



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	GOVERNMENT COLLEGE KARSOG
Name of the head of the Institution	Dr. Deepa Sharma
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01907-222116
Mobile no.	9816622838
Registered Email	karsoggc@gmail.com
Alternate Email	gul.mahajan@gmail.com
Address	Government College Karsog, District Mandi
City/Town	Karsog
State/UT	Himachal pradesh
Pincode	175011

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Gulshan Mahajan</b>
Phone no/Alternate Phone no.	<b>01907222116</b>
Mobile no.	<b>9418033424</b>
Registered Email	<b>karsoggc@gmail.com</b>
Alternate Email	<b>gul.mahajan@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.gckarsog.edu.in/AOAR.html">http://www.gckarsog.edu.in/AOAR.html</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://www.gckarsoq.edu.in/College-Prospectus.pdf">http://www.gckarsoq.edu.in/College-Prospectus.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.49</b>	<b>2011</b>	<b>16-Sep-2011</b>	<b>15-Sep-2016</b>

<b>6. Date of Establishment of IQAC</b>	<b>20-Jul-2010</b>
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<b>7. Internal Quality Assurance System</b>		
Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Counseling of students for Prospects in Higher Education</b>	<b>25-Aug-2017 2</b>	<b>458</b>

Outreach and Extension Programme and Environment Awareness	15-Sep-2017 3	253
Invited Lectures for the benefit of students	08-Feb-2018 2	605
Counseling of Girl students about Sexual and Reproductive Health and Personal Hygiene	08-Mar-2018 1	648
To invite retired University Professors for taking seminars of PG Students	24-Nov-2017 2	35
No Files Uploaded !!!		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

Counseling of students for Prospects in Higher Education

Counseling of Girl students about Sexual and Reproductive Health and Personal Hygiene

Emphasis on Extra-Curricular Activities along with curriculum for overall development of students

Capacity Building Programme for the staff members

Outreach and Extension Programme

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Counseling of students for Prospects in Higher Education	The IQAC with the help of Career Counseling Cell initiated the counseling sessions for students about Higher Education and career opportunities in respective fields. Special lectures for students were arranged and the invited speakers appraised the students about latest trends in the field of education.
Environment awareness through NCC, NSS and R & R and outreach and extension programmes with the community.	Environment awareness was done through outreach and extension programmes where students showed active participation. The direct interaction with the community was established through these activities and made the students and people aware about it.
Sensitization by Women Cell	The Women Cell of the college in collaboration with HP State Commission for Women conducted an Awareness programme on Woman's Day. The girls students were sensitized about the sexual and reproductive health and personal hygiene. in March
Capacity Building Programme for Staff	Special sessions about official procedures, financial management, income tax and use of ICT were conducted for the staff of the college.
Emphasis on Extra-Curricular Activities	Various clubs and societies of the college organized their functions in order to inculcate in the students the spirit of all round performance and the emphasis is laid on the overall development of the students. The college organizes CSCA Cultural Function which is fully managed by the CSCA showcasing their inherent talent. The students are also encouraged to participate in HP University Youth

Festivals and Sports Championships held every year so that they get an opportunity to represent the institution and get an exposure which help in their overall development.

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	23-Mar-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	02-Mar-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Institution has its own student management system which keeps record of student admission details, their fee and funds, fine, categorywise details, etc. Since, this institution is a government institution so data of the working staff is centrally managed by the Directorate of Higher Education, which keeps record of their service through eservice book portal. The salary of the staff is also generated by the esalary software of Himachal Pradesh government. All payments are automatically made by the central server of Himachal Pradesh Government through NEFT to the respective account. There is also a portal of Government for various scholarships to students. The student can apply online for scholarships, which is credited to students' account through NEFT after verification.

Part B

**CRITERION I – CURRICULAR ASPECTS**

## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

In the beginning of session, academic calendar is prepared and published in the prospectus. The faculty ensures well-planned curriculum delivery as per the guidelines laid out in the academic calendar. For effective implementation of curriculum teachers are using variety of teaching methods using ICT enabled techniques. The teachers also assess the students' growth and progress through assignment, class test, group discussion, quiz, presentations through seminar and project. In order to assess the progress of students, the Mid Term Tests are conducted after the completion of 70% of syllabi. The answer sheets are checked and shown to the students for clarification and then teachers discuss the question papers in detail to them. Seminars are conducted where invited speakers guide the students about the nuances of respective subjects. Learning by doing is the best method to understand the scientific concepts and students are encouraged to apply that in their day-to-day life. Institution has well-established labs of different subjects in which students understand practicality of these concepts.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	Political Science	01/07/2017
MA	Hindi	01/07/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BCom	Projects on e-banking, LIC, MGNREGA, GST, Public Transport, Retail Management	72
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained
The institution follows a healthy practice of obtaining the feedback from students and teachers, which is analyzed and utilized for overall development of the institution. In order to compile the feedback, a questionnaire is being designed by keeping in view all the criterions. The valuable information is analyzed by the committee members and the outcomes are communicated to the respective teachers for further improvement of teaching-learning and to the college administration for implementation in the interest of students.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1835	91	16	0	9

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

**No Data Entered/Not Applicable !!!**

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

We have well-organized mentoring system available in the institution that operates from the beginning of the session. The college admission committees guide the students to help them in choosing the subject of their interest for the degree courses and also make them aware about the prospects. The students are supported through remedial coaching classes and mentoring. The final year students are guided by Career Counselling Cell to locate their fields and subjects of higher education in various institutes/universities. Special classes for preparation for the entrance exams of various universities are also taken by faculty members. The students are also guided through forming groups for seminars and the students are encouraged to participate in presenting the topics assigned to them. Such activities help in enhancing the speaking skills, confidence in students and provide them a platform for better learning. For the wholesome growth of students, various functions are organized by the societies, clubs and subject societies where they get ample opportunities to sharpen their skills and showcase their talent.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1926	25	1:77

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	25	10	1	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	VI	24/04/2018	15/06/2018
BSc	B Sc	VI	18/04/2018	15/06/2018
BCom	B Com	VI	20/04/2018	15/06/2018
MA	English	IV	20/06/2018	28/09/2018
No file uploaded.				

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

For the Continuous Internal Evaluation (CIE), there is a procedure of Internal Assessment which is of thirty marks (15105). The internal examinations are



conducted before the end of every semester which includes theory paper of fifteen marks. The class assignments, class tests, presentations are also taken by teachers carrying ten marks. Depending upon the percentage of attendance above the minimum 75 criteria, up to five marks are allotted to the student.

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

The academic calendar is prepared every year and published in the college prospectus for the information of students. The calendar includes the information about the Mid Term Tests to be conducted by the college and the End Term Examination (As per the Academic calendar of HP University). The academic calendar is also linked on the college website for wider publicity.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

**No Data Entered/Not Applicable !!!**

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	BA	349	349	100
B Com	BCom	B Com	70	70	100
B Sc	BSc	B Sc	100	100	100
MA	MA	MA	14	14	100
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## 2.7 – Student Satisfaction Survey

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

[http://www.gckarsog.edu.in/Feedback/Feedback\\_2017-18.pdf](http://www.gckarsog.edu.in/Feedback/Feedback_2017-18.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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No Data Entered/Not Applicable !!!

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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No Data Entered/Not Applicable !!!

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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No Data Entered/Not Applicable !!!

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

Name of the Department	Number of PhD's Awarded
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No Data Entered/Not Applicable !!!

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

Type	Department	Number of Publication	Average Impact Factor (if any)
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Department	Number of Publication
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English

2

[View File](#)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Number of Faculty	International	National	State	Local
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No Data Entered/Not Applicable !!!

[View File](#)

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

[View File](#)

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

[View File](#)

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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No Data Entered/Not Applicable !!!

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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No Data Entered/Not Applicable !!!

No file uploaded.

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
517946	385857

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	107	48	2	6	2	5	11	2	43
Added	0	0	0	0	0	0	0	0	0
Total	107	48	2	6	2	5	11	2	43

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

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

**No Data Entered/Not Applicable !!!**

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2132790	1303332	786529	482054

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The grant received by the college from government and other agencies are utilized for new construction, renovation and upkeep all the infrastructure of the college. New building is under construction just adjacent to the present college building. The construction and maintenance is carried out by the State Public Work Departments (PWD). To ensure the safety of the students, CCTV cameras are fixed at certain points and the control of these cameras is monitored at the Principal Room. The Laboratories of the Faculty of Science, Department of Geography, IT Lab, and Language-cum-Career Lab are well-maintained with state-of-the-art and latest techniques. The equipments are purchased by individual departments with the help of Purchase Committee. The items purchased are entered in the stock registers. The library of the college has text-books, magazines and a regular supply of newspapers supplement the reading habit of the students and provide them access for wider knowledge. The library also provides the internet access to the students and teachers. The library maintains register of students and the staff visiting the library. The college has IT Lab where students learn whenever they get the time to visit the lab during college hours. To make the students equipped with basic knowledge of computers, the students are given preference to learn computers in the IT Lab. Ensuring the safety of the students, the fire extinguishers are installed and checked every year. Sports play an important role in the lives of a many students. There are various facilities to engage all students through gym and sports activities in college. The students participate in Inter-College Championships held every year in Cricket, Kabaddi, Kho-Kho, Boxing, Badminton, etc. annual Athletic Meet is organized commemorating the birth anniversary of Hockey wizard Dhyana Chand that provides an opportunity for the athletes of the college for participation in sports actively.

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

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

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

No Data Entered/Not Applicable !!!

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
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No Data Entered/Not Applicable !!!

[View File](#)

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

No Data Entered/Not Applicable !!!

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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No Data Entered/Not Applicable !!!

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
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No Data Entered/Not Applicable !!!

[View File](#)

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

Activity	Level	Number of Participants
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No Data Entered/Not Applicable !!!

[View File](#)

## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

Democracy is a government of people by the people for the people. In Democracy, representatives of people are elected by casting vote in or against the candidates. Similarly there is also a provision of election in Universities and Colleges. However, Himachal Pradesh University has not been conducting students' election on account of certain reasons. So, the University has decided to form CSCA on merit basis. In this process, President, Vice President, Secretary and Joint Secretary were nominated on the basis of merit in their academic fields. During the above session, Heena, student of M.A Hindi, was nominated for President of CSCA. Beside this, she has been topper of Entrance test of MA in CU Dharmshala. The representatives of CSCA raised their demands before Chief Minister of Himachal Pradesh demanding maintenance of Girls' hostel in the college. Besides, newly nominated CSCA body organized CSCA Function 'Unnayan' in which various cultural activities like Folk dance, Solo Dance, Solo Song, Group Song, Folk Song, Western Song, Mime, Mono Acting, Skit, etc. were made to perform. Fascinatingly, CSCA has been working cordially with the College administration while conducting different activities in the college campus. Thus, CSCA proved to be supportive body to the development of institution like college.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

52

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

The College Principal constitutes various committees at the beginning of each academic session for smooth working all round the year. Various committees are College governance (RUSA), Admission, IQAC, House Examination, Discipline, Library, Canteen, Hostel, CSCA advisory, Campus Beautification, Scholarship, Purchase, University Examination Forms and Bus Pass Attestation, Committee against Sexual Harassment, Women Cell, Subject societies, Anti Ragging Committee, Career Counselling Cell, College website, Sports, Time-Table Committee, College Magazine committee, etc. IQAC decentralizes its work that



has a significant impact on policy, planning and management of the college. At the same time, decentralization is seen as a means of improving the efficiency of education system and the quality of educational services. In order to carry out different activities? academic and co-curricular to enhance the knowledge of the students there are different facilities like IQAC, Computer lab/UGC Resource Centre, Conference Hall, Smart Class, Language Lab, etc. in this institution. The college administration is participative and regular meetings are convened amongst the Principal, staff members and students in implementing efficient plans. The matters at the department level are discussed by the senior most faculty member of the concerned department with the Principal. This gives the faculty an enormous sense of belonging and pride in the institution and this brings out the best in them. At various levels the college grooms the Governance council, Principal, teaching staff, non-teaching staff, supporting staff, student representatives (CSCA), PTA, Alumni and various committees jointly empowered to propose, design, formulate and execute their plans within the frame work of governance. The Academic, Administrative, NCC, NSS, RR, IQAC all are working together for the smooth running and over all functioning of this college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	On the outset of new academic session the college, the Principal constitutes various committees and clubs comprising of the staff to coordinate different activities throughout the year to ensure smooth functioning of the college. Human resources are effectively and efficiently utilized for strengthening the departments and for community extension activities. College send the new recruits for induction, orientation and training programmes periodically to the various training centres in order to enhance capacities of staff.
Library, ICT and Physical Infrastructure / Instrumentation	The library has pleasant reading atmosphere with ample seating capacity. It has a separate section of books meant for preparation of competitive examinations requisition forms are also available for students for requisitioning books of their choice. The library has about 13,726 books in different subjects. Internet service has been made available to the library users. Latest books magazines are constantly purchased from time to time. To keep the students updated, Hindi and English newspapers are made available. Open access is provided to all staff members and students to the ICT



resources available in the college to hone their IT skills. The College is in the process of expanding its campus by constructing a new building adjacent to the older as the new courses are being introduced. Classrooms/laboratories are being equipped with the projectors for facilitating the teaching and learning. New instruments/apparatus are constantly procured for different laboratories.

Research and Development

The faculty members along with their teaching duties also devote time for research and present papers in various national/international conferences.

Examination and Evaluation

Being an affiliated college under Himachal Pradesh University, Shimla, we follow the University rules and norms. The college evaluates the students by conducting house tests, class tests and oral tests. The University introduced the CCA for improving the evaluation process. The examination process and Internal Assessment system is totally transparent and impartial. The results are displayed on the notice board for a stipulated period for students to raise doubts, if any. Internal Assessment, has a weightage of 30 percent of the final marks wherein class performance, assignments, attendance, house tests, class tests are a part of Internal Assessment.

Teaching and Learning

To impart quality education to students, the faculty members use Information and Communication Technology (ICT) tools as modern techniques for teaching. The faculty members also conduct the seminars in their department regularly. The seminars are conducted in the IT lab and the Conference Hall. Faculty members regularly go for sessions conducted at State Council of Education Research and Training (SCERT), Solan and Dharamshala (HP) to enhance their teaching skills. Apart from classroom interaction, the different tools used are LCD Projectors, Smart Classrooms, OHP Projectors, etc. Meaningful learning is done through guided teaching and guided library assignments, group discussion, seminars, debates, quiz, class tests, viva, etc. Regular feedback is taken from students to improve teaching and learning methods.

Curriculum Development	The College is affiliated to Himachal Pradesh University, Shimla and hence we follow the curriculum designed by the Board of Studies of the affiliating University. It is pertinent to mention here that some of the members of the said board are also engaged from college cadre in order to formulate and design the curriculum of the UG Classes.
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The College uploads latest information on its website. The college prospectus is uploaded on the website and all the necessary information is also shared through the website.
Administration	The Administration of the College functions with e-governance system at college level. The college tries its best to keep in touch with latest tools for administration and college staff uses the same for administration purpose. Social app like Gmail and WhatsApp are used to share the information within the respective constituted committees and also to provide the notes for students. It helps to provide the brief notice of any event to be happened on college in WhatsApp Group for awareness and of smooth functioning of the same. The college campus is equipped with CCTV Cameras at various places of need.
Finance and Accounts	The college uses the IFMS software of HP government for e-governance for transparent functioning of Finance and Accounts department of the college. Most financial transactions of the government and other organizations are through the PFMS and IFMS software.
Student Admission and Support	All information regarding admissions is displayed on the website time to time. Admission Prospectus is also uploaded on the college website. The college website has a student corner where various information regarding scholarships, various rules and regulations, important contact are mentioned.
Examination	The examinations are conducted as per the norms laid by the affiliating university and the college provides the facility to the students to fill the

examination forms online in the institution itself.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	2	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
As per the norms of HP Government	As per the norms of HP Government	As per the norms of HP Government

### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure. Internal auditor or Bursar is appointed and a thorough check and verification of all vouchers of the transactions is done. The institutional accounts are audited regularly by Accountant General for government funds and

local audits for student funds. Minor errors omissions and commissions when pointed out by the audit team are immediately corrected/ rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal external financial audit system.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

<b>No Data Entered/Not Applicable !!!</b>
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes	AG Office and LAD (Local Audit Department)	No	

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

<p>1. PTA aided in the Stage Construction. 2. The association also helps in generating the fund to improve the infrastructure and pay for the remuneration of temporary staff on PTA basis. 3. Parent teacher meeting is conducted where the parents are informed about the progress of their wards. The parents also give suggestions for improving the general atmosphere in the college.</p>
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6.5.3 – Development programmes for support staff (at least three)

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

<p>1. Canteen facility was provided for the students. 2. Conferences were organized by the college 3. Language Lab was being established.</p>
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Dramatic Club Theatre Workshop	24/09/2017	24/10/2017	19	16
Hindi Diwas	14/09/2017	14/09/2017	84	66
International Woman's Day	08/03/2018	08/03/2018	256	44

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>1. Installation of Solar Lights with batteries in campus 2. Plantation drive by Rovers and Ranger Unit on World Scarf Day (August 1, 2017) in nearby forest area. 3. Community Service Event on Cleanliness and Environment Conservation at Mamleshwar Mahadev Temple Mumail, Suket Satyagraha Memorial Park and Nag Temple, Bihad on Dated Dec, 2, 2017 and December 16, 2017. 4. J.C. Bose Science Society has organized Poster Making, Slogan Writing, Declamation and Rangoli Competitions based on the themes Global Warming, Save Environment and Save Water and Save Energy Respectively to sensitize students for environment consciousness and sustainability issues. 5. Plantation drive by NSS Unit nearby forest area during Seven Day Special Camp held w.e.f. Feb 5, 2018 to Feb. 11, 2018.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Motto and Mission Statement	16/06/2017	The Motto and Mission Statement is displayed to the students at the entrance of the college gate so as to aware them about the society and

		what various stakeholders expect from them. Prospectus of the college carry the motto and mission statement of the college
Student Charter	12/06/2017	Student charter has been displayed to the student inside campus so that they must be aware regarding their responsibilities towards institution and it deals with the code of conduct for them.
Scholarship Schemes	15/07/2017	Various Scholarship schemes sponsored by Centre and State Government along with general eligibility criteria has been displayed inside the campus.
Handbook of Information -cum-Prospectus	15/06/2017	It includes all the details about infrastructure, faculties, and courses offered (UG and PG), scholarships, societies and clubs, NCC, NSS, RR and Academic Calendar. The Prospectus also displays general rules for the students and a special mention of Anti-ragging ordinance.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

<p>1. Rejuvenation of College Botanical Garden 2. Use of Organic Manure in College Garden and Pots 3. Installation of LED Tube lights in College Classrooms and outdoor 4. Plantation of Trees and Plants (both Perennial and Annual) inside and outside campus specially nearby forest) 5. Prohibition of Use of Plastic inside campus especially in the student assignments</p>
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### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

<p>The institution emphasizes on the wholesome personality of its students. The academic and co-curricular activities are given preferences for the overall growth of a student. The best practices of the college are enumerated as under:</p> <p>1. Eco-friendly Campus (a) College possess both Perennial and seasonal plants</p>
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specially potted plants of various varieties (b) College herbal garden have numerous medicinal plants like Aegle marmalos (bel), Tinospora cordifolia (gaduchi), Withania somnifera (Ashwagandha), Rauwolfia serpentine (serpgandha), Valeriana jatamansi (jatamansi) and many more. (c) College campus is Tobacco Free Zone and also maintains precautions in making disposal of laboratory wastes. (d) No Chemical Fertilizers, pesticides, weedicides is used in nourishment and maintenance of plants in campus instead bio-fertilizers are preferred. 2. Activities by NCC/NSS/RR NCC The College has one NCC unit and one Commanding Officer. 12 NCC cadets got NCC 'CEE' certificates and 23 cadets got 'BEE' Certificates. One student participated in "Thal Sena Selection Camp". 10 cadets participated in "Army Attachment Camp". NSS The College possesses one NSS unit and one Programme Officers 5 students of unit participated in State Level NSS Mega Camp and four volunteers got Best Volunteer Award. Four volunteers participated in National Integration Camp held at GC Seema. Unit also participated in various community related programmes. RR The College has one RR Unit and Rovers Scout leader, Ranger Leader each. Two rovers of the unit participated in National Level Car Festival at Puri, Orisha. Six rovers participated in State Level Independence Day Parade held at Rampur and three rangers and four rovers participated in State Level Republic Day function held at Shimla. The unit also participated in various community level extension programmes.

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

<http://www.gckarsog.edu.in/Picture-Gallery.html>

### 7.3 – Institutional Distinctiveness

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

The college has state-of-the art facilities, good infrastructure facilities encompassing Wi-Fi facility, smart classrooms, well-equipped labs, upgraded library infrastructure with corner for e-learning, Language-cum-Career Labs and latest telepro software in IT lab to develop professional skill among students besides remarkable teaching standards. The college also has well-furnished Conference Hall equipped with ultra modern audio-visual facilities. To encourage girls from far places to get higher education, the college provides hostel facilities for girls with a capacity of 60 students. The college is committed to qualitative value based and progressive education. The emphasis is laid upon grooming the wholesome personality. The work culture of the college is in ambience with the Mission Statement and with the collaborative participation of everyone. The college vision is to achieve excellence and noble character through knowledge and college do so by producing good citizens having value based qualities like discipline, good character, humanity, scientific temperament, innovative nature and knowledge of IT skills. Another salient feature of the institution is the Community-Interface. The students' integrated personality development is achieved by well-educated teaching faculties, exposure to the social values and ethics by community interface programmes through NSS, NCC, RR and other clubs and societies.

Provide the weblink of the institution

<http://www.gckarsog.edu.in/>

### 8.Future Plans of Actions for Next Academic Year

The college proposes to utilize RUSA-I grant for the construction of Additional New Academic Block. In this regard, the institution will put up the case for additional grant from Government of Himachal Pradesh for the further construction of New Academic Block. The college is in dire need of an auditorium and it



proposes to construct the stage and Open Air Auditorium for the college activities. In addition to this, new books are to be purchased for the college library as per syllabi approved by UGC. The institution intends to utilize final RUSA Grant for the Upgradation of the laboratory equipments of various departments. Keeping in view the safety of the girls, CCTV and LED lighting facility will be installed in Girls' Hostel. It is the main focus of the institution to provide state-of-the-art facility to students by organizing seminar for the PG students and opening up new vistas for them. It is essential to sensitise students regarding the career opportunities by arranging guest lectures/ interactive sessions by Career Counseling Cell. Further, the college will start a course in Computer Science for the students of B.Sc. through proper channel. The institution will encourage the students with an objective of Community-Interface via extension activities by NSS, NCC, R and R, Clubs and Societies of the college. There needs to be Feedback taken from Students /and the feedback from Alumni/PTA. Keeping the healthy tradition of the wholesome growth of students, important days will be celebrated for and ensure maximum participation in such activities. The future plan also includes the encouragement of the faculty members for more participation in International/National Conferences/Seminars/Symposiums and Career Advancement Programmes. The IQAC will look into the recommendations of the NAAC Peer Team and frame committees for implementing those recommendations in the interest of students.