

2014-15

The Annual Quality Assurance Report (AQAR) of the IQAC



**Government College Karsog
District Mandi
Himachal Pradesh-175011**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2014 to June 30, 2015)

Part – A

I. Details of the Institution

1.1	Name of the Institution	GOVERNMENT COLLEGE KARSOG
1.2	Address Line 1	GOVERNMENT COLLEGE
	Address Line 2	KARSOG
	City/Town	KARSOG
	State	HIMACHAL PRADESH
	Pin Code	175011
	Institution e-mail address	gckarsog-hp@nic.in
	Contact Nos.	+91 1907 222 116
	Name of the Head of the Institution:	Dr. Kamal Kant
	Tel. No. with STD Code:	+91 1907 222 116
	Mobile:	+91 94185 60134
	Name of the IQAC Co-ordinator:	Dr. Gulshan Mahajan
	Mobile:	+91 94180 33424
	IQAC e-mail address:	karsoggc@gmail.com
1.3	NAAC Track ID (For ex. MHCOGN 18879): ORCOGN12757	

OR

1.4 **NAAC Executive Committee No. & Date:** (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner-bottom of your institution's Accreditation Certificate) EC/56/A&A/102 dated 16-09-2016

1.5 Website address: www.gckarsog.edu.in

Web-link of the AQAR: www.gckarsog.edu.in/AQAR.html

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.49	2011	05

1.7 Date of Establishment of IQAC: DD/MM/YYYY 20/07/2010

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

SN	AQAR	Dated (DD/MM/YYYY)
i.	AQAR-2011-12	25.08.2017
ii	AQAR-2012-13	25.08.2017
iii	AQAR-2013-14	25.08.2017

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) Deemed
 Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy. Edu)
 TEI (Edu) Engineering Health Science Management
 Any Other (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

HIMACHAL PRADESH
UNIVERSITY, SHIMLA – 5

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University
 University with Potential for Excellence UGC-CPE
 DST Star Scheme UGC-CE
 UGC-Special Assistance Programme DST-FIST
 UGC-Innovative PG programmes Any other (*Specify*)
 UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers
 2.2 No. of Administrative/Technical staff
 2.3 No. of students
 2.4 No. of Management representatives
 2.5 No. of Alumni
 2.6 No. of any other stakeholder and community representatives
 2.7 No. of Employers/ Industrialists
 2.8 No. of other External Experts
 2.9 Total No. of members

- 2.10 No. of IQAC meetings held
- 2.11 No. of meetings with various stakeholders
- | | | | |
|--------------------|--------------------------------|---------|----------------------------------|
| No. | <input type="text" value="3"/> | Faculty | <input type="text" value="9"/> |
| Non-Teaching Staff | <input type="text" value="1"/> | Alumni | <input type="text" value="Nil"/> |
| Students | | Others | <input type="text" value="2"/> |
- 2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	<input type="text" value="Nil"/>	International	<input type="text" value="Nil"/>	National	<input type="text" value="Nil"/>	State	<input type="text" value="Nil"/>	Institution Level	<input type="text" value="Nil"/>
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(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Formulating plan of action and ensuring the execution of project thereof.
- Providing of additional rooms in the campus
- Upgrading of college library by subscription to e-journals
- Creating opportunities for students to engage in community services
- Sensitizing students about ecological and environmental issues

2.15 Plan of Action by IQAC/Outcome (*The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year **)

Plan of Action	Achievements
To construct additional classrooms for Department of English for smooth conduct of PG Classes	A partitioning of existing rooms was done and separate classrooms for English and Music departments were created
To promote study environment in campus	<ul style="list-style-type: none"> ➤ New books and equipment were purchased. ➤ New magazines and newspapers were subscribed in library. ➤ Students were motivated for use of library and group discussions. ➤ The efforts were fruitful and Miss Jyoti Sharma of MA English got first position in HP University and was awarded Gold Medal. ➤ Miss Rajni Kumari of Bachelor of Arts got 8th position in HP University.

To focus on extra-curricular activities for the students	<ul style="list-style-type: none"> ➤ Four students were selected to participate in Republic Day Parade at New Delhi. ➤ Cadet Sunita commanded North Zone in Pradhan Mantri Rally. ➤ Three NCC students were selected as Best Cadets by HP NCC battalion Solan and they were also awarded cash prize ➤ Six NSS students participated in 10 days adventure camp organised by Atal Bihari Mountaineering Institute, Manali. ➤ Two NSS students participated in National Youth Convention held at Assam. ➤ Two NSS students participated in Debate and Declamation held at Jammu. ➤ Students got positions in Mime, Mimicry and Classical Song in inter college youth festivals. ➤ College Kho-Kho team got third position in HPU Inter College Kho-Kho(men) event and two students of the team got selected for Inter University Championship. ➤ Bhupender and Sunita won bronze medals in Inter-College Boxing Championship.
To promote participation of faculty in faculty development programmes and to promote research	<ul style="list-style-type: none"> ➤ One paper of faculty (Chemistry) got published in international journal. ➤ Eight faculty members participated in conferences/seminars and they also presented their papers.
To renovate and provide safety grills to the classrooms of first and second floor	<ul style="list-style-type: none"> ➤ An amount of Rs. 5 lakhs was spent in painting and repairing roof and providing grills in the classrooms.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other Body

Provide the details of the action taken

Different proposals as in 2.15 above were discussed in the staff meeting and finalised. Specially designated committees were constituted to execute the same.

Part – B
Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	---	---	---	---
PG	01	---	---	---
UG	03	---	---	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	---	---	---	---
Others	---	---	---	---
Total	04	---	---	---

Interdisciplinary	---	---	---	---
Innovative	---	---	---	---

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	---
Annual	01

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(on all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
21	20	1	--	--

2.2 No. of permanent faculty with Ph.D.

08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	7	---	---	---	---	---	---	2	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
---	---	05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	---	01
Presented papers	01	05	---
Resource Persons	---	---	---

2.6 Innovative processes adopted by the institution in Teaching and Learning:

A Conference hall was furnished with modern furniture and podium.

2.7 Total No. of actual teaching days during this academic year

140

2.8 Examination/ Evaluation Reforms initiated by the Institution (*for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions*)

Mid-Term Tests, Class Tests and Assignments/Seminars
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Board of Study	Faculty Development workshop	Curriculum Development workshop
---	---	---

2.10 Average percentage of attendance of students

88%

2.11

Class	College %	University %	Variation in %
B.A. I	100	NA	NA
B.A.II	93.62	72.64	+20.98
B.A. III	93.77	85.66	+8.11
B. Com. I	100	NA	NA
B.Com. II	35.80	59.31	-23.51
B.Com. III	100	97.09	+02.91
B.Sc. I	100	NA	NA
B.Sc. II	94.41	69.15	+25.26
B.Sc. III	95.83	98.02	-02.19
M.A. English	100	NA	NA

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Feedback from Teachers, Parents and Students
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2.13 Initiatives undertaken towards faculty development

Faculty are encouraged to participate in seminars, conferences and workshops and undertake research projects. Admissible leave, library and online resources are provided to them towards this end.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	---
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	02	---	---
Technical Staff	16	02	---	---

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

<ul style="list-style-type: none"> ➤ IQAC regularly informs and encourages the faculty members to apply for different conferences/symposiums and present paper. Faculty is provided with 14 days special leave to attend the same. ➤ The college authorities provide all necessary support including e-journals, library and internet support for carrying out research work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	---	---	---	---

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	-----	-----	-----
Outlay in Rs. Lakhs	-----	-----	-----	-----

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	-----	-----
Non-Peer Review Journals	-----	-----	-----
e-Journals	-----	-----	-----
Conference proceedings	04	06	-----

3.5 Details on Impact factor of publications:

Range	<input type="text" value="-----"/>	<input type="text" value="-----"/>	h-index	<input type="text" value="-----"/>	Nos. of SCOPUS	<input type="text" value="-----"/>
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3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-----	-----	-----	-----
Minor Projects	-----	-----	-----	-----
Interdisciplinary Projects	-----	-----	-----	-----
Industry sponsored	-----	-----	-----	-----
Projects sponsored by the University/ College	-----	-----	-----	-----
Students research projects <i>(other than compulsory by the University)</i>	-----	-----	-----	-----
Any other(Specify)	-----	-----	-----	-----
Total	-----	-----	-----	-----

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-----	-----	-----	-----	-----
Sponsoring agencies	-----	-----	-----	-----	-----

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any Other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/ College

Total

Type of Patent	Number	
	National	Applied
International	Granted	-----
	Applied	-----
Commercialised	Granted	-----
	Applied	-----

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-----	----	----	----	----	----	----

- 3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them
- 3.19 No. of Ph.D. awarded by faculty from the Institution
- 3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
- JRF SRF Project Fellows Any other
- 3.21 No. of students Participated in NSS events
- | | | | |
|------------------|------------------------------------|---------------------|------------------------------------|
| University level | <input type="text" value="-----"/> | State level | <input type="text" value="06"/> |
| National level | <input type="text" value="04"/> | International level | <input type="text" value="-----"/> |
- 3.22 No. of students Participated in NCC events
- | | | | |
|------------------|------------------------------------|---------------------|------------------------------------|
| University level | <input type="text" value="-----"/> | State level | <input type="text" value="40"/> |
| National level | <input type="text" value="29"/> | International level | <input type="text" value="-----"/> |
- 3.23 No. of Awards won in NSS:
- | | | | |
|------------------|------------------------------------|---------------------|------------------------------------|
| University level | <input type="text" value="-----"/> | State level | <input type="text" value="-----"/> |
| National level | <input type="text" value="-----"/> | International level | <input type="text" value="-----"/> |
- 3.24 No. of Awards won in NCC:
- | | | | |
|------------------|------------------------------------|---------------------|------------------------------------|
| University level | <input type="text" value="-----"/> | State level | <input type="text" value="-----"/> |
| National level | <input type="text" value="07"/> | International level | <input type="text" value="-----"/> |
- 3.25 No. of Extension activities organized
- | | | | |
|------------------|------------------------------------|---------------|---------------------------------|
| University Forum | <input type="text" value="-----"/> | College Forum | <input type="text" value="02"/> |
| NCC | <input type="text" value="01"/> | NSS | <input type="text" value="04"/> |
| | | Any Other | <input type="text" value="02"/> |
- 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility
- Red Ribbon Club organised AIDS awareness rally
 - NSS volunteers rendered service
 - NCC/NSS/ R&R organised blood donation camp in collaboration with District Hospital Mandi

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7836.02 sq meters	Nil	-----	7836.02 sq meters
Class rooms	14	02	PTA	16
Laboratories	07	Nil	-----	07
Seminar Halls	01	Nil	-----	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	01	Student Fund	-----
Value of the equipment purchased during the year (Rs. in Lakhs)	--	8.02	Student Fund	-----
Others	-----	-----	-----	-----

4.2 Computerization of administration and library

The digital record of admissions, fee and funds and other important information is being maintained properly.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2419	3,85,514	Nil	Nil	2419	3,85,514
Reference Books	7582	1826540	Nil	Nil	7582	1826540
e-Books	INFLIBNET					
Journals						
e-Journals	INFLIBNET					
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	47	32	Yes	04	02	04	03	02
Added	01	32	Yes	04	02	04	03	01
Total	48	32	Yes	04	02	04	03	03

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

No

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.58
ii) Campus Infrastructure and facilities	4.01
iii) Equipment	0.45
iv) Others	0.72
Total:	5.76

Criterion – IV

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- Information about various co-curricular and extra-curricular activities is disseminated among them in the similar manner and adequate facilities and support is provided to the students to facilitate their participation in various events for the harmonious growth and development of their personalities.
- Relevant information is provided to the students about various scholarships/ free ships available through the college notice board, website and announcements in the classrooms. Specially designated committees guide and help the students to complete the requisite formalities thereof.

5.2 Efforts made by the institution for tracking the progression

The college maintains proper record is maintained of the achievements of students in academic, co-curricular and extra -curricular activities and these are duly acknowledged in the form of awards and recognitions during the Annual Function of the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1579	47	---	---

(b) No. of students outside the state

(c) No. of international students

Men	No	%
	767	47.17

Women	No	%
	859	52.83

Last Year (2013)						This Year (2014)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1247	292	--	83	--	1622	1433	152	--	41	--	1626

Demand ratio ---

Dropout % ---

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

There is no formal mechanism for the coaching of students for competitive examinations. However, the students are provided adequate information and support regarding competitive/entrance exams by Career and Counselling Cell and the teachers also guide the students about the career options and avenues in a particular subject.

No. of students' beneficiaries ---

5.5 No. of students qualified in these examinations

NET	---	SET/SLET	---	GATE	---	CAT	---
IAS/IPS etc	---	State PSC	---	UPSC	---	Others	---

5.6 Details of student counselling and career guidance

- Information about various career avenues is provided to the students by displaying the relevant information on a notice board designated for the purpose.
- Career opportunities available in different subjects, courses are communicated to the students by the concerned teachers in the course of class room teaching.

No. of students benefitted

5.7 Details of campus placement:

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
---	---	----	---

5.8 Details of gender sensitization programmes

No special programme were organised but students are motivated towards gender sensitization in various occasions
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5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (in Rs.)
Financial support from institution	---	---
Financial support from government	224	740610
Financial support from other sources	---	---
Number of students who received International/ National recognitions	---	---

5.11 Student organised / initiatives:

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The institution's vision is to achieve excellence and attain noble character through education. The mission statements of the institution are:

- *To contribute richly to the development of the quality of the life of rural youths.*
- *To foster value based qualities like discipline, character-building, tolerance, humility and commitment.*
- *To encourage curiosity, innovative approach and scientific temperament.*
- *To incorporate high-tech techniques to enhance the skills of the students.*
- *To stimulate academic activity with integrated personality development.*

6.2 Does the Institution has a management Information System

The college does not have any specific MIS in place but the academic and administrative data is stored in the computer to evaluate, analyze for further work of the institution.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The BOS is the statutory body responsible for development of curriculum for Undergraduate courses.

6.3.2 Teaching and Learning

- Every department is encouraged to use latest ICT for improvement of Teaching– Learning Process.
- They are also encouraged to conduct seminars in the department regularly.

6.3.3 Examination and Evaluation

- The evaluation methodology is formulated by the affiliating University itself. The college evaluates the students by conducting Mid-Term Tests, Class Tests and Oral Tests.
- 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

6.3.4 Research and Development

NIL

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Almost all the departments use ICT for effective teaching.
- Two rooms arranged for the students of Department of English.
- Library is partially automated.
- A number of state-of-the-art laboratory equipments have been added to the Science labs.

6.3.6 Human Resource Management

The faculty members having computer proficiency are given several crucial academic and administrative responsibilities.

6.3.7 Faculty and Staff recruitment

- The teaching faculty is recruited by the HPPSC and appointed by the Department of Higher Education, Government of Himachal Pradesh.
- The temporary lecturers are appointed by the college authority for smooth completion of courses.

6.3.8 Industry Interaction / Collaboration

No

6.3.9 Admission of Students

The admission is done on merit basis in CBCS under RUSA. The minimum eligibility criterion followed is 33% in B.A. and 45% in B.Sc. and B.Com. Admission process is completely transparent and it is systematically administered on roll-on basis. It takes into account the applicable norms and policies of reservation standards for students of weaker sections. There is provision of 15% reservation for SC and 7.5% for ST students. A relaxation of 5% in the minimum cut off percentage is available to SC/ST/Disabled candidates and up to three years relaxation in age in admission to the SC/ST candidates.

The Institution ensures due representation from both genders and weaker sections like IRDP and takes steps to encourage the gender equity as it is co-educational institute. There is an exemption of the tuition fee from the students having more than 40% disability and the girl students.

6.4 Welfare schemes for

Teaching	As per the norms decided by the HP Government
Non teaching	As per the norms decided by the HP Government
Students	Scholarships are awarded to SC/ST/OBC students and the meritorious students

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

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

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

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable.

6.11 Activities and support from the Alumni Association

Alumni Association proposed MA in Hindi, History and Political Science in near future.

6.12 Activities and support from the Parent–Teacher Association

The General House Meeting of Parent Teacher Association meeting is done in the beginning of the session and the parents are informed about the progress of their wards. The association also helps in generating the fund to improve the infrastructure and pay for the remuneration of teachers on temporary basis.

6.13 Development programmes for support staff

Various developmental and welfare schemes of the state govt. available for the support staff are made readily available to them.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The Plantation Drive is done to make the campus clean and green.
- NSS and Rovers and Rangers Units of the college maintain the college campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Upgrading of ICT infrastructure in the college has improved the access of faculty staff
- Providing students the state-of-the-art teaching-learning technology in tune with the changing scenario of higher education in the state and elsewhere.
- Making available the books through Book Bank to the needy students.
- Organising various competitions that enhance the creativity of the students

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Please see 2.15 above

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Providing the ICT enabled teaching-learning aids to enhance the learning skills of the students and encouraging the students to present their seminars through power-point presentations
- Inculcating an awareness towards the community and orientating the students through extension activities
- Conducting Theatre Workshop for the overall development of the students where they learn to explore their latent talent

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Plantation Drives organised by NSS/ R&R/ Eco Club
- Sensitisation of people regarding cleanliness through Swachh Bharat Abhiyan
- Awareness campaigns through skits to protect the environment

7.5 Whether environmental audit was conducted?

Yes		No	√
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7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

No please

8. Plans of institution for next year

- To extend the existing building by constructing additional block
- To provide additional teaching posts
- To promote ICT in teaching
- To focus on training of NCC students for Jobs in Indian Army
- To organise inter- college Events so as to promote extra-curricular activities among students
- To focus on extra-curricular activities for the students
- To promote participation of faculty in faculty development programmes and to promote research.

Name: Dr. Gulshan Mahajan

Dated: August 25, 2017

Signature of the Coordinator, IQAC

Name: Dr. Kamal Kant

Dated: August 25, 2017

Signature of the Chairperson, IQAC

Tentative College Calendar 2014-15

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| 1. Orientation of the Staff Members: | June 10, 2014 |
| 2. College Admission: | June 11, 2014 to June 20, 2014 (Without late fee)
June 21, 2014 to June 30, 2014 (With late fee @ Rs. 10.00 per day) |
| 3. Framing of Academic Calendar by Teaching Faculties: | Second week of June |
| 4. Commencement of classes with Principal's Address: | June 21, 2014 |
| 5. NSS/NCC/ Rovers and Rangers Enrolment: | Last week of June, 2014 |
| 6. Constitution of Executive Bodies of Clubs and Societies: | First week of July, 2014 |
| 7. PTA Meeting: | July, 2014 |
| 8. CSCA Elections: | As per dates notified by HPU |
| 9. Sadbhavana Diwas: | August 20, 2014 |
| 11. House Examination for odd Semester | First week of September (First House Test) |
| First week of October (Second House Test) | |
| 12. Teacher's Day: | September 5, 2014 |
| 13. Hindi Diwas: | September 14, 2014 |
| 14. NSS Day Celebration: | September 24, 2014 |
| 15. Annual Athletic Meet: | First week of October 2014 |
| 16. Festival Break (14 Days) : | October 21, 2014 |
| 17. HPU Youth Festival/ Inter College Sports Championships: | As per HPU Cultural/Sports Calendar |
| 18. NCC Day Celebration: | November, 2014 |
| 19. Flag Day Celebration (Rangers and Rovers): | November 07, 2014 |
| 20. House Examination for Annual System | First week of December |
| 21. World AIDS Day (Red Ribbon Club): | December, 2014 |
| 22. NSS Special Camp: | Last week of December, 2014 |
| 23. CSCA Cultural Function (One Day): | Last week of December, 2014 |
| 24. Winter Break: | January 01, 2015 to January 25, 2015 |
| 25. National Science Day (Wonder Science Club): | February, 2015 |
| 26. Annual Prize Distribution Function: | February, 2015 |
| 27. University Practical's/Examination (Annual System): | March 01, 2015 to April 15, 2015 |
| 28. House Examination for even Semester | First week of March (First House Test) |
| First week of April (Second House Test) | |
| 29. University Practical's/Examination (odd semester): | Last week of October |
| 30. University Practical's/Examination (even semester): | Last week of April |
| 31. Summer Break: | May 11, 2015 to June 09, 2015 |