industries, H.P. was invited for a lecture on self employment schemes run by the Government.	11th Feb., 2013
5	Declining Sex Ratio of India (Census 2011)	Sociology	Dr. Vikram and other faculty	13th Feb., 2013
6	Seminar on 'Man-Environment Relationship'	Geography	Ms. Renuka Thapliyal	24th Sept., 2013
7	Awareness campaign about cleanliness in Banjar. Students also took suggestions from people about the management of sanitation in their respective areas	Geography and Rangers	Ms. Renuka Thapliyal	10th Oct., 2013
8	'Drug de-addiction' with the help of district Red Ribbon Club, Kullu	Science and Red Ribbon Club	Dr. Rakesh Thakur and Dr. Vishal Jamwal	30th Dec., 2013
9	Lecture on Swine Flu	Science and Red Ribbon Club	Dr. Vishal Jamwal	25th Feb., 2015
10	Workshop on Financial Literacy by RBI Representatives	Economics and Commerce Department	Lead District Manager	28th April, 2015

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Our faculty members are involved in part- time research at individual level. The respective field of specialization of the faculty members is the expertise available with the institution. The thrust areas of teachers have already been mentioned in 3.1.5

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students

The institute is not able to attract researchers of eminence due to lack of funds and organize large conferences and workshops. Only recently the college has started receiving RUSA grant. The college has invited some experts from G.B. Pant Institute of Himalayan Environment and Development to deliver lectures on specialized fields like GIS and from the Department of Industries, H.P. on

self employment schemes run by the Government. The details are mentioned in 3.1.6.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

No teacher has availed sabbatical leave during the last four years.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness / Advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

There are no separate funds for research activities but recently with RUSA grant some facilities are being tried to develop in the institute. The details are given on page 15.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The College does not have an exclusive budget head for research activity. Faculty members have to meet the expenditure by themselves. Under Faculty Improvement Programme (FIP) of UGC the salary of teachers is protected for two years. TA/DA is given to faculty for attending trainings, refresher courses and orientation programmes.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

There is no provision to provide seed money for research purpose.

3.2.3 What are the financial provisions made available to support student research projects by students?

The students in CBCS system are encouraged to do research oriented projects. There is no financial assistance available to the students but they can avail library facilities, take print outs and avail free internet downloading.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Till now the staff is not able to undertake interdisciplinary research but various programmes of clubs and societies are attended by all departments.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

We have no such equipments and facilities for research available in the college.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

The Institution has not received funding from any beneficiary agency or industry so far. However, the institution has sent a proposal under RUSA grant worth Rs. Fifty lakhs recently for developing research facilities.

3.2.7 Enumerate the support provided to the faculty in securing research Funds from various funding agencies, industry and other organisations.

Provide details of ongoing and completed projects and grants received during the last four years.

The Institution so far has not received funding from various funding agencies, industry and other organization.

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The college has twenty five computers in IT Lab with internet. Every year new books are purchased for the students. The students can publish their articles in college magazine.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The college plans:

- To make the campus Wi-Fi.
- To enhance research facilities such as developing computational and GIS labs.
- Proposal for developing smart class rooms
- Establishment of a seminar hall with latest projector and multimedia facilities
- Separate cabins for researchers

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments/ facilities created during the last four years?

The College has not received any grants or financial assistance from any industry or beneficiary agency.

3.3.4 What are the research facilities made available to the students and Research scholars outside the campus / other research laboratories?

There are no such facilities available to students.

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

The college has an annually updated library with 5000 books, 11 magazines and other facilities such as internet downloading and Photostat.

3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The college does not have a research centre and the faculty members do not have any collaborative research.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of:

- Patents obtained and filed (process and product)

- Original research contributing to product improvement

The staff members are registered for their doctoral research mentioned above.

3.4.2 Does the Institution publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board,

publication policies and whether such publication is listed in any international database?
The college does not publish its journal.
3.4.3 Give details of publications by the faculty and students:
Some of the teachers have published their research papers in reputed journals or chapters of books. The details are given in their faculty profiles in evaluative report of departments.
3.4.4 Provide details (if any) of
R*esearch awards received by the faculty* - Nil
Recognisation received by the faculty from reputed professional bodies and agencies, nationally and internationally - Nil
Incentives given to faculty for receiving state/national and International recognisation for research contributions -Nil

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?
Industry experts are invited to deliver lectures. The college has invited expert from the Department of Industries, H.P. who delivered a lecture on self employment schemes run by the Government.
3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?
The college does not offer any consultancy service.
3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?
There is no such provision for faculty.
3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.
3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?
Point 3.5.4 and 3.5.5 are not applicable since the staff members are not involved in any consultancy service and income generated through it.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?
The institution is promoting institution-neighbourhood-community network by encouraging its students to participate in various community oriented extension programmes through NSS, Rovers and Rangers and Red Ribbon Club. This is made possible through the following activities of last four years:

Activities of NSS

During the session 2011-12 a total of 116 students were enrolled in NSS. Various activities were carried out under the leadership of Programme Officer Dr. Bhupender Dogra. The NSS unit of our college adopted Lahund village of Balagad panchayat for development and awareness activities for the session 2011-12. The regular activities of this unit were as following:

- Awareness and cleanliness drive in Lahund village and its surrounding areas.
- Creating awareness about environmental pollution, drug abuse and AIDS etc.
- *Van Mahotsava* was organised in which 100 saplings were planted in college campus and in various parts of Balagad panchayat.
- Mr. Narender Singh of B.A.III and Ms. Dolma of B.A.II participated in 'NSS National Mega Camp' in New Delhi from 13th-23rd November, 2011. It is a matter of great pleasure and privilege for the college that among 14 volunteers selected from all over Himachal Pradesh two volunteers were selected from this college.
- Under special activities 7 days special camp was organised from 21st-27th December, 2011 in village Lahund in which 51 volunteers participated. During this camp the main stress was given on three things- physical work, awareness programmes and personality development.

During the session 2012-13 a total of 100 students were enrolled in NSS. Various activities were carried out under the leadership of Programme Officer Mr. Kamal Kumar. The NSS unit of our college adopted Bhumar village of Balagad panchayat for development and awareness activities for the session 2012-13. The regular activities of this unit were as following:

- *Van Mahotsava* was organised in the month of August in which 100 saplings were planted in college campus and in various parts of Balagad panchayat.
- An awareness rally was organised in the month of September with a focus on social evils like drug abuse, AIDS and female feticide.
- The NSS volunteers participated in Republic day parade and presented cultural programmes.
- Under special activities, 7 days special camp was organised from 21st-27th December, 2012 in which 54 volunteers having 30 boys and 24 girls participated. The volunteers repaired footpaths, cleaned drains and dug a big trench to be used as dustbin near the college campus. Some lectures were delivered by college lecturers. Dr. Vikram Singh spoke on the problem of declining sex-ratio. Mr. Arun Guleria spoke on the status of women and Dr. Dinesh Singh delivered a lecture on Company Law.

During the session 2013-14 a total of 100 students were enrolled in NSS. Various activities were carried out under the leadership of Programme Officer Mr. Kamal Kumar. The NSS unit of our college adopted Mandali village of Balagad panchayat for development and awareness activities for the session 2013-14. The regular activities of this unit were as following:

- *Van Mahotsava* was organised in the month of August in which 100 saplings were planted in college campus and in various parts of Balagad panchayat.

- A Blood Donation Camp was organised in the month of October with the help of district blood bank and Red Ribbon Club in which 33 boys and girls of this college donated blood.
- Under special activities, 7 days special camp was organised from 22nd-28th December, 2013. The volunteers repaired footpaths and cleaned drains.

During the session 2014-15 a total of 105 students were enrolled in NSS. Various activities were carried out under the leadership of Programme Officer Mr. Kamal Kumar. The NSS unit of our college adopted Garwah village of Chaini panchayat for development and awareness activities for the session 2014-15. The regular activities of this unit were as following:

- *Van Mahotsava* was organised in the month of August.
- A cleanliness programme was organised on 2nd Oct., 2014 in the college campus.
- The NSS Volunteers prepared a report regarding the garbage conditions in the town.
- Under special activities, 7 days special camp was organised from 26th December to 1st January, 2015 in the college campus where 64 students participated. Under the *'Swachh Bharat Abhiyan'* various areas of the Banjar Nagar Panchayat were cleaned. The volunteers also repaired footpaths and drains. Some lectures were also delivered by the college lecturers on current issues.

Key Activities of Rovers and Rangers of last four years

The college unit has 32 students with 16 Rovers and 16 Rangers. The units participate in Independence and Republic day parades at Banjar every year.

1) During the session 2011-12 it has organised a Hiking trip to Shangar of Sainj valley on 21st August, 2011.
2) During session 2012-13 the Rangers' unit of 'The Bharat Scouts and Guides' under the supervision of Ms. Renuka Thapliyal participated in an awareness campaign about cleanliness in Banjar on 10th Oct., 2013. The students sensitized people of Banjar area about different categories of waste and suggested them to minimize it at household level. They also took suggestions from people about the management of sanitation in their respective areas. The suggestions were made public through local news papers.
3) An educational cum adventure tour was organized by the Rangers' Unit of 'The Bharat Scouts and Guides', G.C. Banjar under the leadership of Ms Renuka Thapliyal on 13th Oct., 2013 to Parasher Lake in district Mandi of Himachal Pradesh.
4) During 2014-15 Rovers and Rangers of this college participated in the Independence Day parade at Banjar. The units also actively participated in 'Swachhta Abhiyan' on 2nd Oct., 2014.

Red Ribbon Club

1) During the session 2011-12 the club organised a declamation and a slogan writing contest for the students on the theme 'AIDS: A Deadly Disease.'
2) During the session 2012-13 the club organised a poster making and quiz competition for the students on the theme 'AIDS: Prevention is Cure' on 21st Sept., 2012.
3) During the session 2013-14 the club organised a poster making and declamation competition on the theme 'AIDS' on 30th Dec., 2013. A workshop on 'Drug de-addiction' was organised by the club with the help of district Red Ribbon Club, Kullu in which Dr. Rakesh Thakur and Dr. Vishal Jamwal were invited as guest speakers.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

Students' involvement in various social movements /activities is monitored by the teacher in charge of the respective clubs/forums. NSS unit of the college enrolls around hundred students every year. Those who have attended seven days special camp are awarded with certificate and they also get two percent additional marks for University admissions as compared to other students. A recent notification issued by University has also encouraged such activities by giving the students credits to be included in their final CGPA.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The Institution solicits stakeholder perception on the overall performance and quality of education imparted in the college through feedback from students, alumni and PTA meetings. These inputs are discussed in the meetings of the Principal with the Heads of the Departments and appropriate measures are initiated. This gives the scope for further improvement of the College.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The extension and outreach programmes are initiated by the NSS, Nature club Rovers and Rangers and some academic departments. The details of the major extension and outreach programmes organised by various sub units of the institution for the past four years are as follows:

- The Institution has organized seminars/symposium and conferences and several guest lectures by eminent experts
- The NSS conducts a number of community developmental services such as blood donation, tree plantation and campus cleaning.
- The Nature Club of the College organises awareness programmes on environmental pollution, water and energy conservation.
- Rovers and Rangers sensitize people about various issues and particularly about sanitation.

The budgetary provision for outreach and extension programmes for the last four years is as follows:

Year	Budgetary Provision for NSS (in Rs.)
2011-12	26520
2012-13	23520
2013-14	24347
2014-15	26451

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The Institution encourages and promotes the participation of students and faculty in extension activities including participation in NSS. The Principal delegates the teaching faculty and other Staff Members under whose guidance the NSS wing of the Institution takes part in various social activities, like creating awareness about sensitive issues.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The college sensitizes people through NSS and other clubs.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The extension activities focus on sensitive issues like gender discrimination, AIDS awareness, importance of hygiene, literacy, environment protection etc. All these activities are undertaken with the active participation of the students. NSS conducts various awareness campaigns. Every year the Red Ribbon Club organizes a workshop on the awareness of AIDS and Drug De-addiction.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

Every year a special camp is organized by the NSS with the involvement of local panchayats. In these camps various awareness drives are conducted which involve the participation of local communities. During the last four years our college has adopted Lahund, Bhumar and Mandali village of Balagad panchayat and Garwah village of Chaini panchayat for development and awareness activities.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Our teachers are invited in the local convent school for participating in their exhibitions and interact with students. Ms. Renuka Thapliyal, Dr. Man Singh Rana and Dr. Arun Kumar have participated in such interaction and given their advice and suggestions to school students.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

The Institution has not received any awards for extension activities during the last four years.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The Institution has not collaborated with other research laboratories, institutes and industry specifically for research activities.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution. **N. A.**

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc. **N. A.**

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

There are no national or internal conferences organized by the institute.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated-

No MoUs and agreements have been made.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

N. A.

CRITERION-IV:

INFRASTRUCTURE AND LEARNING RESOURCES

4.1. Physical Facilities

4.1.1. What is the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

For creation and enhancement of infrastructure, suggestions from the staff and students are collected and forwarded to IQAC and requisitions are obtained from different Heads of Departments. Principal puts forward various requisitions to the Advisory Committee. The Advisory Committee evaluates the requisitions of different departments and suggests the Principal about creation and enhancement of infrastructure and utilization of various grants.

4.1.2 Detail the facilities available for:

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

We have all the three programmes running in the college. The strength has grown from 84 in the year 1999 to 1057 students in 2015. The college lacks in funds to support its curricular and co-curricular requirements and the Administration has constantly been striving for enhancing the physical infrastructure and learning resources. Only recently we have received some grants. The college campus is spread over 17928 square meters of land. The total built up area of the college is 1600 square meters. The Science Block and the Administrative Block is yet to be completed with an additional area of 1200 and 800 square meters respectively. The current infrastructure is just adequate but this college is in a process of developing more infrastructures. The class rooms are spacious and well furnished. The Library stocks 5000 books and subscribes 15 magazines and 4 newspapers. Details of the physical and learning resources of the College for curricular and co-curricular activities are as under:

Department/ Office	Facilities
Principal Office	Computer-1, Internet and Printer
Administrative Office	Computers-3, Internet, Printer and Photostat
IT Lab	Computer-25, Internet, Printer and Photostat, LCD Projector and Wide Screen, Server, Luminous UPS Invertor-1
Library	Computer-4, Internet, Printer and Photostat, 5000 Books, 15 Magazines, 4 Newspapers, Seating capacity for 70 students and 10 teachers
Zoology Lab	Computer-1, Internet, Microscopes, Simple Compound Microscope-9, Binocular Microscope-1, Dissecting Microscope-5, Junior Research Microscope-6, Stethoscope-5, Sphygmomanometer- 2, Models and Charts, Specimens and Permanent Slides related to the current papers
Botany Lab	Computer-1, Internet, White Board, Compound Microscope-8, Junior Research Microscope-6, Dissecting Microscope-5, Medical Microscope-1, Clinostat-1, Arch Auxanometer-1, specimens of Algae, Fungi, Bryophytes, Pteridophytes, Gymnosperms and Angiosperms
Physics Lab	Computer-1, Internet, Printer and Photostat, Various labs having instruments such as Laser Lab, Electronic Lab, Mechanics Lab, Electricity and Magnetism and Computational Physics Lab
Chemistry Lab	Computer-1, Internet, Hot air oven, Muffle Furnace, Shaker, Centrifuge Machine, Digital Balance, Hot Plate, Vacuum Pump, Physical Balance, Weight Boxes, Stop

	Watch, Copper Calorimeter and Melting Point Apparatus
Geography Lab	Computer-1, Internet, Survey Instruments (Prismatic Compass and Plane Table sets), Models of Geomorphic landforms, Charts, Weather, Topographical and other Maps
Music Room	Audio system, Musical instruments (Harmonium-2, Tabla-1) and local Musical instruments (Dhol, Mangeera, Karnal)
Sports Room	Two T.T. Tables, sports items of Basket Ball, Cricket, Table Tennis, Badminton, Boxing, Volley Ball, Javelins, Discus, Track Suits (40 nos.) and Shot Put etc.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The facilities related to extra-curricular activities are as follows:

(i) Indoor Games: Students can play Table Tennis, Carom and Chess**.**

(ii) **College Hall** is used for extra-curricular activities such as debate, speech, quiz competitions, workshop and other socio-cultural activities. The Hall is also used by NSS and Career and Guidance Cell.

(**iii) Outdoor Games:**

Sports: Play ground is available for outdoor games like athletics, Badminton, Volley ball etc. in college campus.

Gymnasium / Health Club: The College does not have Gymnasium or Health Club.

NSS: There is a separate room for NSS. The NSS unit is of 100 students. Health related and extension services are provided by NSS students. This unit remains active throughout year and maintains sanitation in the campus.

Cultural Activities: with its limited funds the college has participated in almost all the inter college youth festivals and won some prizes also. The two day College Festival is conducted in the college campus every year where students can show their talents.

Public speaking and communication skill development: These programmes are held in the IT Lab of the college till now but recently a proposal has been sent to develop a new seminar hall cum smart class room.

Health and Hygiene: For maintaining health and hygiene of the students and staff proper arrangement of drinking water is available in the college. For emergency the Government Hospital is within a range of two kilometers from college.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/ augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansion if any)

The available infrastructure of the institution is in line with its academic growth. With the current strength of students the class rooms and lecture theaters are available but we need to develop new infrastructure in future so as to meet the growing number of students. All the labs, class rooms and IT Lab are almost occupied with classes and tutorial groups from 10.00 AM to 5.00

PM. Departments conduct their workshops and seminars in their labs. The guest lectures and major functions are held in the hall. The Annual function and annual cultural function are conducted in the college ground having a stage. Some external arrangements are also made for functions.

The college has spent a total amount of Rs. 5378089 during last four years for developing infrastructure facilities on construction, furniture & fixtures, laboratory equipment, computers & software, books and magazines. The master plan of the College and Maps of floor-wise plans is enclosed here with (See annexure-V).

Specific examples of the infrastructural facilities developed/ augmented and the amount spent during the last four years:

Year	Facilities Developed/ Augmented	Amount (in Rs.)
2011-12	Building	NIL
	Furniture	82950
	Equipment- UPS, Battery, LCD	12000
	Computer	NIL
	Laboratory Equipment	338517
	Library Books	119224
	Electrical Fittings	NIL
Total		**552691**
2012-13		
	Building	NIL
	Furniture	40000
	Equipment- UPS, Battery, LCD	80519
	Computer	NIL
	Laboratory Equipment	NIL
	Library Books	108111
	Electrical Fittings	16000
Total		**244630**
2013-14		
	Building	NIL
	Furniture	NIL
	Equipment- UPS, Battery, LCD	80000

	Computer	NIL
	Laboratory Equipment	NIL
	Library Books	3850
	Electrical Fittings	NIL
Total		**83850**
2014-15		
	Building	200000
	Furniture	756708
	Equipment- UPS, Battery, LCD	128152
	Computer	910945
	Laboratory Equipment	100000
	Library Books	550000
	Electrical Fittings	NIL
	Any other (partition of library)	51113
Total		**4496918**
Grand Total		**5378089**

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?
At present the college does not have any special facilities for physically disabled students.
4.1.5 Give details on the residential facility and various provisions available within them:
• *Hostel Facility – Accommodation available*
• *Recreational facilities, gymnasium, yoga center, etc.*
• *Computer facility including access to internet in hostel*
• *Facilities for medical emergencies*
• *Library facility in the hostels*
• *Internet facility*
• *Recreational facility-common room with audio-visual equipments*
• *Available residential facility for the staff and occupancy*
• *Constant supply of safe drinking water*
• *Security*

Hostel Facility: There is a provision for developing girls' hostel and proposal has been sent for this to accommodate 60 girls initially. Some of the recreational facilities like TV, Music System, Caroms Board, Chess boards etc are available in the college. A permanent guard stays in night in the college to take care of college property.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

All departments are equipped with a first aid medical kit. Arrangements are also made with the local Government hospital for the treatment of students in case of emergency.

4.1.7 Give details of the Common facilities available on the campus – spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The details of these facilities are here as under:

Sr. No.	**Facilities**	**Yes/no**	**Area of Location**	**Description**
1	IQAC	YES	Main building Second floor	Implementing and monitoring body of the college
2	Grievance Redress unit	YES	Administrative Office first floor	This unit works under senior Faculty. Complaint boxes are kept in girls' common room and in main building.
3	Women's Cell	YES	First Floor	Women's cell for dealing girls' issues and protect their interests.
4	Counseling and Career Guidance	YES	Second floor	It gives counseling at various stages such as admission, opting subjects, correspondence with University and guidance about careers.
5	Placement Unit	NO	NIL	N. A.
6	Health Centre	NO	NIL	N. A.
7	Canteen	YES	Ground Floor	Canteen facility inside the campus. It is used by both college staff and students. The canteen is hygienic.
8	Recreational spaces for staff and students	YES	Ground Floor	We have common room for girls. There is a room for staff recreation having chess, caroms, Table Tennis etc.
9	Safe drinking water facility	YES	Ground Floor	Water cooler and Aqua guard in the ground floor
10	Auditorium	YES	Third Floor	Used for various activities of subject societies, clubs and functions. It is also used for conducting exams.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/ user friendly?

There is a Library Committee which looks into the various aspects of the management of library. The members are selected from the faculty. The composition of the Library Committee changes from time to time. The Library Committee advises on the purchase of books, magazines and newspapers etc. The library has Internet and Photostat facility available.

4.2.2 Provide details of the following:

Total area of the library (in Sq. Mts.) is 180 square meters and there is an additional area of 24.5 square meters for e- library computer section.

• *Working hours (on working days, on holidays, before examination days, during examination days, during vacation)*

The library remains open from 10.00 AM to 5.00 PM on all the six days.

• ***Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing E- resources).***

Layout of Library (see in Annexure -V)

4.2.3 How does the library ensure purchase and use of current titles, print and e journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

We have a Library Committee which advises on the purchase of books, and other print materials. The Library Committee periodically takes stock of the books and examines the requirements forwarded by the departments.

Based on the need, the committee recommends purchase of books including number of copies required and the approximate cost involved and then sends it to the Principal. Once the list is approved, it is sent to Purchase Committee for further action. Budget provision is made every year to take care of the library expenditure including the furniture, computers etc. Record of purchase of reading materials during the last four years are as under:

Item	2011-12		2012-13		2013-14		2014-15	
	Number	Cost	Number	Cost	Number	Cost	Number	Cost
Text books	389	Rs. 119224	246	Rs. 108111	09	Rs. 3850	1400	Rs. 550000
Journals/ Periodical	3-4	Rs. 3000	3-4	Rs. 3000	4-5	Rs. 3500	4-5	Rs. 3500
Magazines	08	Rs. 6820	08	Rs. 6820	10	Rs. 7300	10	Rs. 7300
e- resources	NIL	--	--	--	--	--	--	Under Process
Inflibnet	NIL	--	--	--	--	--	--	Under Process
Newspapers	4	Rs. 2180	4	Rs. 2180	5	Rs. 3000	5	Rs. 3000

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

• ***OPAC*****-** Yet to develop
• ***Electronic Resource Management package for e- journals* –** Yet to develop
• ***Federated searching tools to search articles in multiple databases* –** Yet to develop
• ***Library Website*****-** Yet to develop
• ***In-house/remote access to e-publications*****-** Not available
• ***Library automation*****-** There is no separate website earmarked for the library.

• ***Total number of computers for public access*****-** 25
• ***Total numbers of printers for public access*****-** 02
• ***Internet band width/ speed*****-**10 MBPS
• ***Content management system for e-learning*****-**not available
• ***Participation in resource sharing networks/consortia (like Inflibnet)***
• **Electronic Resource Management package for e-journals**- not available
• **Library automation**-Under process

4.2.5 Provide details

• Average number of walk-ins: 998/ month
• Average number of books issued/returned: 50/month
• Ratio of library books to students enrolled: 4.7:1
• Average number of books added during last three years: 684 per year
• Average number of login to (OPAC): **N. A.**
• Average number of login to e-resources: **N. A.**
• Average number of e-resources downloaded/printed: **N. A.**
• Number of information literacy trainings organized: 02
• Details of "weeding out" of books and other materials: NIL

4.2.6 Give details of the specialized services provided by the library

A part from printing and downloading facility no specialized services are available.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

We have no regular library staff at present. The posts of Librarian and Assistant Librarian are lying vacant.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

There are no facilities available for visually/physically challenged persons.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

The Library Committee gets the feedback regularly from the students and analyses it.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

• *Number of computers with Configuration (provide actual number with exact configuration of each available system)*
• *Computer-student ratio*
• *Stand alone facility*
• *LAN facility*
• *Licensed software*
• *Number of nodes/ computers with Internet facility*
• *Any other*

Number of computers with their configuration

Location	Specification	Numbers
IT Lab	1.11 computers purchased in 2010 with specifications HCL Ifosystem Ltd., 1GB RAM DDR II 800 PC2 6400,160GB 7200 RPM SATA/300 2. 10 computers purchased in 2014 with specifications HP Intel quad core 2 GB RAM, 500GB Hard Disk, Mouse, Keyboard, DVD RW,18.5 inches LED Screen, Wi-Fi, UPS 600 VA, Preloaded windows with two year warranty, Luminous UPS Invertor-1, 1500 watt 2 batteries	(11+10)=21
Principal Office	HP Intel quad core 2 GB RAM, 500GB Hard Disk, Mouse, Keyboard, DVD RW,18.5 inches LED Screen, Wi-Fi, UPS 600 VA, Preloaded windows with two year warranty	1
Administrative Office	1 computer 3 computers with specifications HP Intel quad core 2 GB RAM, 500GB Hard Disk, Mouse, Keyboard, DVD RW,18.5 inches LED Screen, Wi-Fi, UPS 600 VA, Preloaded windows with two year warranty,	4
Library	4 computers with specifications HP Intel quad core 2 GB RAM, 500GB Hard Disk, Mouse, Keyboard, DVD RW,18.5 inches LED Screen, Wi-Fi, UPS 600 VA, Preloaded windows with two year warranty,	4
Labs (Geography, Physics, Botany, Zoology and Chemistry)	5 computers with specifications HP Intel quad core 2 GB RAM, 500GB Hard Disk, Mouse, Keyboard, DVD RW,18.5 inches LED Screen, Wi-Fi, UPS 600 VA, Preloaded windows with two year warranty,	5
Total		**35**

Computer-student ratio: 1:27
LAN facility: 21 computers
Licensed software: Kaspersky 2013, 2014, 2015
Number of nodes/Computer with Internet facility: 39
Printer
1. HP LASERJET 1566: 1
2. HP LASER JET CANNON IMAGE GLASS MF 4750 (printer photocopier, scanner and fax)-3 nos.
3. LBP 2900 B Printer- 1 no.
4. PHOTOSTAT Machine RICOH digital copier MP 200 IL A3 Size (printer photocopier, scanner and fax)-1 no.
Bar code reader – DATA LOGIC: Not any
UPS available with all computers
SWITCH - 24 PORT NETGEAR: 5
ROUTER – Not any
MEDIA CONVETER-Not any
MODEM - ADSL: 10
WEBCAM - NIL
LCD PROJECTOR Infocus Projector IN-3116 BELB 01300068 -1 In IT LAB
HEAD PHONE WITH MIC-I BALL: Not any

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?
The College has provided computers with internet facility to each department for the use of the faculty and students. Other computers are installed in Principal's office, Administrative Office, Library and IT Lab.
4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?
The College intends to deploy and upgrade the IT infrastructure and associated facilities as per the academic requirements of the students. In order to ensure ICT enabled learning activities the college plans to improve the computer student ratio from its existing 1:27. We also plan to purchase more number of LCD projectors.
4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)
The college has been making provisions in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories. The details are given below:

Sr. No.	Year	Procurement (in Rs.)	Maintenance (in Rs.)	Total
	2011-12	874798	14030	888828
	2012-13	NIL	NIL	NIL
	2013-14	NIL	NIL	NIL
	2014-15	910945	12000	922945
Total		**1785743**	**16030**	**1811773**

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

All labs are equipped with internet enabled computers. The teachers use the ICT resources for preparation of teaching/learning materials in their respective departments. Multimedia projector is installed in the IT Lab for the use of the faculty. Teachers can use this lab to deliver lectures. The library is also available to faculty members for the preparation of teaching-learning materials.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

Recently the use of Information and Communication Technology (ICT) has increased in the college. The institution has been trying to develop these facilities in all the departments. The lectures become more interesting with ICT. Students become more employable with more knowledge of digital skills. With power point presentations and animations the students learn more. It enables users to create a series of slides on a computer which may then be projected in the class room using LCD projector. These technologies save time and make teaching learning process more fruitful. Some students are able to prepare their projects and assignments with computers and Microsoft Office Software.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating University? If so, what are the services availed of?

At present we have no such facility available in the college.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

a. Building
b. Furniture
c. Equipment
d. Computers
e. Vehicles
f. Any other

The institution has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The details of the amount budgeted and expended (in Rs.) for the maintenance of infrastructure for the last four years is as under:

Item	2011-12		2012-13		2013-14		2014-15	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Building	NIL	NIL	NIL	NIL	NIL	NIL	2000000	2000000
Furniture	82950	82950	40000	40000	NIL	NIL	756708	756708
Lab Equipment	350517	350517	80519	80519	80000	80000	228152	228152
Computer	NIL	NIL	NIL	NIL	NIL	NIL	910945	910945
Vehicles	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Any other (Library)	119224	119224	108111	108111	3850	3850	550000	550000
Total		**552691**		**228630**		**83850**		**4445805**

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The college takes help from the Government departments for water and electricity related maintenance. For major works the proposals are sent to the Government for sanctioning of budgets. There are some maintenance contracts also for maintenance of equipments, computers etc. The Amalgamated Fund and PTA Funds are utilized for maintenance and minor repairs of furniture and equipments.

4.4.3 How and with what frequency does the institution take up calibration and other precision measures for the equipment/instruments?

The laboratory equipments are maintained through Government sanctions and Amalgamated Fund. The computers and electronic devices are maintained and repaired through the funds available in the institution. If the instrument becomes unserviceable within its service warranty period, it is returned to the suppliers for calibration service or replacement.

4.3.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

The laboratory staff keeps a strict vigil regarding the maintenance and upkeep of the instruments. Their repair, replacement or other required upkeep is fully undertaken in their supervision. For electricity related maintenance the college takes help of Government electricity office and PWD Department. For the supply of water, the college has its own tanks, a hand pump and drinking water and supplementary water supply of the Irrigation and Public Health Department.

CRITERION - V:
STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

For the overall personality development of the students we have a tutorial system which helps weak students.

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability

The institution publishes revised and updated prospectus every academic year, at the time of new admission. The prospectus provides all the necessary information the students need to know. The college prospectus provides a complete profile of the college. The Prospectus is revised every year and distributed to every student, faculty and staff at the beginning of the academic year. It contains all the information required for the students for the smooth and effective college life. It includes:

- Brief History of the College
- Programs of Study and Curriculum
- Admission Rules, Criteria, Attendance
- Faculty, Departments and non-teaching staff
- Committees functioning in college
- Contacts Information
- Rules and Discipline
- Academic Calendar with Examination Schedules
- UGC regulations on ragging

5.1.2 Specify the type, number and amount of institutional scholarships /free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

There are Government scholarships given to SC, ST, OBC and IRDP categories of students. Himachal Pradesh Government has also given tuition fee concession to girl students and fee concession to the brother or sister of the student already enrolled. The details of the Government sponsored scholarships disbursed during the last four years are as under:

Scholarship Category	2011-2012 Number and Amount	2012-2013 Number and Amount	2013-2014 Number and Amount	2014-2015 Number and Amount
IRDP	20 Students Rs. 24000	15 Students Rs. 18000	29 Students Rs. 34800	39 Students Rs. 46800
SC	28 Students Rs. 116408	41 Students Rs.165016	32 Students Rs. 134916	38 Students Rs. 150856
ST	NIL	NIL	01 Student Rs. 3638	01 Student Rs. 4112
OBC	03 Students Rs. 9238	01 Student Rs. 3266	07 Student Rs. 21566	11 Students Rs. 30676

5.1.3 What percentage of students receive financial assistance from state Government, central Government and other national agencies?

Around 11% of the students have received Government scholarships. The details are shown above in 5.1.2.

5.1.4 What are the specific support services/facilities available:

There are some Government sponsored scholarships given to the students and other facilities provided by the institution for the overall development of students. The various support facilities are:

Support services/facilities for SC/ST, OBC and economically weaker section students

Government Scholarships and admission reservation are provided to SC and ST students and scholarships are given to OBC students. Recently for economically backward general category students also a centrally sponsored scheme named 'Dr. Ambedkar Post Matric Scholarship' has been started by Himachal Pradesh Government. Teachers provide classes to ensure better learning to the educationally disadvantaged students.

Students with physical disabilities

According to the rooster pattern three percent seats are reserved for the physically disabled students. The college has negligible percent of physically challenged students at present.

Overseas students

No overseas students are studying in our College.

Students to participate in various competitions/National and International

Some funds in the form of TA and DA are provided to the students who participate in various competitions.

Medical assistance to students: health centre, health insurance etc.

Medical facilities of the Government Hospital Banjar are availed by the college. First aid kit is provided to each department. All students are covered under the health insurance scheme of the University. Proper arrangement of drinking water is provided in the College campus.

Organizing coaching classes for competitive exams

There are three tutorial groups in the college which conduct remedial classes and also help students in their competitive exams. Now with the introduction of semester system the courses are designed in such a way that they are helpful in skill development and competitive exams.

Skill development (spoken English, computer literacy etc.

The IT lab provides audio-visual aids and techniques, to improve the communication skills of the students. They can learn to use computer and can learn Python as a Compulsory Course offered by the Physics Department. Students can opt Compulsory and Functional English along with their major and minor subjects which help in improving their communication skills.

Support for slow learners

Remedial classes are conducted for slow learners, and weak students. Tutorial groups help these students.

Exposure of students to other institutions of higher learning / corporate business house etc.

Some lectures have been arranged by Economics and Commerce Department for the benefit of students.

Publication of Student Magazines

The Magazine Committee publishes the annual College Magazine Seraj Shikha in which articles in English, Hindi, Sanskrit and Pahari are contributed by the students. The entire activity from collecting the articles and their editing are done by the student editors which are helped by the teacher editor of each section.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among students and the impact of the efforts.

To facilitate entrepreneurship skills in students some lectures have been arranged by Commerce Department. The teachers of Economics and Commerce Departments focus on leadership, marketing, managerial, team building and public speaking skills. The Commerce Department has a course in research methodology which helps students in learning statistical techniques like correlation and regression etc.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extra-curricular and co-curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities etc.

The institute has always encouraged students for participating in various extracurricular activities despite limited funds. The Sports and Cultural Committees supervise the extracurricular activities. Every year college teams participate in youth festivals and sports events. Annual sports meet and cultural festival are held to encourage students for these activities.

In every class, facilities for additional academic support are arranged by the teacher –in- charge for sports students. In case these students are not able to appear for minor tests on specified dates special re exams are conducted for them as a part of CCA before the commencement of End Semester Examinations. Relaxation in attendance is given to students who participate in co-curricular activities out of the campus. Their boarding and lodging expenses are borne by the college while they participate in outside the campus events. College teams are provided with sports kit. In the Annual Prize Distribution function they are awarded various prizes and certificates/mementos etc.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGCCSIRNET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The Career Guidance and Counselling Cell of the College co-ordinates the support system for the students in preparing for various competitive examinations. This cell gives regular information to the students about the various options of careers available to a particular discipline. The Cell motivates and assists the students who are interested and willing to appear in various competitive examinations. The Cell ensures that the students are constantly updated on information about various competitive exams. The library has also subscription of magazines helpful for competitions such as Competition Success Review, Pratiyogita Sansar, Competition Refresher, Pratiyogita Darpan, Front Line, India Today, Yojna, Readers Digest, Biology

Today, Mathematics Today, Chemistry Today, Physics Today, Vigyan Pragati and Vani Prakashan.

In the recent past many students have appeared and qualified in various competitive exams but it is difficult to find their details.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

The counselling of students is done right from the beginning by the Admission Committee. The committee guides students about various disciplines according to the interest and capability of students. They are informed about the scope and nature of the various programmes. The students are not pressurized in choosing the programmes. At the second stage they are guided by the Counselling Cell and respective teachers about the credit system and number of required courses to attain a degree. At the third stage the students are guided by the teachers of major and minor subjects about the syllabus and pattern of examination.

Some of the students are given personal counselling by their teachers on various problems they face. Girl students are especially encouraged to come forward and discuss about any kind of harassment in the college. We have Women Cell and Sexual Harassment cells especially meant for this purpose.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The college has a Guidance Cell but lack in Placement Cell. Although information about various careers and job opportunities are provided to the students. The Institution has a structured mechanism for career guidance of the students.

5.1.10 Does the institution have a student grievance redress cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Our College has a Grievance Redressal Cell led by the Principal. Students are free to represent their grievances regarding academic matters, financial matters, transportation services, canteen services, library, infrastructure facilities etc. some of the students have reported their grievances about discrepancies in their University awards. These were duly addressed and forwarded to the University. The grievances received in the last four years were not of serious nature and were redressed to the satisfaction of the students.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The Institution has a Sexual Harassment Cell led by the Principal. This cell has been authorized to look and investigate any complaints of sexual harassment and other unethical behaviour by the students or teachers. Till date, no such incident has been reported in the College.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Ragging is banned in the college. The College has adopted the UGC Regulations to stop this and has constituted an Anti-Ragging Committee

governed by the senior staff members of our college. No instances of ragging have been reported during the last four years.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The welfare schemes available to the students are scholarships and fee concessions. Various scholarships are available to SC, ST, OBC, IRDP, PH, economically backward class and meritorious students as described above. Some other schemes are:

Bank Account:

In collaboration with State Bank of India, the college has opened zero balance account to all students studying in the college. This enables the students to avail many banking services like education loan, fee remittance etc.

Subsidized Canteen:

The College Canteen provides tea, snacks, meals and special food items during the day at subsidized rates. The College Canteen Committee keeps an eye on the working of the canteen. As and when any change or reform is required, the committee immediately comes into action.

Bus Pass:

Fifty percent concession in travel expenses to all the students is given by Himachal Road Transport Corporation (HRTC) on the recommendation of Government.

Others:

Other student support services include remedial coaching, career guidance and information about various competitive exams, incentives for Sports, NSS and for the differently- abled students.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

The College does not have a registered Alumni Association but it is planning to have it in future.

5.2 Student Progression

5*.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batched) highlight the trends observed.*

Almost all the pass outs of our college have progressed to higher education as can be seen in Mandi and Kullu Post Graduate Colleges and the Himachal Pradesh University but it is difficult to collect figures about their employment.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the University)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating University within the city/district.

The following Table shows programme wise pass percentage of the college for the last four years. The data pertaining to academic results of other colleges are difficult to retrieve. Hence it is not possible to make comparison with other colleges. However, the pass percentages and University percentages for the last four years are provided for comparative purposes. The dropout rate has been calculated for two consecutive periods.

Year	Programme	No of students admitted	No of students completed	Pass percent	University percent
2011-12	B.A.	476	404	85	82
	B.Sc.	14	09	64	29.81
	B. Com	58	41	71	51.68
2012-13	B.A.	498	421	84	77
	B.Sc.	29	21	72	37
	B. Com	75	57	76	72
2013-14	B.A.	459	356	77	76
	B.Sc.	51	43	84	63
	B. Com	91	69	76	75
2014-15	B.A.	556	384	69	Result not available
	B.Sc.	168	129	77	Result not available
	B. Com	155	81	52	Result not available

Dropout Rate Calculated for the Years 2011-12 to 2013-14

Programmes	2011-12	2013-14	Drop Out Rate
B.A.	231	145	37.2%
B. Sc	21	18	14.2%
B. Com	44	27	45.4%

Dropout Rate Calculated for the Years 2012-13 to 2014-15

Programmes	2012-13	2014-15	Drop Out Rate
B.A.	187	125	33.1%
B. Sc	28	22	21.4%
B. Com	53	38	28.3%

It can be noticed in the above tables that dropout rate has declined in the last two years especially in Arts and Commerce Programmes but increased in Science Programme. This is due to the fact that some of the students get selected in various other training programmes and hence left the college.

5.2.3 How does the institution facilitate student progression to higher level of education and /or towards employment?

The College makes sincere efforts to facilitate student progression to higher level of education and getting suitable placements. The Career Guidance and Counselling Cell of the college help the students in identifying career options. Students are informed of the reputed higher educational institutions and application procedures. Personality development programmes are also helpful for the student progression to higher level of education or employment.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The factors which could increase drop out are problems in learning and understanding, personal and financial reasons. To bring down the dropout rate the college has a good system of tutorial groups which help week students. The students can also consult their teachers for personal problems as the teachers maintain a friendly and supportive relationship with them. Scholarships and fee concession to various categories of students helps them in improving their financial problems.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The major co-curricular and extra-curricular activities in the college are organised by NSS, Societies, Red Ribbon Club, Nature Club, Cultural Committee etc. Many programmes are organized every year by these clubs and societies which are aimed at the overall development of the students. Recreation facilities like Chess, Carom and Table tennis etc. are provided to the students. In Annual Sports Meet various college level athletic competitions are conducted and winners are awarded with prizes and certificates. These events are conducted in the school play ground. Details of Annual Sports Day for the academic year 2014-15 are listed below:

It was held on 24th February, 2015 in which around 200 students participated. The students took part in Table Tennis, various track and field and other sports events and tested their strength and stamina. There were 100, 200, 4* 100, 800, 1500 meters race for boys and girls. Students participated in High Jump, Long Jump and Triple Jump. Other events were Shot Put, Discus and Javelin throw.

Kushal Singh of B.Com-II semester and Rubeena of B.A-II semester were selected the best athlete among boys and girls section respectively. Kushal Singh got first position in High Jump and Javelin throw whereas Rubeena got first position in all the three events i.e., 100 meter race, Shot Put and HighJjump.

The college encourages the students to participate in cultural activities which are co-ordinated by the Cultural Committee with the following members.

- Dr. Shefali
- Ms Jyoti Thakur
- Dr. Hemender Sharma
- Mr. Deep Kumar
- Dr. Dinesh Singh

The committee organizes cultural events like music, dance, songs, mime and mimicry involving students of the college.

Activities during last four years

1) During the session 2011-12 our college teams participated in H. P. University Youth Festival Group-I at G. C. Nalagarh, Group-II at G. C. Chamba, Group-III at G. C. Ghumarwin and Group-IV at G. C. Mandi. The team for Group- IV was awarded **Highly commended position in Skit and Mime at G. C. Mandi**.
2) During the session 2012-13 our college teams participated in H. P. University Youth Festival Group-I at G. C. Dhaliara from 1st - 4th Sept., 2012 , Group-II at G. C. Kullu from 9th – 13th Sept., 2012, Group-III at G. C. Dharamshala from 7th to 9th Oct., 2012 and Group-

IV at G. C. Rampur from 15th- 18th Oct., 2012. **The Group-I team was awarded as the best disciplined team of the event.**

3) During the session 2013-14 our college teams participated in H. P. University Youth Festival Group-I at G. C. Nadaun from 3rd - 6th Sept., 2013; Group-II at G. C. Hamirpur from 10th-13th Sept., 2013; Group-III at Maharaja Lakshmansen Postgraduate College Sundernagar from 17th- 20th Sept., 2013 and Group-IV at G. C. Seema from 22nd- 25th Oct., 2013. The Group-I team comprising of Kamini (B.Sc-II) and Neha (B.Sc.-II) got **'Highly Commended' position in debate competition and Group-II team got 'Commended' position in the group song.**

4) During the session 2014-15 our college teams participated in H. P. University Youth Festival Group-I at GDC, Dehri from 16th to 19th Sept., 2014; Group-II at GDC, Kullu from 27th Sept. to 2ndOct., 2014 and Group-III at Center of Excellence Sanjauli, Shimla from 16th Oct. to 19th Oct., 2014. The Group-I team comprising of Mahender (B.Sc-III) and Shiva (B.A.-I semester) got **'Highly Commended' position in debate competition**. The Group-II team also got **'Highly Commended' position with the brilliant performance of Mr.. Bharat Kumar of (B.Sc-I semester) in western solo.**

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The College has a clearly set and defined mechanism for obtaining the feedback from the students to improve the performance and quality of the institutional provisions. The Principal of the college collects the exit level feedback from the students regarding teaching-learning process and other support services available in the campus. The faculty members informally interact with them and seek the feedback to improve the performance and quality of the institutional provisions. Feedback from parents is collected at the time of PTA meeting. Feedback obtained from various stakeholders, are discussed in the IQAC and the relevant observations are brought to the notice of the Principal and are the basis for further improvement of the performance of the institution on various aspects such as teaching-learning process, overall development of the students, communication ability of the students etc.

5.3.4. How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

The college encourages and involves students to publish articles in the college magazine. The college magazine is published annually in which student articles in English, Hindi, Sanskrit and Pahari are included. The Editorial Board monitors and edits the contents of the magazine. The college magazine is an expression of the literary and creative talents of the students.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The college has a CSCA Students' Union, nominated on merit basis. It consists of President, Vice President, Secretary and General Secretary. The

major activities of the Union include organizing various cultural and other events to enrich the student talents as follows:

- Organization of Annual Sports Meet
- Conduct of Cultural Festival
- Publication of College Magazine
- Facilitating the various programmes undertaken by the college

5.3.6 Give details of various academic and administrative bodies that have student representatives on them

There are a number of bodies in the college with student representatives

- Anti-ragging Cell
- Anti-sexual harassment Committee
- Editorial Board
- Women's Cell
- Career Counselling and Guidance Cell
- Library Committee
- Canteen Committee
- Various Clubs and Societies

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

We are trying to make special provision in our website for the GDC Banjar Alumni with an inbuilt option for online membership registration.

CRITERION - VI
GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision:

The vision of our college is to *impart quality education and inculcate traditional cultural values.*

Mission:

- To produce an intellectual and skilled human resource which can contribute towards the progress of Nation
- To groom the personalities of students so that they are able to face contemporary challenges
- To develop leadership qualities among students
- To sensitize learners towards inclusion and equity, human rights, environmental awareness and gender equality

Objectives:

The main objective of the institution is to give quality education and prepare students for competitions and help them in grooming their personality. The distinguishable goals of the institution are:

- To attain excellence in higher education
- To produce sincere, responsible and civilized citizens
- To motivate faculty for their academic growth and participation in extension activities so as help them serve as quality human resource in the development of the nation
- To motivate students about their societal responsibilities

The vision and mission of college is towards attaining excellent standards in higher education so as to meet contemporary challenges. The institution provides an environment of learning, developing rational and scientific temper and progressive attitude. Academic, co-curricular and extra-curricular programs are encouraged. The teaching learning involves inculcating moral and ethical values to groom students as responsible citizens.

6.1.2 What is the role of Top Management, Principal and Faculty in design and implementation of its quality policy and plans?

For implementation of its quality policy and plans an Advisory Committee is constituted. The present Advisory Committee consists of the following members:

1. Dr. Jaswant Singh
2. Dr. J. S. Thakur
3. Dr. Shefali
4. Ms. Renuka Thapliyal
5. Mr. J. P. Jaswal

The management of college is done by the Principal, Advisory Committee and IQAC of the college. In all important matters the Advisory Committee give its suggestions to the Principal and then various plans are implemented effectively. The IQAC of the college is the monitoring agency in the execution of the quality policy and plans of the college. The conveners of different committees ensure proper functioning of their respective committees. For various matters the Principal also consults the conveners. The other teachers help conveners in conducting different activities.

6.1.3 What is the involvement of leadership in ensuring the policy statement and action plans for fulfillment of the stated mission

The management develops policies and programmes to fulfill the vision and mission of college. The college has established various facilities and is trying its best to develop more. The Advisory Committee gives details of various infrastructure and other facilities required in the college. It also consults heads of the departments and asks about their lab and other requirements which are conveyed to the Principal. The Principal updates the faculty members on the policies and programmes of the management.

The Principal, Advisory Committee and the IQAC meet regularly to formulate, implement and monitor action plans. These plans are evaluated in the end of the session. The Principal interacts with parents, students, staff, external members from local bodies, officers of this area and alumni and communicate them the plans and policies of college. These support the

Principal in taking decisions and resolving various issues. The college tries its best in excelling in every curricular, co-curricular and extra-curricular activity.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The curricular and co-curricular programmes of the college are effectively carried out by college committees constituted for specific purpose. In the beginning of every academic year, a general staff meeting is convened by the Principal who assigns duties to different committees. Each committee is headed by a convener and other members of staff. The activities and interests of staff and the feedback mechanism help the Principal to identify the strengths of each faculty member. These committees are constituted every year. Some of senior faculty is retained for various tasks. Official notice is issued along with the guidelines defining the roles and responsibilities of the committees keeping in view the policies and plans of the institution. In consultation with Advisory Committee, the Principal formally approves the Action Plan. All the Heads of Departments give their requisitions and suggestions for improvement to the Principal. Every year an annual report of college is prepared which is presented by the Principal in Annual Function of college. The Principal gives details of all the annual activities of college in this report. PTA meetings, Advisory Committee meeting, meetings with IQAC, and meetings with Principal offer a platform to present and discuss the implementation of plans and policies. Feedback is collected regularly on the performance of every teacher, department and the institution as a whole from all stakeholders. CSCA conveys students' demands and requirements to the Principal and IQAC. The progress of student learning achievement is systematically monitored in the existing system and this ensures the efficiency of performance of the institution.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The IQAC, the Advisory Committee and the Principal maintain a cordial relationship with both teaching and non teaching staff. They conduct regular meetings with the staff to monitor the activities and also take their requirements. These discuss their problems and issues related with maintaining discipline in the college, development activities and equipment requirements etc. Teachers have freedom to take all decisions about their respective subjects.

The Management helps teachers in matters related with their career advancement in following ways:

- The Management allows the faculty members to attend various trainings, seminars, workshops and conferences etc. organized by national and international institutions.
- Workshops are held in the institution for the benefits of both staff and students.
- The faculty can download internet material and can take printouts from the college.
- The faculty can learn use of computer and internet in the IT Lab

6.1.6 How does the college groom leadership at various levels?

For smooth functioning of college the administration is quite supportive and the staff members are given freedom to involve in various activities related to the development of the college. Various committees are formed involving the staff members, such as IQAC, Advisory Committee, Career and Guidance Cell, College Development and Beautification, Admission, Examination, Discipline, Time Table, Library, Magazine, Cultural, Sports etc. The conveners of committees take care of the proper functioning of activity. The IQAC monitors the activities of various committees. The staff is allowed to participate in trainings, orientation programmes, refresher courses, seminars, conferences etc. organized by other institutions. Students are also included in various bodies like Women Cell, Sexual Harassment Cell and CSCA. This ensures their role and participation in the smooth functioning of college. They are also motivated, guided and appreciated at relevant occasions. CSCA is actively involved in various programmes of college and acts as a bridge between Principal and students. It puts forward students' issues to the management and also suggests on various occasions.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments/ units of the institution and work towards decentralized governance system?

For smooth functioning of any institution decentralization is essential. The college has various sub units which function independently. These are monitored by the IQAC and helped by the Advisory Committee. The Advisory Committee meets at regular intervals with the Principal and these units. It gives suggestions on various aspects to the Principal. The suggestions of the Management are communicated to the teaching and non-teaching staff through the Principal. The Principal assigns specific duties to various academic and administrative bodies of the College on the basis of suggestions of the Advisory Committee. Every member of the administrative staff is given charge of specific sections. The Superintendent supervises and coordinates the functioning of the accounts section, establishment section, purchases, examinations, student affairs and is accountable to the Head of the Institution. The departments have academic autonomy in distribution of the syllabus and arrangement of the co-curricular activities, organization of functions of subject societies, conducting field surveys/trips and inviting resource persons. Committees comprising teachers from different departments coordinate and conduct various activities and events in the college. The conveners/ coordinators of curricular, co-curricular and extracurricular activities are responsible for all activities of their subunits and report directly to the Principal of the College. This system of decentralization and accountability develops a bonding among various staff members and gives a positive environment. At the same time, there are sufficient checks and balances built in the system to see that these decisions are carefully taken and implemented.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The college promotes a culture of participative management, in which faculty members, staff and students at all levels are encouraged to contribute their

ideas and viewpoints on institutional objectives, goals, and other decisions that may directly affect them.

We have a College Advisory Committee constituted of senior teachers. The Committee plays an important role in the execution of top Management policies and in the infrastructural embellishment of the institution. The Committee meets the teaching and non-teaching staff of the College occasionally and they are encouraged to contribute their ideas and viewpoints on institutional objectives, goals, and other decisions. The draft strategic plan of the academic year is chalked out by the Principal in consultation with the Advisory Committee and IQAC and brought to the meetings of the faculty. After modifications, the plan is finalized and implementation is entrusted to Committees of faculty. The IQAC and Advisory Committee regularly meets and discusses issues pertaining to the effective management of academic as well as administrative matters and reviews the working of the Committees. At the next level, departments and the various committees are asked to submit detailed annual action plans compatible with the strategic plan. These are then consolidated by IQAC according to importance, relevance and feasibility. The Principal approves the plan. Teachers are usually offered consultative status in making decisions related to curriculum, teaching-learning and assessment processes. The non-teaching staff takes care of the smooth running of the administrative system, in collaboration with the teaching staff is part of all decision making bodies. The CSCA gives leadership to all the activities at the bottom level, under the guidance of CSCA Advisory Committee. Tutorial and mentoring system see to the personal development and participation of each and every student in the campus. PTA is the important body which support and facilitate the activities round the year, through participation and feedback. Any event or activity beyond the fixed schedule is discussed at the above levels and the decisions are promptly informed through notices and other circulars.

The College understands the importance of a strong relationship among the faculty members, staff and students, and the stakeholders. The innovative ideas, opinions and suggestions from the faculty members, staff and students are appreciated and incorporated in the decision making process.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The college has a clearly stated policy "*to excel at imparting curricular, co-curricular and extra-curricular education and training to students and to have continual improvement so as to achieve societal and national goals"*. Our continuous effort is towards quality teaching, personality development and academic excellence. Academic merit is given priority in admissions even though reservation is maintained as per rooster system. Continuous appraisal of the performance of the students, teachers and administrative staff is done regularly. The quality policy is reviewed through the feedback of all stakeholders.

6.2.2 Does the institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The Institution has a perspective plan for development. The institution works with a focus on the continuous improvement of the physical and academic ambience and infrastructure of the College both qualitatively and

quantitatively. The following are the key plans of the institution for the next five years:

- Obtaining permanent affiliation and 12b recognition
- Elevate the Institution to a centre of excellence
- Help the teaching staff in their career advancement
- Start at least two Add on courses
- Establishment of a seminar hall and smart class rooms
- Establishment of a GIS Lab
- Establishment of a Mushroom Center
- Establishment of a Computational Lab
- Enter into collaborative agreements with reputed Higher Educational centers, Institutions/Industrial houses for furthering research, consultancy and extension activities
- Making the campus WI-FI enabled
- Construction of Girls Hostel
- Provision for digital library
- Construction of Science Block
- Construction of boundary wall
- Establishment of a fully equipped Gymnasium

6.2.3 Describe the internal organizational structure and decision making processes.

The internal organization structure consists of Principal, teaching and non teaching staff.

Each institution has separate Managing Committees to manage the affairs of the respective institution. Since the college is affiliated to Himachal Pradesh University the guidelines and directions are issued by the University. The Advisory Committee gives the Principal suggestions in various matters of administration of the College. The Committee meets at least ten times a year and implements the plans, policies and strategies. The Principal provides overall leadership and direction to the institution and presides over its academic and administrative departments. He is the key representative of the College to the entire academic community and to external agencies and fosters the public image of the institution as a centre of higher learning maintaining a close relationship with the affiliating University and the Directorate of Higher Education. He is the academic, administrative and financial head of the institution and reports directly to the Directorate of Higher Education and University. The Principal is assisted by the Advisory Committee in his day-to-day decisions which ensures that the formulated plans are executed and the goals of the institution are achieved. The teachers supervise individual disciplines in ways that lead to the fulfillment of the set goals of the College. Various campus activities are carried out and monitored by the committees constituted for specific purposes and are in turn supervised by IQAC. IQAC, the Institutional agency for quality assurance and enhancement, in operation since 2013 on the campus, takes care of the quality sustenance tasks of all aspects of the functioning of the College. The Superintendent is the ministerial head of the administrative wing and she reports directly to the Principal. She is also entrusted with the responsibility of helping the college by the involvement of the ministerial staff. The CSCA nominated as per University

guidelines functions effectively on the campus and ensures the participation of the whole student community in the campus activities.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following.

Teaching & Learning

The institution has framed various strategies which enhance the quality improvement. The procedure adopted for admissions to various courses provided by the college is based on the merit and interest of students. The rules and regulations set by the affiliating University are strictly followed for admissions. Apart from lecture method of teaching, power point presentations, group discussions, field studies, debates, seminars and remedial classes for weaker students etc. are adopted for proper understanding of the subjects. The college has efficient and committed faculty members. Regular tests and assignments, as well as co- curricular activities are organized for the students. Regular feedback of the same is communicated to the students by the teachers in their respective classes. The use of innovative teaching methods using LCDs, ICT, group discussions, projects etc. contribute to create interest and enthusiasm for learning in students. The teachers are given full permission to enrich their knowledge through seminars and orientation courses etc. Annual Confidential Reports of teachers are evaluated for their performance. The college encourages the teachers to participate in self enriching courses. Principal also interacts with the staff and students informally concerning completion of the syllabus and get feedback from the students about the respective faculty.

Research & Development

At present, the colleges of Himachal Pradesh do not provide research centers. However, the faculty is very much aware of the growing importance of the research based education. The college encourages the teachers for research work. All the faculty members are having M. Phil. Degree. Some of the members have completed their Doctoral Research recently and some are pursuing it. The college encourages teachers to participate in seminars, symposia, conferences and workshops. The API has made mandatory that teachers publish their articles regularly and participate in various conferences etc.

Community engagement

Community oriented programmes are undertaken by forums like NSS, Nature Club, Red Ribbon Club etc. Such forums organize programmes like blood donation camps, awareness programme on environment and waste management etc.

Human resource management

A cordial staff -management relation exists in the College. The teachers are appointed by Public Service Commission. They are specialized in their fields. The various training programmes and their participation in seminars, workshops, conferences etc. help in updating their knowledge.

Industry Interaction

Since the college is situated in rural hilly area we have not much interaction with industry but some experts are arranged to deliver lectures.

6.2.5. How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Principal regularly interacts with the officers of Directorate of Higher Education, Secretary Education and University and appraise them the developments taking place in the college. The Principal places an annual report on all aspects of the entire working of the institution to the Directorate of Higher Education. Feedback from all the stakeholders are collected periodically, consolidated and analyzed and placed before the Government for future action and improvement.

- Parent teacher meetings are held regularly to discuss matters related to college administration and get feedback
- Oral discussions with the Principal and class teacher on a one on one basis
- Students are kept informed through written circulars, displays on the notice boards
- Information is sent orally to the class through the class representatives/sports representatives and class teacher
- Information is also disseminated through the college website
- Some workshops and seminars are conducted by the industry experts
- NSS and other clubs disseminate information to society through various campaigns

6.2.6. How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Administration is always encouraging and supporting the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The Management through the Principal ensures the involvement of the staff members in various activities related to the development of the College in the following ways:

- The participation of the staff is ensured in the planning stage of all teaching learning and extra- curricular activities by conducting meetings at the different levels.
- Teachers are given freedom in their departments to plan their topics, framing of assignments and conducting internal examination and assessing CCA.
- Periodic meetings of the teachers with the Principal are conducted to ensure smooth and efficient running of the College, to prepare time table, and to discuss various instructions from the University and Education Directorate.
- The staff is motivated and appreciated by the Principal for their participation in all activities of college.
- Principal conducts meetings of the non-teaching staff members also.
- In order to monitor the performance of the teachers, the college collects feedback from the students and parents.
- There are some special committees such as Admission Committee, Advisory Committee, Purchase Committee, Examination Committee, Grievance Redress Cell, Women Forum, etc, which help a lot in the proper functioning of college.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The Managing/Advisory Committee met 26 times in the academic year during the session 2014-15. The Committee resolved the following m

- Transferring of Horticultural Land
- Fencing of land and construction of boundary wall
- Constructions of stage for organizing functions
- Purchase of furniture items
- Proposal for girls' hostel

6.2.8 Does the affiliating University make a provision for according the status of autonomy to an affiliated institution? If 'yes' what are the efforts made by the institution in obtaining autonomy?

The Affiliating University has not made any provision for according the status of autonomy to any affiliated institution.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The College is committed to provide the best facilities and quality education to the students and take keen interest in fulfilling the needs of the stakeholders. Students are free to represent their grievances regarding academic matters, financial matters, canteen services, Lab equipments, library, infrastructure facilities etc. The students can approach their teachers, administrative office and the Principal for their grievances. The College level Grievance Redress Cell actively interacts with the students to help them solve their grievances. It attends to both registered and unregistered grievances of the students. Necessary action is taken after issues are discussed in the Cell.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No Court cases have been filed against the college during the last four years.

6.2.11. Does the Institution have a mechanism for analyzing student feedback on Institutional performance? If 'yes' what was the outcome and response of the institution to such an effort?

The College has a clearly set mechanism of obtaining the feedback from the students to improve the performance and quality of the institutional provisions. These are analyzed and efforts are made to improve the institutional performance. The Academic audit process conducted in various ways such as feedback from students and parents, informal and verbal feedback, Principal's discussion with the staff during staff meetings, performance of the students in tests, examinations, extracurricular activities and students' feedback and suggestions on the same help the institution towards quality performance and improvement at every step and area.

6.3. Faculty Empowerment Strategies

6.3.1. What are the efforts made by the institution to enhance the professional development of its teaching and non- teaching staff?

The institution recognizes the individual strengths and areas of interest of the staff members and accordingly assigns responsibilities to them. Responsibilities of every staff are communicated to them during staff meetings. Teaching staff are encouraged to update their knowledge and

professional skills by attending seminars, conferences and workshops as well as pursue higher education. The staff members both teaching and non teaching can learn to use computer in IT Lab.

6.3.2. What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The Principal and the senior faculty constantly encourage and motivate the staff to attend and learn from seminars, workshops, faculty development programmes and to pursue higher studies. The teachers get promotions according to Government norms and on the basis of their ACRs. The Principal trusts and motivates the leadership role of the staff members by entrusting them with the activities of various committees like Advisory Committee, Discipline Committee, Time Table Committee, Exam Committee, Admission Committee, Purchase Committee, Cultural Committee, Sports Committee, IQAC / NAAC Steering Committee and so on.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Both formal and informal means are used for assessing the performance of the teaching and non-teaching staff of the College. The formal mechanisms for the performance assessment of the faculty are Annual Confidential Reports and feedback by students and parents. The IQAC instructs each and every teaching faculty to submit his/her self-appraisal reports indicating the work-load, participation in various seminars, conferences, workshops and symposia and involvement in co-curricular, extra-curricular and extension activities. The duly filled up appraisal reports are checked and verified by the Principal and sent to Director Higher Education for appraisals.

Secondly, our College takes feedback from students regarding performance of individual teachers on various aspects. The feedback is also given by the parents during PTA meetings. If there are any issues of concern, the faculty member is individually informed and directed to overcome the lacunae without lowering self- esteem. These practices enable our faculty member to particularize their plans for effective teaching process.

Surprise class visits by the Principal and casual conversations with students, parents, alumni and colleagues are the informal mechanism to assess the performance of the staff. The participation of the teachers in various College activities is closely monitored by the Principal. The Principal also uses the evaluation in an informal way to improve the services of the office staff.

6.3.4. What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Management closely monitors the performance and work culture of the teaching as well as the non- teaching faculty. Self appraisal report of the faculty is the basis of the performance evaluation. The Principal evaluates the performance of the staff formally through the feedback from the stakeholders and informally through communication he receives from the stakeholders. The merits of such information are impartially and meticulously assessed. Suggestions are made whenever necessary and are communicated to the concerned individuals. Exceptional material facts are reported to the Director

Higher Education. These measures help improve the performance of the institution by improving and enhancing the quality and growth in academics, extracurricular and administrative services and thus to fulfill the objectives of the institution.

6.3.5. What are the welfare schemes available for teaching and non – teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

All the Government welfare schemes are available to the staff such as study leave, medical leave, maternity leave, general provident fund and group insurance, medical reimbursements, casual leave and special leave for attending conferences, seminars etc.

6.3.6. What are the measures taken by the institution for attracting and retaining eminent faculty?

Faculty members are appreciated and recognized for the contribution they make by actively participating and fulfilling their responsibilities in various committees and their grievances are addressed as the situation demands.

6.4 Financial Management and Resource Mobilization

6.4.1. What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The financial resources of the College are managed in a very effective and efficient manner. The following accounts are maintained:

- Receipts and payment accounts
- Income and expenditure account
- Balance sheets
- Students' fund

The various funds maintained by the college are Building Fund, University Fund, Sports Fund, Ranger Rover Fund, Geography and Music Fund, Computer Internet Fund, Library Fund, Furniture Repair Fund, Book Replace Fund, Campus Development Fund, Health Fund, Amalgamated Fund, Science Fund and House Examination Fund. Apart from this Government Contingencies, Sanctioned Budget by the Government, Grants, PTA Fund etc. are also used for effective and efficient management.

Each and every transaction is supported by vouchers. All vouchers are to be signed by the Principal. All the collections are deposited in the Kangra and Punjab National Bank on the same day. All the receipts and vouchers are checked by the Bursar periodically. The yearly accounts are audited by the Accountant General and local auditor.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The annual accounts of the College are subject to external audit by qualified Accountant General and local auditor appointed by the Government. Annual accounts up to the financial year ended on 31st March 2013 got audited by external auditors. The audit was done for the period from 1st April 2008 to 31st March 2013. There were no major objections (see Annexure-VI).

6.4.3. What are the major sources of institutional receipts/ funding and how is the deficit managed? Provide audited income and expenditure statement of

academic and administrative activities of the previous four years and the reserve fund/ corpus available with institutions, if any.
The main source of funding is the Government budget, grants and the fee collected from the students. Recently the college has started receiving RUSA grants also.
Note: (*Audited income and expenditure statement and Balance sheets of academic and administrative activities of the previous four years and the reserve fund/corpus available in Annexure-VI)*
6.4.4. Give details on the efforts made by the institution in securing funding and the utilization of the same (if any)
Apart from regular Government funding and grants received by the college it has also received some amount from Local Area Development Authority (LADA).

- Local Area Development Authority (DC Kullu) sanctioned 2.50 Lakhs and two lakhs during 2014-15 and 2015-16 for the development of college campus, playground and labs etc.
- Director Higher Education sanctioned ten lakhs for the construction of retaining wall during 2014-15 under SCSP Budget.
- Some amount was also received from local MLA for encouraging cultural activities.

6.5 Internal Quality Assurance System (IQAS)

6.5.1. Internal Quality assurance Cell (IQAC)
a) Has the institution established an internal Quality Assurance Cell (IQAC)? If "yes"what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?
The Institution has established an Internal Quality Assurance Cell (IQAC). IQAC was constituted in the year 2012. At present the IQAC has the following members:

1. Mr. T. S. Verma (Principal) - Chairman
2. Ms. Renuka Thapliyal- Vice Chairman
3. Dr. Shefali- Co-ordinator
4. Dr. Arun Kumar- Science
5. Dr. Vikram Singh- Arts
6. Dr. Dinesh Singh- Commerce
7. Sh. Door Singh- PTA President (External Expert)
8. Sh. Hari Singh Negi- External Expert- Local Community

The Cell is planning and monitoring the internal quality pertaining to academic, curricular and co-curricular activities for the welfare of the students. The IQAC conceives plans, executes growth oriented programmes and keeps a critical eye over the functioning of all the components of the College to frame or reframe strategies for quality improvement. The Institutional policy with regard to quality assurance is enumerated as below:

- Imparting quality and responsible education and orientation for all round development of the students by implementing University approved curriculum.

- Continual up-gradation of facilities and human resources with a commitment to strive for improvements in all aspects of quality management.
- Providing additional inputs and career guidance to the students which enhance their employability.
- Encouraging faculty to participate in workshops, seminars, conferences, and invited talks.
- Developing strategies for further improvements in sports, academic and cultural activities.
- Visiting NAAC accredited colleges for establishing bench marks in respect of the quality parameters.

b) How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

The management usually approves all the decisions of the IQAC. It is involved in the decision making process. The following decisions were taken by the IQAC and approved by the Management for implementation.

- Purchase of books
- Purchase of Lab equipments
- To build up sports infrastructure
- To construct new hostel block for girls
- To install a new Computer Lab
- Purchase of computers
- Making the campus Wi-Fi enabled
- Purchase of Photostat and Printer
- LCD Projector for power point presentation
- Action plan regarding establishment of smart class rooms

c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes the IQAC has some external members in it. Sh. Door Singh- as PTA President (External Expert) and Sh. Hari Singh Negi- External Expert of Local Community. These members helped the institute in making proposals and procuring sanctions regarding addition in infrastructure through local representatives.

d) How do students and alumni contribute to the effective functioning of the IQAC?

The students and alumni are constantly supporting and suggesting valuable inputs to improve quality in terms of academics, infrastructure etc. They make suggestions regarding improvement in teaching-learning process, examination system, day-to-day facilities like library services, leisure or canteen services etc. They are also informed about the decisions taken or policies made by IQAC for their welfare through notices, announcements etc.

e) How does the IQAC communicate and engage staff from different constituents of the institution?

All strategies of IQAC are formulated in consultation with other faculty members. The staff members and students are involved at the time of execution of the plans. The IQAC maintains constant communication with the staff of the institution through its chairman i.e. Principal by way of internal memo/notices/meetings etc.

6.5.2 Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If "yes"Give details on its opertionalisation?

The Institution has an integrated framework for quality assurance of the academic and administrative activities. The IQAC conducts regular meetings in which various initiatives are discussed before its implementation. These initiatives are usually related to teaching, learning and evaluation and counseling of students to improve their academic performance and overall personality. Students and teachers are encouraged to participate in conferences, present papers and publish research work in scientific journals and remain updated on their subjects. Such activities are recorded and analyzed as part of quality assurance.

6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedure? If "yes"give details enumerating its impact.

The institution provides training to its staff for effective implementation of the quality assurance procedure from time to time. Their impacts are as follows:

- Improved results in University Examination
- Improved teaching methodologies
- Extensive use of ICT tools in the teaching learning process
- Improved communication and soft skill amongst the students

6.5.4 Does the institution undertake academic Audit or other external review of the academic provision? If "yes"how are the outcomes used to improve the institutional activities?

The institution undertakes academic audit. Towards the end of each semester, an academic audit is undertaken for each academic sub units under the initiative of the IQAC. The audit team consists of the Principal and IQAC coordinator. The team visits each sub units and evaluates the academic, co-curricular and extracurricular activities of the unit and strengths are appreciated and weaknesses are identified and remedial measures are suggested to overcome them. While conducting audit, the team focuses on the following:

- Completion of academic activities as per the preset academic calendar/ teaching plan
- Student feedback on teacher performance
- Internal evaluation procedures and records
- Analysis of previous exam results
- Tutorship and mentoring system prevailing in the college
- Student support activities and student participation in curricular and extracurricular activities
- Documentation system in the department

These measures ensure improved outcomes to the institutions in terms of better examination results and better student- interaction and teacher student relationship.

6.5.5 How are the internal quality assurance mechanism aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

In the case of the institution the external regulatory authorities are the Affiliating University, the Directorate of Higher Education, Secretary Education, UGC and the NAAC. The institution takes fervent interest to comply and fulfill the regulations and conditions set and meet the requirements of these regulatory agencies. As a prelude to the NAAC assessment and accreditation we have set up a Steering Committee to prepare the SSR in respect of the seven quality parameters of NAAC. The data collected from the college is then recorded and included in the report. The institution takes every step needed with total commitment and dedication in preparing the SSR for the NAAC and the Steering Committee ensures that everything is done for the quality assurance and enhancement of the criteria set by the NAAC. The Principal, Steering Committee, Teaching Staff, and Administrative Staff are actively involved in the preparation of the SSR at every step.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The institution has a clearly defined, set mechanism to continuously monitor the learning outcome. The annual academic audit helps to have a periodic review of the academic, co-curricular and extracurricular activities of each sub units of the institution. Continuous review of the teaching learning process is undertaken in the following manner:

Admission Committee: Assesses the performance of the students seeking admission in the Institution from their qualifying examinations and guides them for admissions in different programmes offered in the Institution and its utilities.

The Time Table Committee: it frames the over-all timetable for every semester.

Continuous Comprehensive Assessment: The Institution conducts internal exams during each semester for the students through which the teaching process of the students is assessed periodically. As part of continuous evaluation, student attendance is compulsorily taken for every lecture. Based on the participation in the class and the marks scored in the tutorials and assignments, the student level is judged by the staff member and appropriate internal evaluation marks are allotted to the students. Counseling is given to weak students. Subject teachers maintain a record of each student and keep track of his /her performance. Parents of slow learners and those with shortage of attendance are called to meet their respective faculty members if required. Students who lag in University exams are given additional help and guidance.

Examination Committee: Organizes and oversees all the examination process, such as seating arrangement, arranging staff for invigilation duties, handle all examination related materials such as question papers, answer sheets, etc.

The above mechanism has improved results in the University Examination.

6.5.7 How does the institution communicate its quality assurance policies, mechanism and outcomes to the various internal and external stakeholders?
The Institution communicates its quality assurance policies, mechanism and outcomes to the various internal stakeholders like parents, students and staff through notices, circulars, meetings, etc. Specifically, the institution communicates its quality assurance policies to the parents during orientation programmes, admission interviews, parent- teachers meetings and to the staff during staff meetings and other informal interactions. PTA meeting is another forum to communicate to the parents about the quality policies.

CRITERIA - VII
INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?
We have no formal Green Audit but every effort is being tried to make the campus eco-friendly. Himachal Pradesh Government has already banned use of polythene bags and the college also strictly follows this. Every year a number of trees are planted by the college students.
7.1.2 *What are the initiatives taken by the college to make the campus eco-friendly?*

- There is a culture of saving energy in the college by reducing the use of electricity.
- The campus is zero carbon emission as there is no use of refrigerators, air conditioners and other carbon emitting equipments.
- Smoking is strictly prohibited in the campus.
- Instead of plastic cups in the canteen ceramic cups are used.
- Plantation is done every year.
- Generation of hazardous waste is not allowed in the college.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the College.
The college has introduced innovations in academic and student support activities as follows:

- IQAC
- Introduction of remedial classes for the slow learners
- External seminars/workshops on emerging areas
- Comprehensive internal assessment system
- Examination Committee to monitor internal and University examinations
- Tutorship and mentoring system
- Choice based credit and semester system
- Study tours and field visits

- Inter-disciplinary courses
- Projects made by the students
- Self - appraisal by faculty members
- Annual confidential Repots of teachers
- Annual academic audit
- Publication of annual magazine Seraj Shikha
- Internet and computers in IT Lab and other labs
- Computerized office administration
- Admission Committee to monitor student admissions
- Research Committee to promote research aptitude among teachers and students
- Periodic Advisory Committee meetings
- Frequent Staff Council and General Staff meeting
- Frequent Department meetings
- Counseling to newly admitted students
- Grievance Redressal Cell
- Water Cooler and Aquaguard to ensure clean drinking water
- Fire extinguishers are installed at strategic points
- Each department maintains a First Aid Kit
- Career Guidance and Placement Cell
- Women Cell to empower girl students
- Scholarships to various categories of students
- Youth Festivals
- CSCA
- Parent –teacher meeting during each semester
- Annual Sports meet
- Clubs and Forums like NSS, Rovers and Rangers, Nature club, Energy and Red Ribbon club to harness and foster civic responsibilities of students

7.3 Best Practices

7.3.1 Elaborate on any two best practices

The best two practices followed by us are:

1. Celebration of Annual two day cultural function
2. Adoption of a village every year for awareness and extension activities

1. Annual Cultural Function

Every year our college celebrates its two days annual cultural function. This function gives opportunities to students to show their talents. This is also a platform to encourage local cultural activities. Students present group songs, solo songs, classical items, skits, mimes, group dances, folk songs and various programmes which show their talents and also aware people about sensitive issues of society. This function not only helps students in polishing their talents but also inculcates leadership qualities. All the activities are organized and coordinated by the students. Parents, local officers, *Pradhans* of local *panchayats* and eminent persons are also invited in this function. This gives

them an opportunity to interact with teachers, give suggestions and share their views.

2. **Adoption of a village every year for awareness and extension activities**

Every year N.S.S. of college adopts a nearby village for awareness and extension activities. During the last four years the college has adopted Lahund, Bhumar and Mandali villages of Balagad Panchayat and Garwah village of Chaini Panchayat. This is done with the help of local pradhans. In these, various extension activities are carried out such as creating awareness about environment pollution, sanitation and social evils such as drug abuse, female feticide etc. The other activities are plantations, repairing of foot paths, cleaning of drains and cutting of hedges etc. These activities are carried out for a week. This is done by the involvement of local people and hence, in this way they are also included in the development process of this area.

D. EVALUATIVE REPORT OF THE DEPARTMENTS

NAME OF PROGRAMME: B. A.

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1.

Name of the Departments	English, Hindi, History, Political Science, Economics, Sanskrit, Sociology, Public Administration, Music (Vocal), Geography*, Mathematics*

*Geography and Mathematics are common subjects for both Arts and Science

2. Year of Establishment 1999
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
   UG
4. Names of Interdisciplinary courses and the departments/units involved.
   Now in CBCS system all the above departments offer interdisciplinary courses in their Minor subjects. Departments Such as English, Hindi, Sanskrit, History, Political Science, Mathematics and Geography offer interdisciplinary Compulsory/Skill based courses. Departments Such as Sanskrit, Economics, Mathematics, Music and Geography offer interdisciplinary General Interest and hobby courses.
5. Annual/ semester/choice based credit system (programme wise)
   Choice Based Credit System
6. Participation of the department in the courses offered by other departments
   Minor, compulsory, Functional and Hobby courses from other disciplines
7. Courses in collaboration with other universities, industries, foreign

institutions, etc. Nil

8. Details of courses/programmes discontinued (if any) with reasons

Not Any

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	03	03
Asst. Professors	10	08

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

S. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Mr. T.S. Verma	M.Phil	Associate Professor in Mathematics	Instability of Composite Plasma	22	0
2	Dr. Shefali	Ph.D.	Associate Professor in English	American Poetry	18	0
3	Ms Renuka Thapliyal	M. Phil	Associate Professor in Geography	Urban Sustainability	18	0
4	Dr Vikram Singh	Ph.D	Assistant Professor in Sociology	Communalism and Communal Riots	06	0
5	Dr Yog Raj	Ph.D	Assistant Professor in Public Administration	Administration of Rural Development with special reference to peoples' participation	06	0
6	Ms Jyoti Thakur	M. Phil	Assistant Professor in English	Writings of Ashawagosh (Ist Century Poet)	06	0
7	Dr. Ratnesh Tripathi	Ph.D	Assistant Professor in Economics	Rural Development	05	0

8	Dr. Hemender Sharma	Ph.D	Assistant Professor in Music (Vocal)	An Analytical Study of Folk Music of Himachal	05	0
9	Mr. Deep Kumar	M.Phil	Assistant Professor in Political Science	International Relations (Indo- Nepal Relations since 1990s)	06	0
10	Ms. Mrinalini Kashyap	M.Phil	Assistant Professor in English	Sanskrit Narratives	02	0
11	Dr. Nisha	Ph.D	Assistant Professor in Hindi	Feminism in Krishna Sobati's writings	01	0

10. List of senior visiting faculty Not Any
11. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty Nil
12. Student -Teacher Ratio (programme wise)
    64:1
13. Number of academic support staff (technical) and administrative staff; sanctioned and filled One post of Lecturer Assistant in Geography Department but lying vacant
14. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.
    M.Phil. = 05 Ph.D. =06
15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
    Not Any
16. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received Nil
17. Research Centre /facility recognized by the University Nil
18. Publications:
    - a) Publication per faculty
    - Number of papers published in peer reviewed journals (national / international) by faculty and students
    - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
    - Monographs
    - Chapter in Books
    - Books Edited

* Books with ISBN/ISSN numbers with details of publishers
* Citation Index
* SNIP
* SJR
* Impact factor
* h-index

Publications by Ms. Renuka Thapliyal

1) A chapter entitled 'Integration and 'Limited Acculturation' of Tibetans at Shimla: Experience and Perceptions of a Diaspora' published with Dr. Vibha Arora as joint author in the book "Global Diasporas and Development: Socioeconomic, Cultural, and Policy Perspectives" page 267-281 Edited by Sadananda Sahoo and B. K. Pattanaik. DOI 10.1007/978-81-322-1047-4 © Springer India 2014.
2) Her joint paper entitled 'Hydroelectric Projects and Livelihood Issues of Tribals: A Case Study of the Kinnaur District of the Himalayan State of Himachal Pradesh, India' got published in an edited book 'International Symposium on Mountain Resource Management in a Changing Environment' Edited by Mohan K. Balla, Roshan M. Bajracharya and Subodh Sharma, Kathmandu, Nepal.
3) Contributed a chapter entitled 'River Water Pollution in India and its Management' in an edited book named 'Water: The Epic Struggle For 21st Century' Aavishkar Publishers, Jaipur, Rajasthan (ISBN 978-81-7910-404-0) 217-221.

Publication by Ms. Mrinalini Kashyap

Paper published in Dialog 'A Temporal Observation of Misogyny and Patriarchy in Ancient Sanskrit Plays: A study of Shudrakas' *Mrichhakatikam* and Kalidasa's *Abhijnanasakuntalam'*.

19. Areas of consultancy and income generated Nil
20. Faculty as members in

National committees b) International Committees c) Editorial Boards….

- Dr. Shefali is a Life member of Osmania University Center for International Programmes
- Ms. Renuka Thapliyal is a life member of Punjab Geographers Association
- Dr. Ratnesh Tripathi is a life member of U.P.-Uttranchal Economic Association

21. Student projects
    a) Percentage of students who have done in-house projects including inter departmental/programme Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies
Nil

22. Awards/ Recognitions received by faculty and students Nil
23. List of eminent academicians and scientists/ visitors to the department
Not Any
24. Seminars/ Conferences/Workshops organized & the source of funding
a)National
b)International

25. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M *F	Pass percentage
U G	637	637	279 358	90

*M=Male F=Female

26. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
U G	100	Nil	Nil

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
28. Student progression Data Not available

Student progression	Against **%** enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

29. Details of Infrastructural facilities
a) Library **Common for all**
b) Internet facilities for Staff & Students **Common for all**
c) Class rooms with ICT facility **IT Lab Common for all**
d) Laboratories **Geography Lab** and **Music Room**
30. Number of students receiving financial assistance from college, University, Government or other agencies
All the 358 girl students are having tuition fee concessions. Out of 637 students in B.A. 59 are receiving various categories of scholarships. The various categories are 25 students in SC; 01 student in ST; 08 students in OBC and 25 students in IRDP.
31. Details on student enrichment programmes (special lectures / workshops /

seminar) with external experts **Mentioned above**

32. Teaching methods adopted to improve student learning
    Lecture, Power Point Presentation, Field study, surveys, demonstrations etc.
33. Participation in Institutional Social Responsibility (ISR) and Extension activities
34. SWOC analysis of the department and Future plans

Evaluative Report of the Departments

NAME OF PROGRAMME: B. Sc.

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1.

Name of the Departments	Physics, Chemistry, Botany, Zoolgy, Mathematics and Geography

2. Year of Establishment For Mathematics and Geography 1999 and for Physics, Chemistry, Botany and Zoology 2011
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
   UG
4. Names of Interdisciplinary courses and the departments/units involved.
   Now in CBCS system all the above departments offer interdisciplinary courses in their Minor subjects. Departments Such as Physics, Mathematics and Geography offer interdisciplinary Compulsory/Skill based courses. Departments Such as Mathematics, Physics, Botany and Geography offer interdisciplinary General Interest and hobby courses.

5. Annual/ semester/choice based credit system (programme wise)
   Choice Based Credit System

6. Participation of the department in the courses offered by other departments
   Minor, Compulsory, Functional and Hobby courses from other disciplines
7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil
8. Details of courses/programmes discontinued (if any) with reasons
   Not Any

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	03	03
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization,

(D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)

S. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Mr. T.S. Verma	M.Phil	Associate Professor in Mathematics	Instability of Composite Plasma	22	0
2	Dr. Jaswant Singh	Ph.D	Associate Professor in Zoology	Studies on Vertebrate Fauna of Prashar Lake, Mandi	22	0
3	Dr. Joginder Singh Thakur	Ph.D	Associate Professor in Botany	Bio-fertilizer and Bio-control (Mycorrhizal study of apple plants)	19	0
4	Ms. Renuka Thapliyal	M. Phil	Associate Professor in Geography	Urban Sustainability	18	0
5	Mr. J. P. Jaswal	M.Phil	Assistant Professor in Chemistry	Organic Chemistry	18	0
6	Dr. Arun Kumar	Ph.D	Assistant Professor in Phusics	Computational Condensed Matter Physics	06	0
7	Mr. Pushpender Singh	M. Phil	Assistant Professor in Physics	Material Science	06	0

10. List of senior visiting faculty Not Any
11. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty Nil
12. Student -Teacher Ratio (programme wise)

    41:1

13. Number of academic support staff (technical) and administrative staff; sanctioned and filled One post of Lecturer Assistant in Zoology Department but lying vacant

14. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

    M.Phil. = 02 Ph.D. =03

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

    Not Any

16. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received Nil
17. Research Centre /facility recognized by the University Nil

18. Publications:

- a) Publication per faculty
- Number of papers published in peer reviewed journals (national / international) by faculty and students
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Publications by Dr. Jaswant Singh

1) Avian fauna of Prasher Lake and its surrounding area, Distt. Mandi H.P. India Asian Journal of Biological science 7(2): 47-56 2014 ISSN 1996-3351 DOI: 10.3923/ajbs.2014 knowledge Review Malaysia.
2) Mammalian fauna of Prasher Lake and its surrounding area Distt. Mandi Himachal Pradesh. Asian Journal of Biological Science 7(2):66-71, 2014

Publications by Dr. Joginder Singh Thakur

1) 3rd Best presentation in Poster session. (2011) During National Symposium on "Strategic issues in Plant Pathological Research" IPS(NZ) and INSOPP Department of Plant Pathology, CSKHP Krishi Vishvavidyalaya Palampur -176062 (H.P.) India
2) Effect of Ectomycorrhizal inoculation on the growth of Apple seedling in J. of Plant disease research 28(1)35-38 (2013).
3) Role of Mycorrhizae: A component of Integrated Disease Management Strategies in J. of Mycology and Plant pathology 44 (1) 12-20 (2014).
4) Technique for screening apple and pear germplasm against white root rot (*Dermatophora necatrix*) in the J. of Applied Horticulture (2014).

Publications by Dr. Arun Kumar

List of International Publications

1. **Arun Kumar**, Ashok Kumar and P.K. Ahluwalia, *Ab initio study of structural, electronic and dielectric properties of free standing ultrathin nanowires of noble metals,* Physica E **46** (2012) 259–269.
2. **Arun Kumar**, Ashok Kumar and P.K. Ahluwalia, *Topology Dependent Electronic and Dielectric Properties of Free Standing Alloyed Ultrathin Nanowires of Noble Metals,* Physica E **62** (2014) 136-146.
3. **Arun Kumar** and P.K. Ahluwalia, *Transport Properties of Pristine and Alloyed Free Standing Ultrathin Nanowires of Noble Metals with Different Topologies,* Journal of Alloys and Compounds **615** (2014) 194-203.

4. *Surjeet Kumar Chandel, **Arun Kumar**, P. K. Ahluwalia and Raman Sharma, A first principle study of encapsulated and functionalized silicon nanotube of chirality (6,6) with monoatomically thin metal wires of Ag, Au and Cu, Physica E 68 (2015) 1-7.*
5. *Surjeet Kumar Chandel, **Arun Kumar**, Raman Sharma and P. K. Ahluwalia, Tuned Electronic, Optical and Mechanical properties of Pristine and Hetero Nanotubes of Group IV Elements (C, Si and Ge), Physica E 73 (2015) 54-62.*

Contributions in Conferences/Symposia

1. **Arun Kumar**, Ashok Kumar and P.K. Ahluwalia, *Magnetic Behavior of Ultrathin Gold Nanowires Using Localized Basis Sets, AIP Conf. Proc. 1349 (2011) 1145-1146.*
2. **Arun Kumar,** Ashok Kumar and P.K. Ahluwalia, *Electronic and Optical Properties of Free Standing Pt Nanowires using Localized Basis-sets*, AIP Conf. Proc. 1447 (2012) 831-832.
3. **Arun Kumar,** Sapna Sharma, Jyoti Dhar Sharma, PK Ahluwalia, Making Computational Physics an Integral Part of Physics Curriculum: Current Scenario & Possible Strategies,THE BEDE ATHENAEUM **3** (2012) 71-76
4. Anil Thakur, **Arun Kumar** and P. K. Ahluwalia, *Electronic and Optical Properties of Free Standing Au Nanowires using Density Functional Theory*, AIP Conf. Proc. 1512 (2013) 190-191.
5. Ashok Kumar, Brij Mohan, **Arun Kumar** and P.K. Ahluwalia, *Mechanically Strained Tuning of the Electronic and Dielectric Properties of Monolayer Honeycomb Structure of Tungsten Disulphide (WS_2)*, AIP Conf. Proc. 1512 (2013) 1242-1243.
6. Surjeet Kumar Chandel, **Arun Kumar**, P. K. Ahluwalia and Raman Sharma, *Structural, Electronic and Optical Properties of Armchair Silicon Nanotube of Chirality (6,6),* AIP Conf. Proc. 1591 (2014) 531-533.
7. Anil Thakur, Arun Kumar, Surjeet Chandel, PK Ahluwalia, *Electronic Transport Properties of One Dimensional Lithium Nanowire using Density Functional Theory.* AIP Conf. Proc. **1661**, (2015) 080031.
8. Arun Kumar, Amar Bahadur, Madhukar Mishra, Neena Vasudeva, First Principle Study of Structural, Electronic and Magnetic Properties of Zigzag Boron Nitride Nanoribbon: Role of Vacancies, AIP Conf. Proc. **1661**, (2015) 080015.

- Number of papers published in peer reviewed journals (national / international) by faculty: 5

- Number of publications listed in international database: 14
- Monographs: Nil
- Chapter in books: Nil
- Books edited: Nil
- Books with ISBN/ISSN numbers with details of publishers: Nil
- Citation index: 18 (Google scholar)
- SNIP: 5.094
- SJR: 3.731
- Impact factor: 10.999
- h-index: 3 (Google scholar)
- i10-index: 1 (Google scholar)

19. Areas of consultancy and income generated Nil
20. Faculty as members in

National committees b) International Committees c) Editorial Boards….

Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme Nil
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies Nil

21. Awards/ Recognitions received by faculty and students Nil
22. List of eminent academicians and scientists/ visitors to the department Not Any
23. Seminars/ Conferences/Workshops organized & the source of funding
    a)National
    b)International
24. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M	*F	Pass percentage
U G	243	243	112	131	90

*M=Male F=Female

25. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
U G	100	Nil	Nil

26. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense

services, etc. ?

27. Student progression Data not available

Student progression	Against **%** enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

28. Details of Infrastructural facilities
    a) Library **Common for all**
    b) Internet facilities for Staff & Students **Common for all**
    c) Class rooms with ICT facility **IT Lab Common for all**
    d) Laboratories **Physics, Botany, Zoology and Chemistry Lab**
29. Number of students receiving financial assistance from college, University, Government or other agencies

All the 131 girl students are having tuition fee concessions. Out of 243 students in B.Sc. 12 are receiving various categories of scholarships. The various categories are 03 students in SC; 01 student in OBC and 08 students in IRDP.

30. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts Mentioned above
    Teaching methods adopted to improve student learning
    Lecture, Power Point Presentation, Field study, surveys, demonstrations etc.

31. Participation in Institutional Social Responsibility (ISR) and Extension activities
32. SWOC analysis of the department and Future plans

Evaluative Report of the Departments

NAME OF PROGRAMME: B. Com.

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1.

Name of the Department	Commerce

2. Year of Establishment 2008

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

UG

4. Names of Interdisciplinary courses and the departments/units involved.
Now in CBCS system Commerce Department offers interdisciplinary Compulsory/Skill based courses and General Interest and hobby courses.

5. Annual/ semester/choice based credit system (programme wise)

Choice Based Credit System

6. Participation of the department in the courses offered by other departments

compulsory, functional and hobby courses from other disciplines

7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil
8. Details of courses/programmes discontinued (if any) with reasons

Not Any

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Sr. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Dr. Dinesh Singh	Ph.D	Assistant Professor	Finance	05	0
2	Ms. Anjana Rani	M.Phil	Assistant Professor	Financial Management, Corporate Governance	02	0

10. List of senior visiting faculty Not Any
11. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty Nil
12. Student -Teacher Ratio (programme wise)

89:1

13. Number of academic support staff (technical) and administrative staff; sanctioned and filled NIL

14. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

M. Phil. = 01 Ph. D. =01

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
Not Any
16. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received Nil
17. Research Centre /facility recognized by the University Nil
18. Publications:
    - a) Publication per faculty
    - Number of papers published in peer reviewed journals (national / international) by faculty and students
    - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
19. Areas of consultancy and income generated Nil
20. Faculty as members in
National committees b) International Committees c) Editorial Boards….

- Ms. Anjana is a Life member of Indian Journal of Commerce

21. Student projects
    a) Percentage of students who have done in-house projects including inter departmental/programme Nil
    b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies
    Nil
22. Awards/ Recognitions received by faculty and students Nil
23. List of eminent academicians and scientists/ visitors to the department
Not Any
24. Seminars/ Conferences/Workshops organized & the source of funding
    a)National
    b)International
25. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M	*F	Pass percentage
U G	177	177	88	89	90

*M=Male F=Female

26. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
U G	100	Nil	Nil

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

28. Student progression Data not available

Student progression	Against **%** enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

29. Details of Infrastructural facilities
    a) Library **Common for all**
    b) Internet facilities for Staff & Students **Common for all**
    c) Class rooms with ICT facility **IT Lab Common for all**
    d) Laboratories N. A.
30. Number of students receiving financial assistance from college, University, Government or other agencies

All the 89 girl students are having tuition fee concessions. Out of 177 students in B.Com. 18 students are receiving various categories of scholarships. The various categories are 11 students in SC; 01 student in OBC and 06 students in IRDP.

31. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts Mentioned above
32. Teaching methods adopted to improve student learning
33. Participation in Institutional Social Responsibility (ISR) and Extension activities
34. SWOC analysis of the department and Future plans

6. Declaration by the Head of the Institution.

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the Institution
with seal

Govt. Degree College
Banjar (Kullu) H.P.

Place: Banjar

Date: 31.8.2015

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that GDC Banjar (Name of the institution) fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

If is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 31.8.2015
Place: Banjar

Principal/Head of the Institution
(Name and Signature with Office seal)
Govt. Degree College
Banjar (Kullu) H.P.

For Correspondence

Government Degree College, Banjar

Telephone No. 01903-221602

Fax No. 01903-221602

E mail gcbanjar-hp@nic.in

Address: Banjar, District Kullu, Himachal Pradesh, Pin: 175123

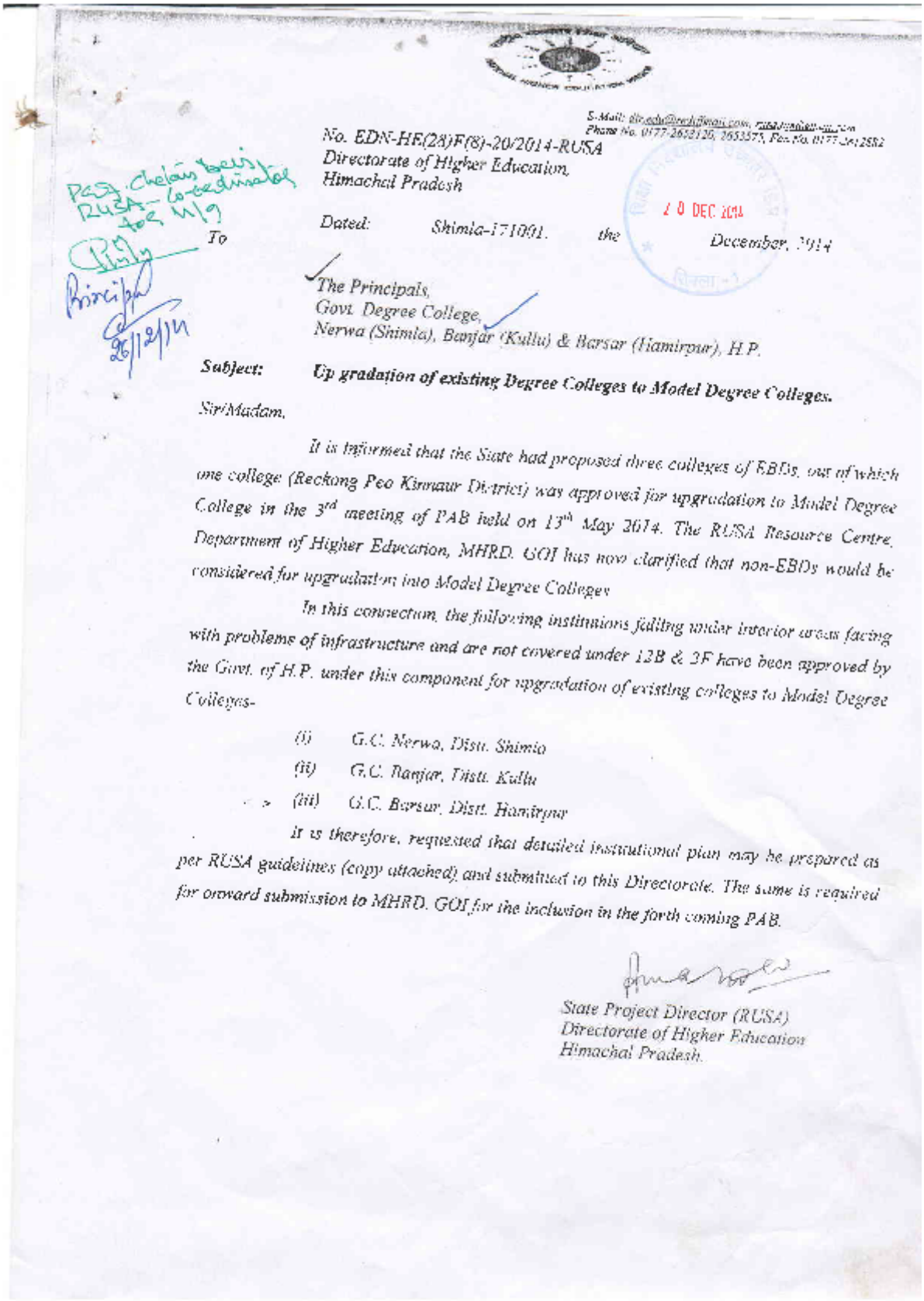
State: Himachal Pradesh

Website: ***www.gdcbanjar.com***

Track ID-HPCOGN17360

Annexure-I

Up gradation as a Model College



E-Mail: dir.edu@rediffmail.com, rusa@nic.in
Phone No. 0177-2652120, 2653575, Fax No. 0177-2612582

No. EDN-HE(28)F(8)-20/2014-RUSA
Directorate of Higher Education,
Himachal Pradesh

Dated: Shimla-171001. the December, 2014

20 DEC 2014

To

The Principals,
Govt. Degree College,
Nerwa (Shimla), Banjar (Kullu) & Barsar (Hamirpur), H.P.

Subject: Up gradation of existing Degree Colleges to Model Degree Colleges.

Sir/Madam,

It is informed that the State had proposed three colleges of EBDs, out of which one college (Reckong Peo Kinnaur District) was approved for upgradation to Model Degree College in the 3rd meeting of PAB held on 13th May 2014. The RUSA Resource Centre, Department of Higher Education, MHRD, GOI has now clarified that non-EBDs would be considered for upgradation into Model Degree Colleges.

In this connection, the following institutions falling under interior areas facing with problems of infrastructure and are not covered under 12B & 2F have been approved by the Govt. of H.P. under this component for upgradation of existing colleges to Model Degree Colleges-

(i) G.C. Nerwa, Distt. Shimla
(ii) G.C. Banjar, Distt. Kullu
(iii) G.C. Barsar, Distt. Hamirpur

It is therefore, requested that detailed institutional plan may be prepared as per RUSA guidelines (copy attached) and submitted to this Directorate. The same is required for onward submission to MHRD, GOI for the inclusion in the forth coming PAB.

State Project Director (RUSA)
Directorate of Higher Education
Himachal Pradesh.

Annexure – II

Affiliation of College

Phone :

HIMACHAL PRADESH UNIVERSITY
SHIMLA

11 NOV 2014

1-194/99- HPU (Acad)

TO WHOM IT MAY CONCERN

This is to certify that Govt. Degree College Banjar, Distt. Kullu (H.P) is affiliated to H.P.University Shimla since 1999 and the following course(s) /subject(s) are being taught in the said College as per approval.

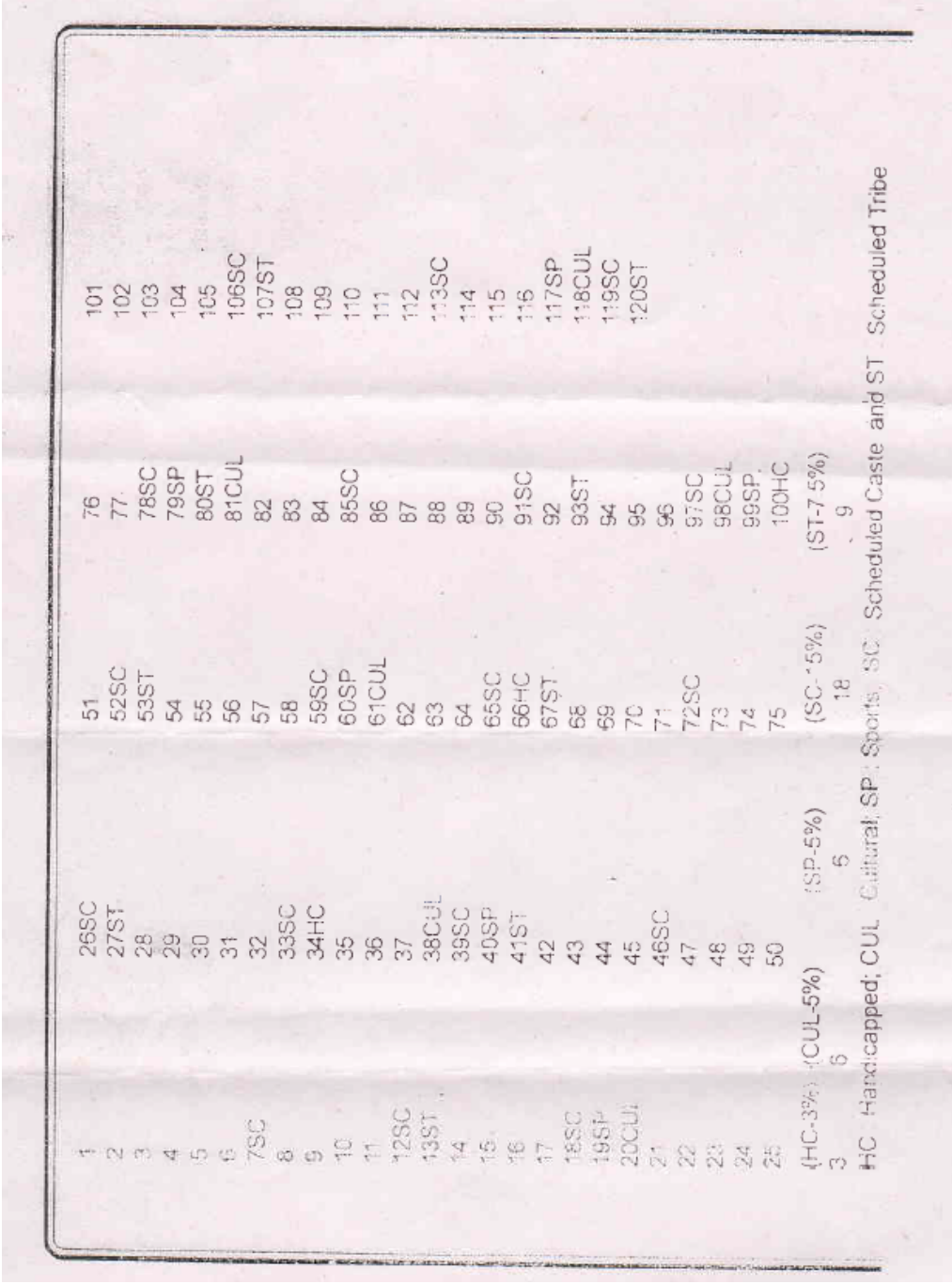
Sr. No.	Name of the Course(s) and Duration	Affiliation	Academic Session
1.	B.A. Three year	Affiliated	w.e.f. 1999-2000
2.	B.Com. Three year	Affiliated	w.e.f. 2002-2003
3.	B.Sc. Three year Medical and Non-Medical	Affiliated	w.e.f. 2011-2012

Registrar

Registrar
Himachal Pradesh University,
Summer Hill, Shimla—171005

Annexure-III

Rooster System

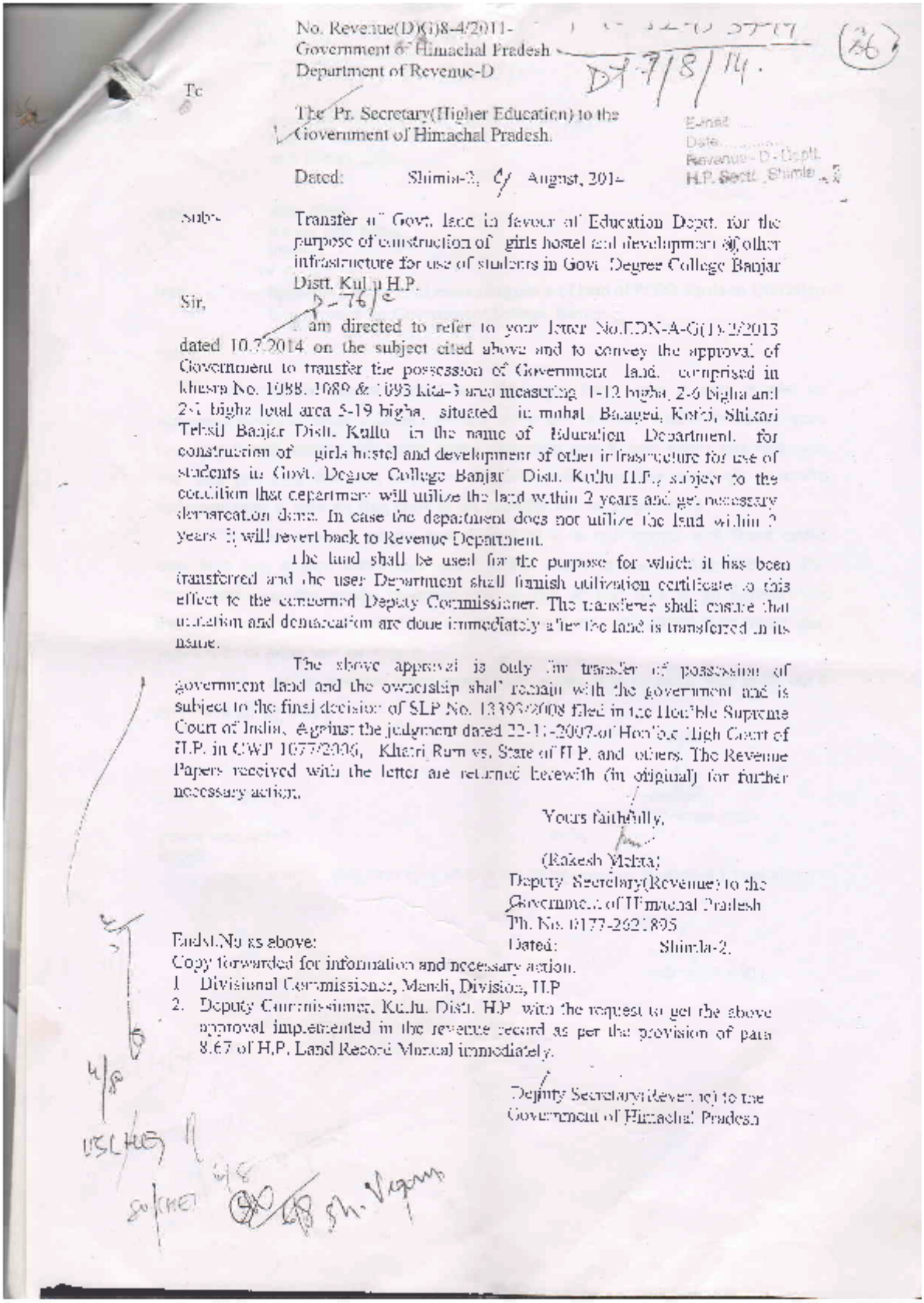


1		51	76	101
2	26SC	52SC	77	102
3	27ST	53ST	78SC	103
4	28	54	79SP	104
5	29	55	80ST	105
6	30	56	81CUL	106SC
7SC	31	57	82	107ST
8	32	58	83	108
9	33SC	59SC	84	109
10	34HC	60SP	85SC	110
11	35	61CUL	86	111
12SC	36	62	87	112
13ST	37	63	88	113SC
14	38CUL	64	89	114
15	39SC	65SC	90	115
16	40SP	66HC	91SC	116
17	41ST	67ST	92	117SP
18SC	42	68	93ST	118CUL
19SP	43	69	94	119SC
20CUL	44	70	95	120ST
21	45	71	96	
22	46SC	72SC	97SC	
23	47	73	98CUL	
24	48	74	99SP	
25	49	75	100HC	
(HC-3%)	50	(SP-5%)	(SC-15%)	(ST-7.5%)
3	(CUL-5%)	6	18	9
6				

HC Handicapped; CUL Cultural; SP Sports; SC Scheduled Caste and ST Scheduled Tribe

Annexure- IV

Transfer of Horticultural Land to Government Degree College Banjar



No. Revenue(D)G)8-4/2011-
Government of Himachal Pradesh
Department of Revenue-D

To

The Pr. Secretary(Higher Education) to the
Government of Himachal Pradesh.

Dated: Shimla-2, 6/ August, 201-

Subject: Transfer of Govt. land in favour of Education Deptt. for the purpose of construction of girls hostel and development of other infrastructure for use of students in Govt. Degree College Banjar Distt. Kullu H.P.

Sir,

I am directed to refer to your letter No.EDN-A-G(1)-2/2013 dated 10.7.2014 on the subject cited above and to convey the approval of Government to transfer the possession of Government land, comprised in khasra No. 1088, 1089 & 1093 kita-3 area measuring 1-12 bigha, 2-6 bigha and 2-1 bigha total area 5-19 bigha, situated in mohal Balagad, Kothi, Shikari Tehsil Banjar Distt. Kullu in the name of Education Department, for construction of girls hostel and development of other infrastructure for use of students in Govt. Degree College Banjar Distt. Kullu H.P., subject to the condition that department will utilize the land within 2 years and get necessary demarcation done. In case the department does not utilize the land within 2 years it will revert back to Revenue Department.

The land shall be used for the purpose for which it has been transferred and the user Department shall furnish utilization certificate to this effect to the concerned Deputy Commissioner. The transferee shall ensure that mutation and demarcation are done immediately after the land is transferred in its name.

The above approval is only for transfer of possession of government land and the ownership shall remain with the government and is subject to the final decision of SLP No. 13393/2008 filed in the Hon'ble Supreme Court of India, Against the judgment dated 22-11-2007 of Hon'ble High Court of H.P. in CWP 1077/2006, Khatri Ram vs. State of H.P. and others. The Revenue Papers received with the letter are returned herewith (in original) for further necessary action.

Yours faithfully,

(Rakesh Mehta)
Deputy Secretary(Revenue) to the
Government of Himachal Pradesh
Ph. No. 0177-2621895

Endst.No as above: Dated: Shimla-2.

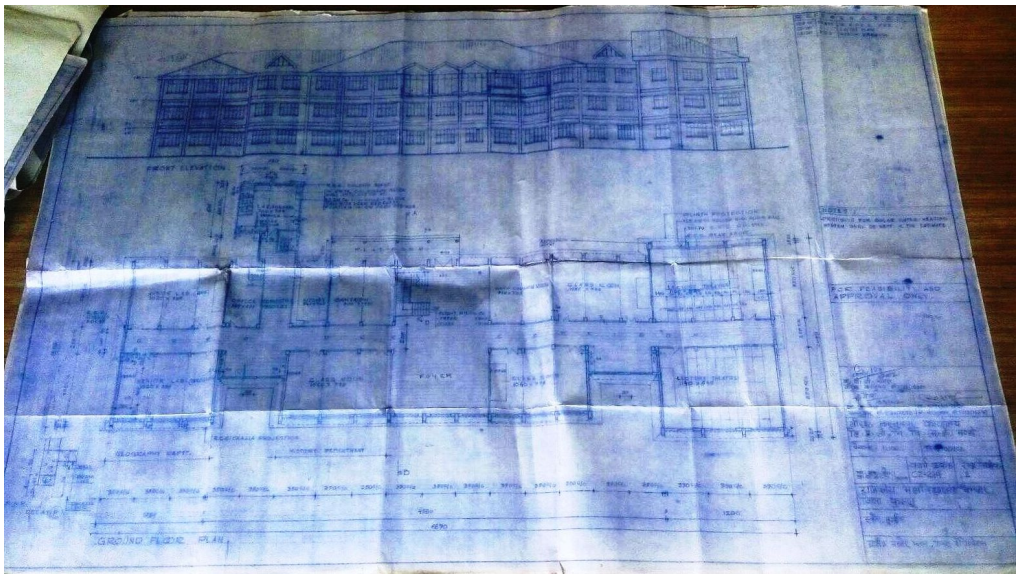
Copy forwarded for information and necessary action.

1. Divisional Commissioner, Mandi, Division, H.P
2. Deputy Commissioner, Kullu, Distt. H.P with the request to get the above approval implemented in the revenue record as per the provision of para 8.67 of H.P. Land Record Manual immediately.

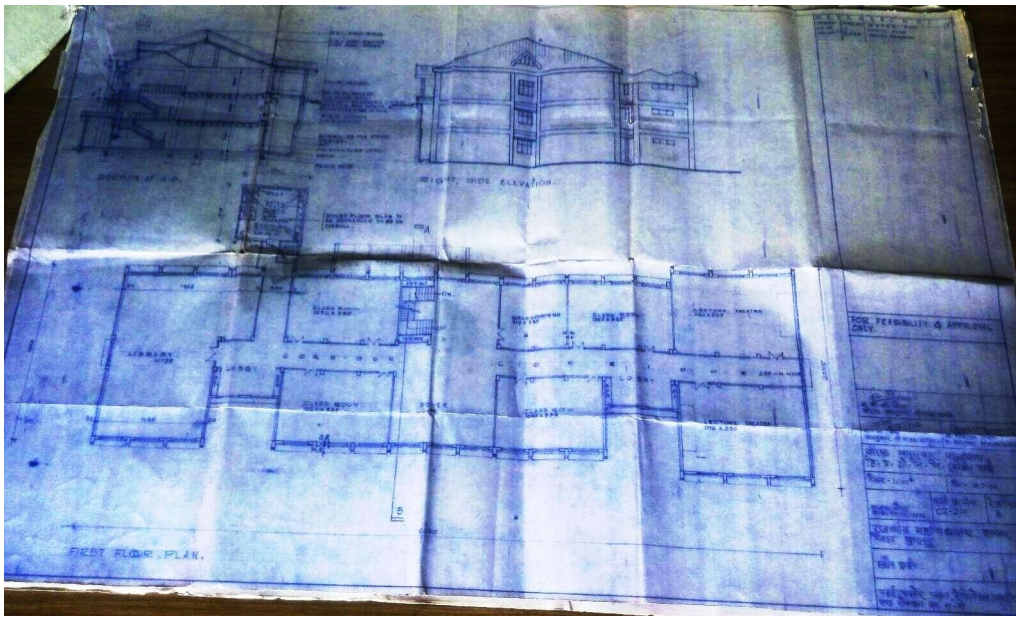
Deputy Secretary(Revenue) to the
Government of Himachal Pradesh

Annexure-V Maps of Floor-wise Plans

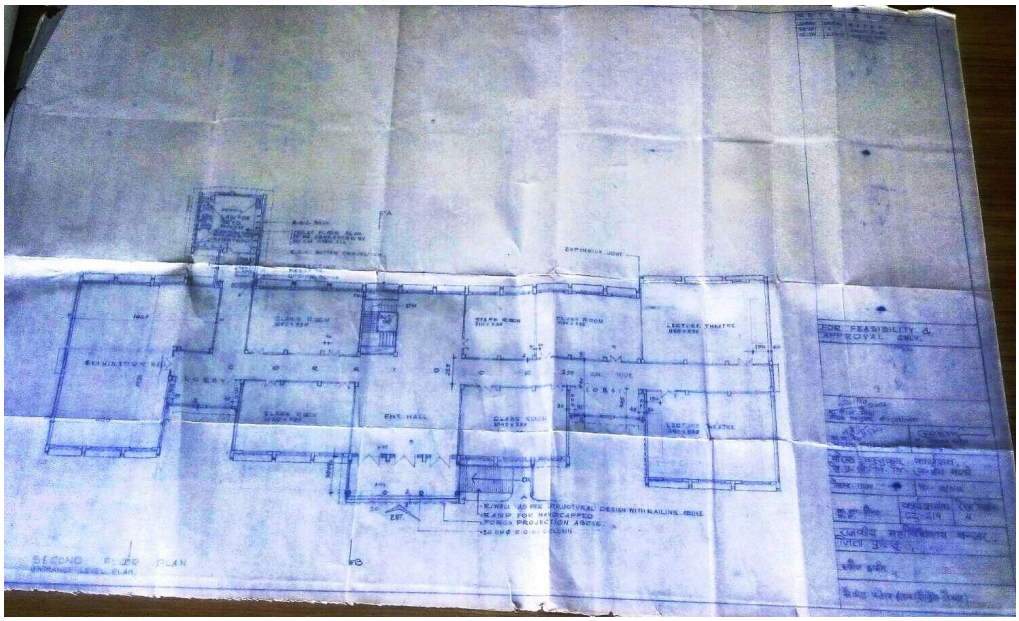
(Ground Floor)



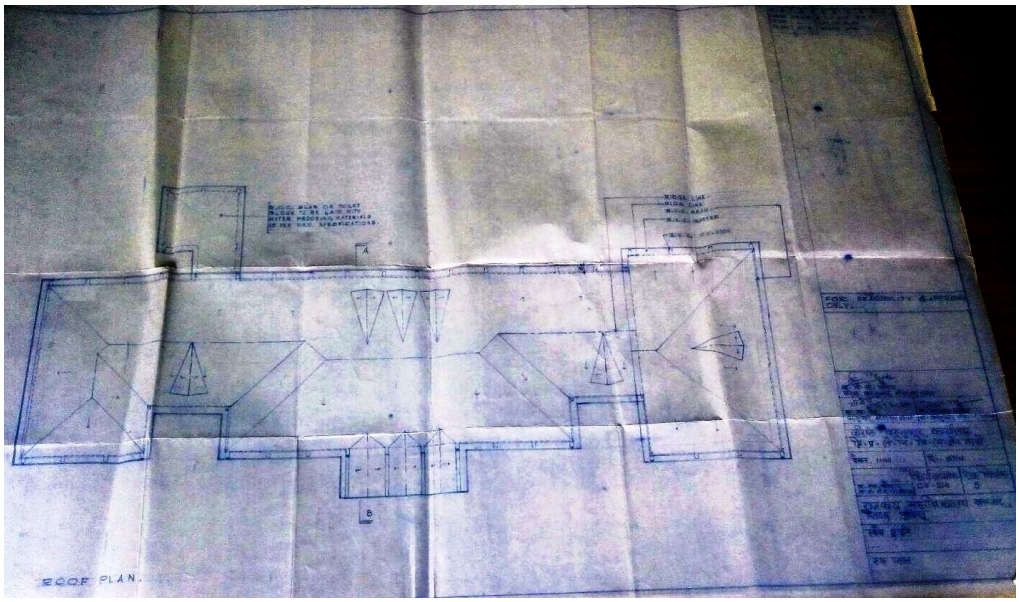
(First Floor)



(Second Floor)

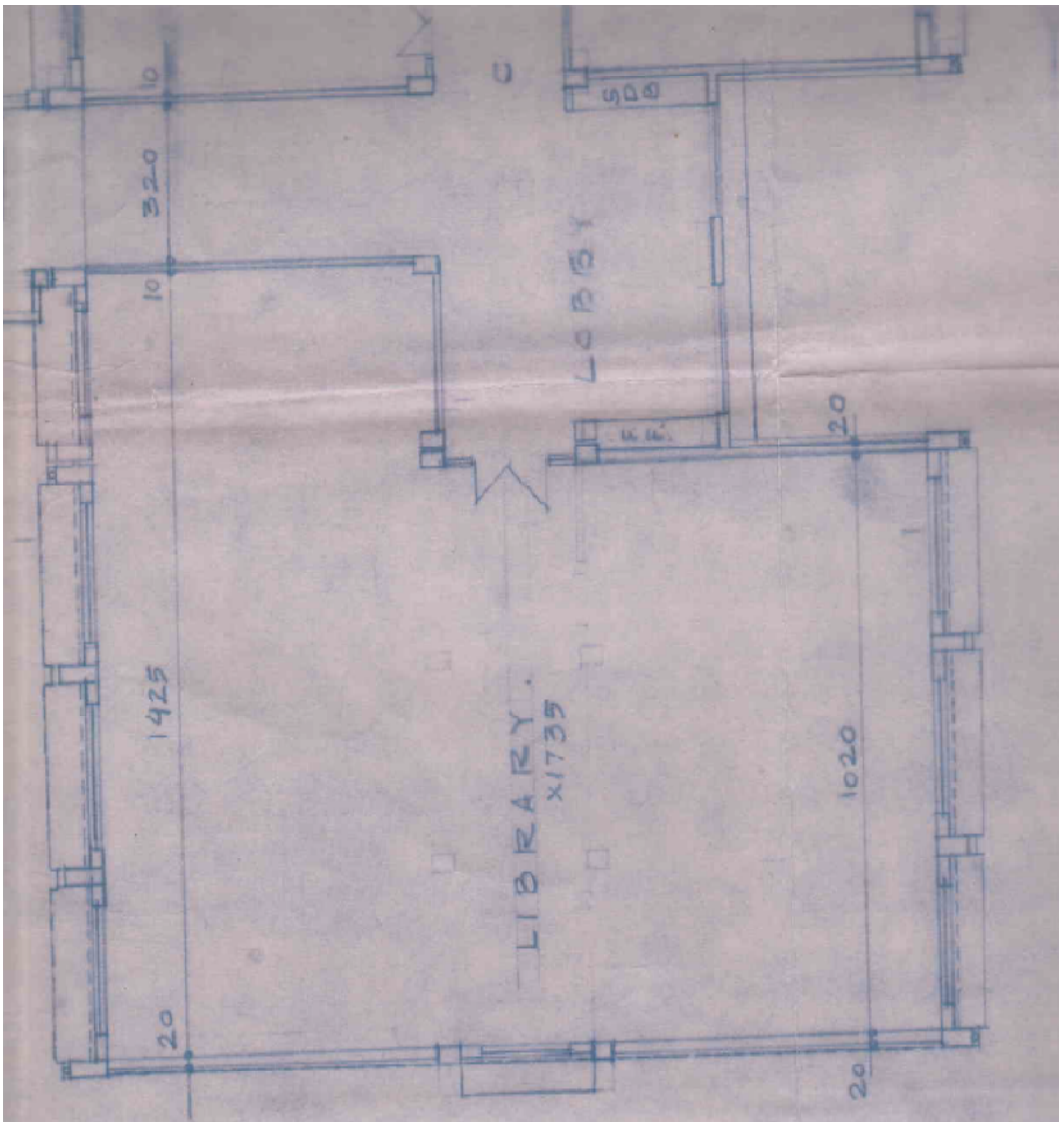


(Roof Plan)



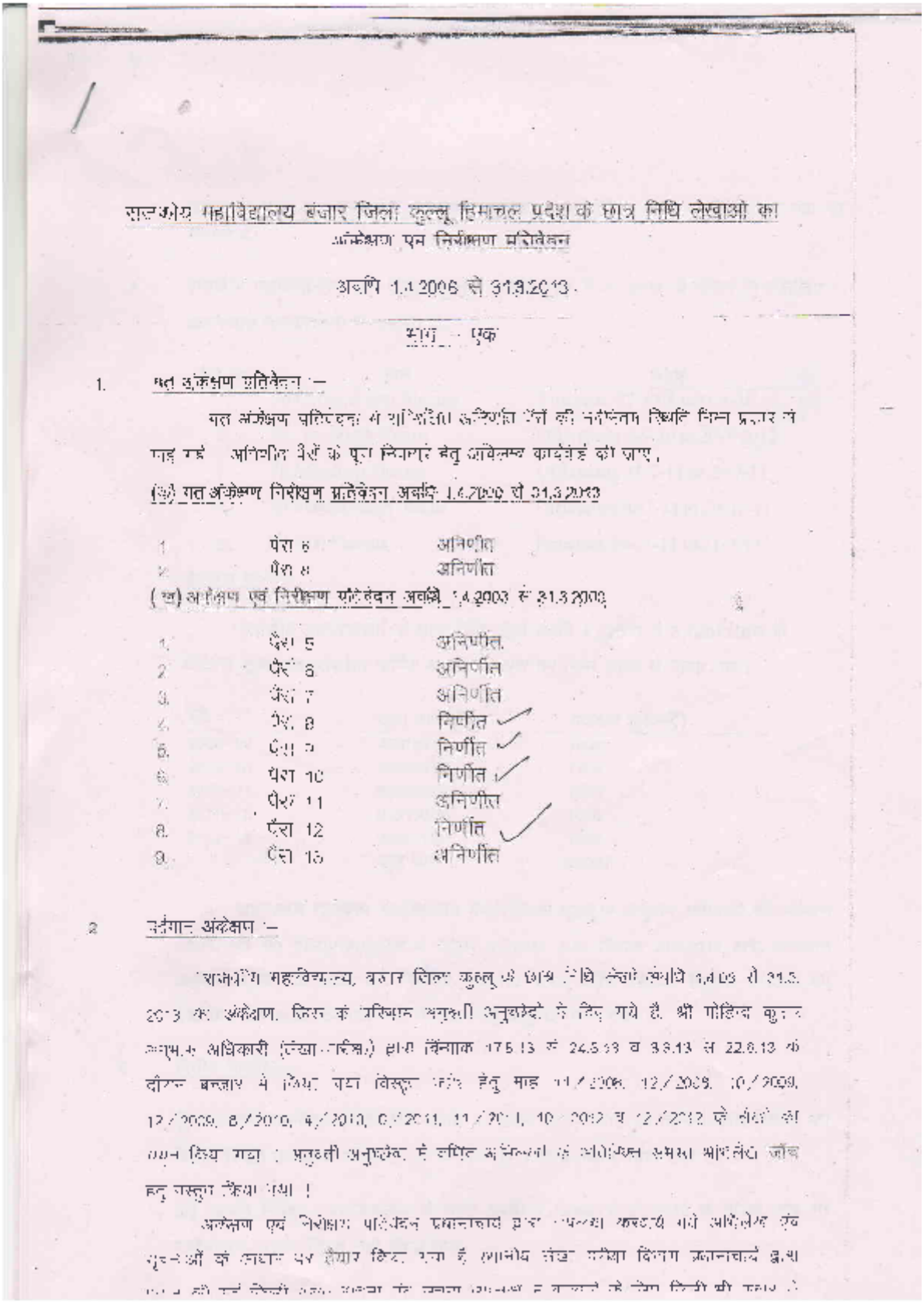
Annexure-V

(Layout of Library)



Annexure-VI

Details of Last Audit



राजकीय महाविद्यालय बंजार जिला कुल्लू हिमाचल प्रदेश के छात्र निधि लेखाओं का अंकेक्षण एवं निरीक्षण प्रतिवेदन

अवधि 1.4.2006 से 31.3.2013

भाग – एक

1. गत अंकेक्षण प्रतिवेदन :–

गत अंकेक्षण प्रतिवेदन में परिलक्षित अनिर्णीत पैरों की नवीनतम स्थिति निम्न प्रकार से पाई गई। अनिर्णीत पैरों के पूरा निपटारे हेतु अविलम्ब कार्यवाही की जाए।

(क) गत अंकेक्षण निरीक्षण प्रतिवेदन अवधि 1.4.2000 से 31.3.2013

1.	पैरा 6	अनिर्णीत
2.	पैरा 8	अनिर्णीत

(ख) अंकेक्षण एवं निरीक्षण प्रतिवेदन अवधि 1.4.2003 से 31.3.2003

1.	पैरा 5	अनिर्णीत
2.	पैरा 6	अनिर्णीत
3.	पैरा 7	अनिर्णीत
4.	पैरा 8	निर्णीत
5.	पैरा 9	निर्णीत
6.	पैरा 10	निर्णीत
7.	पैरा 11	अनिर्णीत
8.	पैरा 12	निर्णीत
9.	पैरा 13	अनिर्णीत

2. वर्तमान अंकेक्षण :–

राजकीय महाविद्यालय, बंजार जिला कुल्लू के छात्र निधि लेखों अवधि 1.4.03 से 31.3.2013 का अंकेक्षण, जिस के परिणाम अनुवर्ती अनुच्छेदों में दिए गये हैं, श्री गोविन्द कुमार अनुभाग अधिकारी (लेखा परीक्षा) द्वारा दिनांक 17.5.13 से 24.5.13 व 3.6.13 से 22.6.13 के दौरान बन्जार में किया गया विस्तृत जांच हेतु माह 11/2008, 12/2008, 10/2009, 12/2009, 8/2010, 4/2010, 6/2011, 11/2011, 10/2012 व 12/2012 के लेखों का चयन किया गया। अनुवर्ती अनुच्छेदों में वर्णित अनिर्णयों के अतिरिक्त समस्त अभिलेख जाँच हेतु प्रस्तुत किया गया।

अंकेक्षण एवं निरीक्षण प्रतिवेदन प्रधानाचार्य द्वारा उपलब्ध करवाये गये अभिलेख एवं सूचनाओं के आधार पर तैयार किया गया है। स्थानीय लेखा परीक्षा विभाग प्रधानाचार्य द्वारा [illegible]

7b

जलवद्यी नहीं होगा स्थानीय लेखा परीक्षा विभाग का संबंधित कार्यालय माह तक ही सीमित है।

3. राजकीय महाविद्यालय बंजार जिला कुल्लू में अवधि 4/08 से 3/2013 के दौरान निम्नलिखित प्रधानाचार्य महाविद्यालय में तैनात थे।

क्रम सं0	नाम	अवधि
1	Smt.Dhanaswari Sharma	Principal 27-3-08 to 31-8-10
2	Sh. Tej Singh Verma	Officiating 1-9-10 to 20-7-2011
3.	Sh.Mandeep Sharma	Officiating 21-7-11 to 29-9-11
4.	Sh.Sunder singh thakur	Officiating 30-9-11 to 20-11-11
5.	Dr.Ajai Sharma	Principal 20-11-11 to 31-3-13

4. अंकेक्षण शुल्क :–

राजकीय महाविद्यालय के छात्र निधि लेखा अवधि 4/2009 से 3/2013 तक के अंकेक्षण शुल्क का संकलन वार्षिक लेखा के आधार पर निम्न प्रकार से किया गया।

वर्ष	कुल आय (₹)	अंकेक्षण शुल्क (₹)
2008–09	458188.00	7000
2009–10	588605.00	7000
2010–11	603823.00	7000
2011–12	668130.00	7000
2012–13	685761.00	7000
	कुल योग	35000

प्रधानाचार्य राजकीय महाविद्यालय बंजार जिला कुल्लू के अनुमोदन अधिकारी की अंकेक्षण अधिसूचना सं0 फिन(एस0ए)/ग्रु ए के कुल्लू 6/2013, 9-12 दिनांक 24.6.2013 द्वारा एकत्रित अंकेक्षण शुल्क की राशि का सेक्टेरक, स्थानीय लेखा परीक्षा कैम्प, शिमला–171009 को रेजरीकल बैंक ड्राफ्ट के माध्यम से भिजवाने हेतु अनुरोध किया गया।

5. वित्तीय स्थिति :–

(i) राजकीय महाविद्यालय के लेखा अवधि 4/2008 से 3/2013 की वित्तीय छात्र निधियों की वित्तीय स्थिति का ब्यौरा परिशिष्ट "ज" के पृ0 सं0 1 से 3 तक में दिया गया है।

(ii) <u>आवर्ती निवेश</u> – महाविद्यालय के लेखा अवधि 4/2008 से 3/2013 के दौरान कोई भी दीर्घकालीन आवर्ती निवेश नहीं किया गया।

6. शैक्षणिक भ्रमण व वार्षिक समारोह हेतु छात्रों से ₹14308.50 की अनाधिकृत वसूली –

छात्र निधि लेखों अवधि 4/08 से 3/2013 के अभिलेख की जाँच पड़ताल करने पर पाया गया कि महाविद्यालय में छात्रों से प्रवेश के समय शैक्षणिक भ्रमण व वार्षिक समारोह के लिये ₹2 व ₹3 प्रतिछात्र वसूली की गई जो कि अनियमित ही नहीं, अनुचित भी थी। अतः निम्न विवरणानुसार वसूल की गई अनाधिकृत छात्र निधि की राशि बारे स्थिति स्पष्ट की जाए व एकत्रित राशि को सक्षम अधिकारी की कार्यान्तर स्वीकृति से नियमित करवाया जाये तथा भविष्य में इस प्रकार की अनुचित अनियमित छात्र निधि की वसूली का तुरन्त रोक लगाई जाए। व अनुपालना से इस विभाग को अवगत करवाया जाये।

सत्र	वसूली की गई राशि शैक्षणिक भ्रमण	वार्षिक समारोह
2009–09	982	1227.50
2009–10	1122	1402.50
2010–11	1280	1601.00
2011–12	1444	1804.50
2012–13	1378	2057.00
कुल योग	6226	8102.50=14308.50

7. म्युचुअल बैनीफिट निधि की ₹8170/– की अनाधिकृत वसूली–

निधि लेखों अवधि 4/08 से 3/2013 की जाँच पड़ताल करने पर पाया गया कि महाविद्यालय में म्युचुअल बैनीफिट निधि की छात्रों से वसूली की गई जबकि student aid fund की निश्चित निधि के साथ पृथक से वसूल किया गया इस प्रकार महाविद्यालय में छात्रों से उपरोक्त दोनों छात्र निधि ₹2 प्रति छात्र वसूले गये जबकि केवल student aid fund की वसूली ही नियमानुसार की जानी आवश्यक थी। अतः छात्रों से म्युचुअल बैनीफिट निधि छात्रों से अनियमित रूप से वसूल करने बारे स्थिति स्पष्ट की जाए व वसूली गई राशि को सक्षम अधिकारी की कार्यान्तर स्वीकृति से पर नियमित किया जाये। भविष्य में इस प्रकार के छात्र निधि एकत्रित करने पर रोक लगाई जाए व अनुपालना से इस विभाग को अवगत करवाया जाये।

8. ₹ 975.50 की फीस व निधि की राशि की कम वसूली:–

अंकेक्षण के दौरान अवधि 4/08 से 3/2013 की फीस व निधि रसीदों की जाँच करने पर पाया कि निम्न लिखित रसीदों की फीस व निधि संग्रह रजिस्टर में कम राशि दर्ज की गई। कम लेखाबद्ध राशि की वसूली करके सम्बन्धित छात्र निधि में जमा करवाया जाये व अनुपालना की जाँच आगामी अंकेक्षण में करवाई जाय।

रसीद संख्या	दिनांक	छात्र का नाम	रसीद अनुसार राशि	निधि संग्रह रजिस्टर में दर्ज राशि	कम दर्ज राशि
2588	30.6.10	कुसुम शर्मा	1085.50	785.50	300.00
2591	30.6.10	भाग सिंह	675.50	-	675.50
				कुल योग	975.50

9. ₹ 397 की राशि का रोकड़ वही में कम जमा किया जाना:–

फीस व निधि संग्रह रजिस्टर में दर्ज प्रविष्टि का विभिन्न निधियों की रोकड़ वहियों से मिलान करने पर पाया गया कि निम्नलिखित मामलों में विभिन्न छात्र निधियों की रोकड़ वहियों में कम राशि जमा की गई जिस बार स्थिति स्पष्ट की जाए व वसूली करके राशि सम्बन्धित छात्र निधियों में जमा करके अनुपालना की जाँच आगामी अंकेक्षण में करवाई जाये:

निधि का नाम	रोकड़ वही पृ० सं०	दिनांक	फीस व निधि संग्रह रजिस्टर में दर्ज राशि ₹	रोकड़ वही में जमा राशि रू	कम जमा हुई राशि ₹
जियोग्राफी निधि	111	25.6.10	855	765	90
सैंबर एण्ड रेन्जर निधि	9	5.7.10	1965	1950	15
जियोग्राफी निधि	111	3.7.10	1350	1305	45
गिश्रित निधि	14	30.6.10	7977	7730	247
				कुल योग	397.00

10. खेल कूद प्रतियोगिताओं व सांस्कृतिक प्रतियोगिताओं में भाग लेने पर बस किराये में आवश्यक छूट न लेने के फलस्वरूप ₹ 9024.00 की हानि अनिक व्यय:-

उक्त लेखि संख्या अदक्षे 14/08 से 3/2013 का अभिलेख की जांच करने पर पाया गया कि महाविद्यालय के छात्रा द्वारा विभिन्न खेलकूद व सांस्कृतिक प्रतियोगिताओं में भाग लेने पर बस किराये में छूट का लाभ नहीं लिया गया है अर्थात् सिंह द्वारा छात्र/छात्रा संख्या को खेलकूद व सांस्कृतिक प्रतियोगिताओं में भाग लेने पर बस किराये में भुगतान पर 50% छूट का प्रावधान है। उक्त योजना के अनुपालन में किराये में छूट न लेने के फलस्वरूप महाविद्यालय को ₹ 9024.00 की हानि / अनिक व्यय किया गया जिस का व्यौरा परिशिष्ट 'ख' में दिया गया है। अतः आवश्यक छूट न लेने के फलस्वरूप छूट लेने में अधिक व्यय वाले निर्गति रु0का को जारी न अधिक किये गये व्यय की सक्षम अधिकारी की कार्योत्तर स्वीकृति लेकर नियमित किया जाये अन्यथा संबंधित स्त्रोत से उसकी राशि जमा करवाई जाए। भविष्य में खेलकूद व सांस्कृतिक प्रतियोगिताओं में भाग लेने के लिये रियायती किराये की सुविधा का लाभ लिया जाना भी सुनिश्चित किया जाये।

11. मिथित निधि से ₹124572-00 का अनियमित भुगतान:-

महाविद्यालय के मिथित निधि लेखा अवधि 4/08 से 3/2013 के अभिलेख की जांच करने पर पाया गया कि मिथित निधि से महाविद्यालय के विभिन्न कार्य हेतु ₹124572-00 का भुगतान ऋण के तौर पर विभिन्न प्रयोजन हेतु किया गया जो कि उक्त निधि, पर लक्षित प्रकार नहीं था अतः निम्नलिखित व्यय की संबंधित स्रोत से भरपाई कर के यदि वो मिथित निधि में जमा करवाया जाये। कार्यालय में इस प्रकार के व्यय का मिथित निधि से न किया जाये तथा अनुपालना की जाँच आगामी अंकेक्षण में करवाई जाये।

संकल्प वही पृ0 सं0	दिनांक	जिस उद्देश्य हेतु भुगतान किया गया	राशि
76	18.12.09	बिजली का मीटर स्थापित करने के लिये	46211
76	16.12.09	कार्यालय प्रयोग हेतु व्यय	4301
80	23.4.10	टेलीफोन बिल भुगतान	12478
22	6.11.11	बिजली खपत बिल	12002
22	28.11.11	कार्यालय आकस्मिक व्यय	9105
22	28.11.11	टेलीफोन बिल भुगतान	1134

40	1.12.12	टेलीफोन बिल भुगतान	2272
41	6.12.12	बिजली स्पष्ट बिल	19651
42	26.12.12	बिजली व टेलिफोन बिल	6067
43	26.12.12	कार्यालय आकस्मिक व्यय	15598
		कुल योग	124575.00

12. ₹ 3221.00 की राशि का भुगतान मिश्रित निधि से बिल सं0 927, दिनांक 17.10.11 द्वारा मै0 ठाकुर इलेक्ट्रोनिकल, बन्जार को बिजली का सामान खरीदने हेतु किया गया। उक्त बिल की जाँच करने पर पाया गया कि उक्त फर्म के बिल के वास्तविक योग ₹2221.00 बनता था तथा उन्हें इतनी ही राशि देय बनती थी उपरोक्त फर्म को ₹1000.00 के अधिक भुगतान वाले स्थिति स्पष्ट की जाए व अधिक भुगतान की वसूली करके राशि को मिश्रित निधि में जमा करवाया जाये व अनुपालना की जाँच आगामी अंकेक्षण में करवाई जाये।

13. ₹15596.00 की राशि का ऋण महाविद्यालय की यूनिवर्सिटी कंटीनुएशन फीस हेतु रोकड़ वही मिश्रित निधि से लिया गया है जिसे अंकेक्षण अवधि तक मिश्रित निधि में वापिस नहीं किया गया था अतः उपरोक्त ऋण की राशि को उचित स्त्रोत से प्राप्त कर के मिश्रित निधि में जमा करवाया जाये तथा अनुपालना से इस विभाग को अवगत करवाया जाये।

14. यूनिवर्सिटी निधि अवधि 4/06 से 3/2013 के लेखों के अभिलेख की जाँच करने पर पाया गया कि निम्नलिखित मामलों में वास्तविक भुगतान से सम्बन्धित प्राप्ति की रसीदें अभिलेख में नहीं लगाई है। अतः भुगतान की रसीदों को प्राप्त करके सत्यापनार्थ आगामी अंकेक्षण में प्रस्तुत किया जाए अन्यथा वसूली करके राशि छात्र निधि में जमा करवाई जाए।

माह	रोकड़ वही पृ0 सं0	संस्था का नाम	विवरण	राशि
11/2011	36	हि0प्र0 विश्वविद्यालय	रजिस्ट्रेशन फीस यूथ फीस	12870
11/2011	30	हि0प्र0 विश्वविद्यालय	रजिस्ट्रेशन फार्म	1490

15. मिश्रित निधि से दिनांक 20.12.12 को बिल संख्या 5349 दिनांक 28.11.12 द्वारा मै0 नन्ता जो एसोसिएट गाइल को मु0 ₹7990/- का भुगतान एक्वागार्ड खरीदने हेतु किया गया। जाँच करने पर पाया गया कि एक्वागार्ड की स्टॉक रजिस्टर में प्रविष्टी नहीं की गई। बिना स्टॉक प्रविष्टी किये प्राप्ति को दर्शाए बिना भुगतान कर दिए जाने वाले स्थिति स्पष्ट की जाए। उपरोक्त खरीद की स्टॉक प्रविष्टी कर के अनुपालना की जाँच आगामी अंकेक्षण में कार्यवाई जाये। अन्यथा व्यय राशि की वसूली करके राशि छात्र निधि जमा कार्यवाही जाए।